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# A PARENT'S GUIDE TO APPLYING FOR A SCHOOL PLACE

## SCHOOL YEAR 2024-25

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Admissions to school are governed by policy determined by national government. Information about this is available from the Education and Learning section of the GOV.UK website.

The information in this booklet is as accurate as possible but there may be changes during the year because of developments in central or local government policy. Please check with your child's school or visit Hampshire County Council's website at [hants.gov.uk/admissions](https://hants.gov.uk/admissions) for the latest information.

## Introduction

This booklet is for parents/carers living in Hampshire (not including the administrative areas of Southampton and Portsmouth), whose children are:

- due to start infant or primary school in September 2024 (Reception/Year R)
- due to transfer from infant to junior school in September 2024 (Year 3)
- due to start secondary school in September 2024 (Year 7)

Information about applying for a school place at other times is on page 41.

This booklet should be used alongside information about individual schools, which will help you decide which school(s) you wish to apply to.

The advice in this booklet does **not** apply to children with an education, health, and care plan (EHCP). For these children, their school placement will be decided in consultation with the SEN team. See page 49 for contact details.

### **Deadline dates for applications**

- ◆ Starting school – **Year R** (Reception): **15 January 2024**
- ◆ Transfer to **Year 3** at a junior school: **15 January 2024**
- ◆ Transfer to secondary school - **Year 7**: **31 October 2023**

This information can be made available in alternative formats and translated. For further information please contact the County Admissions Team by email at [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk) or by telephone on 0300 555 1377.

**If you need help applying, please visit any Hampshire school or call 0300 555 1377.**

## Deciding which schools to apply for

You can name up to three schools on your application for admission to Year R (Reception), Year 3 at a junior school and Year 7 at secondary school in September 2023 (see page 14). It is important to use your preferences wisely. We recommend that you use all three preferences to give you the best chance of being allocated one of your preferred schools. Investigate the schools you are interested in before naming them.

- **Find schools in Hampshire**

You can find information about all Hampshire schools on the Hampshire County Council website at [hants.gov.uk/educationandlearning/findaschool](https://www.hants.gov.uk/educationandlearning/findaschool). Each school's page includes contact details, a link to the school's website, the latest Ofsted report, and the school's admission arrangements, including a catchment area map, where applicable.

- **Check your catchment school**

Go to <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder/> to check your catchment school. Please note that not all schools operate a catchment area.

- **Visit the school**

Each school is a community with its own special character. Most schools have open evenings or open days when you can visit and see the school in action. Look at the school website for more information or contact the school to make an appointment.

- **Visit the school website**

This will include a statement about the school's ethos and values, the school's admission policy, pupil absence rates, links to Ofsted reports and details of the school's latest Key Stage 2 or 4 attainment and progress measures. Secondary schools also include information about examination results and where pupils go after they leave school.

- **Read the school's admission policy**

This sets out how many places are available and how places will be allocated if the school is oversubscribed. Each school's admission policy is published on the school's website. All Hampshire school's policies are also available on the Hampshire County Council website [hants.gov.uk/educationandlearning/findaschool](https://www.hants.gov.uk/educationandlearning/findaschool)

- **Look at previous years' admission data**

Find out how many applications the school had last year compared to places available and the criterion of the last child admitted; this may give you some idea of the likelihood of your preference being met, however, there are no guarantees as cohort sizes and patterns of parental preference can change from year to year. Visit [hants.gov.uk/educationandlearning/admissions/data](https://www.hants.gov.uk/educationandlearning/admissions/data).

- **Consider how your child will get to school**

Before choosing a school, you should think about how your child will get to and from school. Visit [hants.gov.uk/educationandlearning/schooltransport](https://www.hants.gov.uk/educationandlearning/schooltransport) to help plan your journey and find out what criteria must be met to be eligible for help with transport.

Where parents name their catchment school as one of their preferences and a place is not available, assistance may be offered to the next closest school, where the other qualifying eligibility criteria are met. The catchment school should be named as one of your preferences if you intend to apply for travel assistance. Use the school catchment finder (<https://maps.hants.gov.uk/SchoolCatchmentAreaFinder/>) to check your catchment school.

## **How to make an application for admission to Year R, Year 3, and Year 7 in September 2024**

**Applications for children resident in Hampshire (not including the administrative areas of Southampton and Portsmouth) must be made to Hampshire County Council.** If your child lives outside Hampshire, you must apply through your child's home local authority, even if you wish to apply for a Hampshire School. If your child's address is changing, for example due to a house move, please refer to the 'Address Information' section on pages 4 and 5.

**Hampshire residents can apply online at [hants.gov.uk/admissions](https://hants.gov.uk/admissions).** The online application system for Year 7 opens on **11 September 2023**, and for Year R and Year 3, it opens on **1 November 2023**.

**If you do not wish to apply online**, paper forms are available from any Hampshire school or the County Admissions Team (see page 48). Completed forms should be returned to the school or to the County Admissions Team at the address provided on the form. **If you need help applying, please visit any Hampshire school for assistance, or call the Admissions Team on 0300 555 1377.**

**If you wish to apply for a school in another local authority**, you must name it on your Hampshire application form. You should also refer to the school or to that local authority's website (or brochure) to ensure you are aware of admissions arrangements for that school.

**Some schools, particularly faith schools, may require you to complete a Supplementary Information Form (SIF) in addition to the Hampshire application form.** The SIF collects additional information needed by the school to determine which of their admission criteria you satisfy. If you do not complete the SIF, you may be reducing your chances of being offered a place. You can find out whether a SIF is required by checking the school's admission policy.

**It is very important to apply on-time** so that your application is not disadvantaged. Every year children miss out on a place at their parents' preferred school, including where this is the catchment school, because applications are submitted late. This may mean that they are allocated a place at a school some distance from home. Late applications will be considered after all on-time applications unless there are exceptional circumstances that warrant consideration.

**At schools where there are more applications than places available**, children will be

admitted according to the oversubscription criteria set out in each school's admission policy. At most schools, distance from school is used as a tie-breaker when not all children falling into an admission category can be offered places. Each school's prospectus will make it clear how distance is measured; most schools use straight line distance.

**If you are offered a place and then are subsequently offered another place**, either from the waiting list at one of your higher preference schools or because of a late application, **the first offer will automatically be withdrawn. It is important therefore, if you are happy with your allocated school, that you let the County Admissions Team (see page 48) know that you no longer wish to be on the waiting list for any other schools.**

## **Address information**

You must provide your child's permanent address on the application form (even if you are planning to move after the deadline). This address is used to determine your school catchment area and distance from home to school.

The permanent address is the child's normal place of residence. A business address, workplace address, relative's address or childminder's address will not be accepted.

**If your child spends part of the week with one parent and part of the week with the other**, only one address can be used. This must be the address at which they spend most of their time.

Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, pre-school or child-minder, the address registered for child benefit and the address registered with the child's GP.

**If you move house before the application deadline**, you **must** amend your online application or submit a new paper application form.

**If you move house after the application deadline** you **must** send evidence of your new address to the Admissions Team (see page 48) by **5 January 2024** (for Year 7 applicants) or **9 February 2024** (for Year R and Year 3 applicants).

If address evidence is received by these dates, your new address will be considered for your application. You can also change the schools named on your application if they are no longer appropriate. If you would prefer to use the address previously provided, please notify the Admissions Team.

Address evidence received after 6 January 2023 (Year 7) or 10 February 2023 (Year R and Year 3) cannot be considered for your application. It will be used to communicate the outcome of your application only.

**The following evidence is required if you are moving to or within Hampshire:**

Type of move	Evidence required
Buying a property	<ul style="list-style-type: none"> <li>• A solicitor's letter confirming exchange of contracts</li> </ul> <p>If you are purchasing a new build, in addition to the above, you must provide evidence that you will be living there before your child's expected start date, for example, a letter from the developer confirming a build completion date. Documents evidencing the ownership or purchase of a plot of land will not be accepted.</p>
Renting a property	<ul style="list-style-type: none"> <li>• A signed tenancy agreement</li> </ul>
Returning to owned property	<ul style="list-style-type: none"> <li>• Evidence of ownership of the property, i.e. the current financial year's council tax letter if you are the council taxpayer or recent utility bills (gas, water, electric)</li> <li>• Date of your intended move and evidence that the property is available to move into, for example, a signed tenancy agreement showing the end date of the tenancy</li> </ul>
Moving to live with partner/friend/relative	<p>An address change due to moving to live with a partner/friend or relative cannot be considered until the move has taken place and the following has been provided:</p> <ul style="list-style-type: none"> <li>• A letter from the partner/friend/relative confirming the arrangements</li> <li>• Two pieces of evidence to demonstrated that you are <b>resident</b> at the new address. This could include: <ul style="list-style-type: none"> <li>- Recent utility bill (gas, water, electric)</li> <li>- Driver's licence</li> <li>- Bank statement</li> <li>- A copy of your Child Tax Credit or Working Tax Credit award letter (if you receive either of these benefits)</li> </ul> </li> </ul>
UK Service Personnel and Crown Servants	<ul style="list-style-type: none"> <li>• An official letter declaring a relocation date and future home address, unit postal address or quartering area address.</li> </ul> <p>In the absence of a residential address, the unit postal address will be used.</p>

## Address warning

**Places are withdrawn every year because parents give a false address on their application. This includes cases where parents buy or rent a property solely to use the address on the application without any intention of taking up permanent residence there. The County Council will investigate all allegations of false addresses and may monitor residency details, particularly if the use of a temporary address causes concern.**

**The County Council reserves the right to seek further documentary evidence to support any claim of residence. We may also check records held within the Council as well as other external agencies when confirming a child's permanent address.**

## Making an application for a looked after or previously looked after child

Looked after children (also known as children in care) and previously looked after children have the highest priority for places.

**Looked after children** are defined as those who are in the care of a local authority or are being provided with accommodation by a local authority in England in the exercise of their social services functions.

**Previously looked after children** are those who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order. They are also those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications for looked after children must be completed by the designated social worker.

If you are making an application for a previously looked after child who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order, you must attach one of the following to your application:

- **Special guardianship order** (*section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian*)
- **Child arrangements order** (*child arrangement orders are defined in section 8 of the Children's Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order*).
- **Adoption order** (*an adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976*)

If you are making an application for a previously looked after child who was in state care outside of England and ceased to be so as a result of being adopted, you will need to include with your application, evidence of the following:

- **that your child has been adopted** and;
- **your child was previously in state care outside of England** (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) **immediately before being adopted**



## **Making an application based on medical or social need**

If your child or a family member has a serious medical or social need that makes it **essential** that the child attends the preferred school, you may be able to ask for priority for a place under the medical and/or social criterion. You should check the school's admission policy to find out if they have such a criterion.

Please note that 'medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements.

To request priority on medical or social grounds, you must tick the relevant box on your child's application form and submit supporting evidence from a professional, such as a doctor and/or consultant for medical need or a social worker, health visitor, housing officer, the police or probation officer for social need. The supporting evidence must confirm the child or family member's medical and/or social need and set out why that need makes it essential that your child attends the named school rather than any other. All information submitted will be regarded as confidential.

Your child or family member's exceptional medical and/or social need cannot be considered if you do not tick the appropriate box on the application form and submit supporting evidence with the application.

Evidence received with the application will be considered by the school and a panel of County Council Senior Officers. Both parties need to agree that the admission is essential. If either party does not consider admission to the preferred school to be essential, the application will be considered against the school's remaining oversubscription criteria.

For Academies, Foundation, Aided and Trust Schools, all supporting evidence received will be forwarded to the admission authority for that school, for their consideration in accordance with their admission policy.

## **Applying to a church school on faith grounds**

If you are applying to a church school and wish to be considered under the faith criterion, you will need to complete a Supplementary Information Form (SIF), in addition to your application form, which asks for a declaration and verification of your Christian commitment.

The SIF is available from the school. You must complete and return the SIF to the school before the application deadline. Failure to do so will mean that your application cannot be considered on faith grounds which may reduce your chances of gaining a place.

## How on-time applications are considered

All on-time applications are considered at the same time. Each school's admission policy sets out how applications will be prioritised if the school is oversubscribed. If more than one of your preferred schools can offer a place, you will be offered the one ranked highest on your application. If none of your preferred schools can offer a place, you will be allocated a place at your catchment school, if places remain, or the next nearest school (measured by straight line) with a place available.

## What happens if my application is unsuccessful?

Your child's name will automatically be added to the waiting list of any Hampshire school ranked higher on your application than the school you have been offered. Parents wishing to join the waiting list of a lower preference school must make a new application (see below). You will also have the right of appeal to an independent appeal panel against the decision to refuse your child a place. Information about waiting lists and how to lodge an appeal will be included in your notification letter.

## Waiting lists

Waiting lists for all oversubscribed secondary schools will be established on 15 March 2024. Infant, primary and junior school waiting lists will be established on 30 April 2024. Each list will be ordered in accordance with each school's published oversubscription only and will include all applicants who have been refused a place at the school and have not been offered a higher preference school. For all community and voluntary controlled schools, children will remain on the waiting list until 31 August 2025. Parents wishing to join the waiting list for the following academic year (2025/2026) will need to make a new application from 1 May 2024. Academies, aided, foundation and trust schools may take a different approach to closing their waiting lists. You should refer to each school's admission policy for more information.

## Making a new application after receiving the notification decision

If you wish to apply to a lower preference school or any new schools that were not named on your original application, you will need to make a late application. Late applications can be made online at [hants.gov.uk/admissions](https://hants.gov.uk/admissions) or using a paper form, available from any Hampshire School.

## What happens if another school can offer my child a place

If, after receiving your original offer of a school place, you are offered another school place, either from a waiting list or because of a new application, **your original offer of a place will automatically be withdrawn**. It is important therefore that you notify the Admissions Team (see page 48) immediately if you no longer require a place at any previously requested schools so that we can remove your child from the waiting list.

## Late applications

Subject to the dates below, late applications will be considered alongside others on waiting lists and places offered in accordance with the admission policy for each school.

**For Year 7:** Late applications for each school received after 31 October 2023 and before 1 March 2024 will be considered on 14 March 2024, together with any unsuccessful on-time applicants, for any available places. This includes places declined by successful on-time applicants between 1 and 13 March. Priority will be given in accordance with the published admission criteria. Late applications received on or after 1 March 2024 will be considered from 15 March 2024 onwards, in order of date of receipt.

**For Year R & Year 3:** Late applications received after 15 January 2024 and before 16 April 2024 will be considered on 29 April 2024, together with any unsuccessful on-time applicants, for any available places. This includes places declined by successful on-time applicants between 16 and 28 April. Priority will be given in accordance with the published admission criteria. Late applications received on or after 16 April 2024 will be considered from 30 April 2024 onwards, in order of date of receipt.

## **Applying for a place in Year R for September 2024**

### **Applications open: Wednesday 1 November 2023**

Parents of children resident in Hampshire wishing to apply for a place at a publicly funded infant or primary school (including schools outside Hampshire) can apply online at [hants.gov.uk/admissions](https://hants.gov.uk/admissions) or request a paper form from any Hampshire school or the County Admissions Team on 0300 555 1377. Parents of children living outside of Hampshire (including Portsmouth and Southampton) should contact their home authority for details on how to make an application.

### **Deadline for applications: Monday 15 January 2024**

Applications must be submitted by this date. Paper application forms should be returned to a Hampshire County Council school during school hours or the County Admissions Team by this date. The online application system will close at midnight on this date.

### **Final date for changes to on-time applications: Friday 9 February 2024**

If there is a significant change in your circumstances after the application deadline (for example, a change of address or a sibling has started at the school) and you can provide evidence of this (see page 4 for address changes) to the County Council by 9 February, you may be able to change your on-time application. No changes can be made after this date. If you wish to change your application for other reasons, you will need to make a late application.

### **Notification date: Tuesday 16 April 2024**

On 16 April 2024, on-time applicants will be notified by Hampshire County Council of the outcome of their application by e-mail. They will also be able to log into the online system to view the outcome of their application. Parents who submitted a paper application will be sent a letter on 16 April 2024 by second class post. Parents should allow 2-3 days for their letter to arrive.

**Monday 29 April 2024:** Late applications received before 16 April will be considered.

**From Tuesday 30 April 2024:** Late applications received on or after 16 April will be considered, in order of date of receipt.

**Hampshire County Council's admission policy for admission to community and voluntary controlled infant and primary schools** is on pages 15 to 19.

## Further information about starting school

Schools in Hampshire offer places to all children from the autumn term after their fourth birthday. Children born **between 1 September 2019 and 31 August 2020** can start school in September 2024.

Children are entitled to 38 weeks of school in their first (reception) year of school. Most children start school full-time from the second week of term (week beginning 9 September 2024). However, parents can choose to defer their child's entry until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, which is the start of the term following their fifth birthday. Children can also attend part-time until the end of the term in which they turn five. After talking with you about your child's age, experience in early years settings, how ready your child is for school and the arrangements put in place by the school for the new intake, the headteacher will agree with you a timetable for your child's entry. **You must discuss any plans to delay your child's start with the headteacher to ensure the school is aware of your request.**

Parents of summer born children (those born between 1 April and 31 August, inclusive) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until the following September. This is called decelerated admission. This is an important decision, and several factors need to be considered. Parents should contact the school(s) they are interested in applying for in the first instance. They will be able to explain the provision on offer to children in Year R, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you have about your child's readiness for school. If you still wish to make a request to decelerate your child's admission to Year R, you should contact the Admissions Team (see page 48) for further advice and details on how to make your request. Information is also available at [hants.gov.uk/summerborn](https://hants.gov.uk/summerborn).

### Entitlement to a free pre-school place in September 2024

Hampshire County Council will fund 570 free hours in a pre-school setting for your child's eligible year. Eligible parents can also apply for an extended entitlement of another 570 free hours. For details, visit: [Free Early Years Education funding | Children and Families | Hampshire County Council \(hants.gov.uk\)](#)

Please note that you cannot access a free pre-school place if your child attends, or is due to attend another County nursery school, mainstream, or special school (including nursery or special unit) in the same term.

If you are seeking to delay your child's entry to school, you must discuss your request with your child's current pre-school setting (i.e., childminder, pre-school or nursery), as they may, or may not be able to continue to offer your child a place. To find alternative pre-school provision visit [Family Information and Services Hub | Childcare and Early Years Education \(hants.gov.uk\)](#).

### Future admission dates

Children born from 1 September 2020 to 31 August 2021 will start school in September 2025  
Children born from 1 September 2021 to 31 August 2022 will start school in September 2026  
Children born from 1 September 2022 to 31 August 2023 will start school in September 2027

## Applying for a place in Year 3 at a junior school for September 2024

If your child is in Year 2 at an infant school, you will need to make an application for a Year 3 junior school place.

### **Applications open: Wednesday 1 November 2023**

Parents of children resident in Hampshire wishing to apply for a place at a publicly funded junior school (including schools outside Hampshire) can apply online at [hants.gov.uk/admissions](https://hants.gov.uk/admissions) or request a paper form from any Hampshire school or the County Admissions Team on 0300 555 1377. Please note you cannot apply for a Year 3 place in a primary school at this time (see page 13). Parents of children living outside of Hampshire (including Portsmouth and Southampton) should contact their home authority for details on how to make an application.

### **Deadline for applications: Monday 15 January 2024**

Applications must be submitted by this date. Paper application forms should be returned to a Hampshire County Council school during school hours or the County Admissions Team by this date. The online application system will close at midnight on this date.

### **Final date for changes to on-time applications: Friday 9 February 2024**

If there is a significant change in your circumstances after the application deadline (for example, a change of address or a sibling has started at the school) and you can provide evidence of this (see page 4 for address changes) to the County Council by 9 February, you may be able to change your on-time application. No changes can be made after this date. If you wish to change your application for other reasons, you will need to make a late application.

### **Notification date: Tuesday 16 April 2024**

On 16 April 2024, on-time applicants will be notified by Hampshire County Council of the outcome of their application by e-mail. They will also be able to log into the online system to view the outcome of their application. Parents who submitted a paper application will be sent a letter on 16 April 2024 by second class post. Parents should allow 2-3 days for their letter to arrive.

**Monday 29 April 2024:** Late applications received before 16 April will be considered.

**From Tuesday 30 April 2024:** Late applications received on or after 16 April will be considered, in order of date of receipt.

**Hampshire County Council's admission policy for admission to community and voluntary controlled junior schools** is on pages 20 to 24.

**Hampshire County Council's admission policy for admission to community and voluntary controlled junior schools** who are in a Federation with their linked infant school is on pages 25 - 29.

Below is the list of junior schools whose admission arrangements follow **Hampshire County Council's admission policy for admission to community and voluntary controlled junior schools** who are in a Federation with their linked infant school.

Junior School	Linked Infant School
Alver Valley Junior School	Alver Valley Infant and Nursery School
Balksbury Junior School	Balksbury Infant School
Bishopswood Junior School	Bishopswood Infant School
Bursledon Junior School	Bursledon Church of England Infant School
Crofton Anne Dale Junior School	Crofton Anne Dale Infant School
Fordingbridge Junior School	Fordingbridge Infant School
Fryern Junior School	Fryern Infant School
Greenfields Junior School	Oakwood Infant School
Leesland Church of England Junior School	Leesland Church of England Infant School
Liphook Church of England Junior School	Liphook Infant School
Liss Junior School	Liss Infant School
Netley Abbey Junior School	Netley Abbey Infant School
Northern Junior Community School	Northern Infant School
Oakridge Junior School	Oakridge Infant School
Orchard Lea Junior School	Orchard Lea Infant School
Riders Junior School	Riders Infant School
South View Junior School	South View Infant School
Springwood Junior School	Springwood Infant School
Trosnant Junior School	Trosnant Infant School
Wallisdean Junior School	Wallisdean Infant School
Wildground Junior School	Wildground Infant School
Winklebury Junior School	Winklebury Infant School
Woolton Hill Junior School	St Thomas' CE Infant School

Please note that this list does not include junior schools who were not known to be part of a Federation with their linked infant school at the time the 2024/25 admission arrangements were consulted on and determined.

## Applying for a Year 3 place in a primary school

Parents with a child in Year 2 of an infant school who wish to apply for a Year 3 place in a primary school should do as follows:

- Apply for a junior school online or using a paper form available from any junior school by the deadline of 15 January 2024. This will secure a school place for September 2024.
- Apply to the preferred primary school by completing an in-year application either online or using a paper form available from any primary school from 1 May 2024 and submitting it or returning to the school before 10 June 2024. The primary school will consider applications for September 2024 from **10 June 2024**.

There are a few exceptions to this arrangement. Your child's current school will let you know if there are exceptional arrangements which apply.

## Applying for a place in Year 7 for September 2024

If your child is in Year 6 at a primary or junior school, you will need to make an application for admission to Year 7 in a secondary school.

### **Applications open: Monday 11 September 2023**

Parents of children resident in Hampshire wishing to apply for a Year 7 place at a publicly funded secondary school (including schools outside Hampshire) can apply online at [hants.gov.uk/admissions](https://hants.gov.uk/admissions) or request a paper form from any Hampshire school or the County Admissions Team on 0300 555 1377. Parents of children living outside of Hampshire (including Portsmouth and Southampton) should contact their home authority for details on how to make an application.

### **Deadline for applications: Tuesday 31 October 2023**

Applications must be submitted by this date. Paper application forms should be returned to the County Admissions Team by this date or to a Hampshire County Council school during school hours. The online application system will close at midnight on 31 October.

### **Final date for changes to on-time applications: Friday 5 January 2024**

If there is a significant change in your circumstances after the application deadline (for example, a change of address or a sibling has started at the school) and you can provide evidence of this (see page 4 for address changes) to the County Admissions Team by 5 January 2023, you may be able to change your on-time application. No changes can be made after this date. If you wish to change your application for other reasons, you will need to make a late application.

### **Notification date: Friday 1 March 2024**

On 1 March 2024, on-time applicants will be notified by Hampshire County Council of the outcome of their application. Online applicants will receive an e-mail. They will also be able to log into the online system to view their outcome. Parents who submitted a paper application will be sent a letter on 1 March 2024 by second class post. Parents should allow 2-3 days for their letter to arrive.

**Thursday 14 March 2024:** Late applications received before 1 March 2024 will be considered.

**From Friday 15 March 2024:** Late applications received on or after 1 March 2024 will be considered, in order of date of receipt.

**Hampshire County Council's admission policy for community secondary schools is on pages 30 - 34.**



# Hampshire County Council's Admission Policy for Community and Voluntary Controlled Primary and Infant Schools 2024-2025

This policy will be used during 2023/2024 for allocating places in the main admission round for entry to Year R in September 2024. It will also apply to in-year admissions during 2024/25. It does not apply to those being admitted to nursery provision.

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

The guiding principles of the school admissions policy are that each school should serve its local community; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair, and objective and complies with all relevant legislation.

## Published Admission Number (PAN)

Each school has a published admission number (PAN)<sup>1</sup> for entry to Year R. The school will admit this number of children if there are sufficient applications. Where there are fewer applications than the published admission number, places will be offered to all applicants.

## Admissions Process

The County Council will consider first all those applications received by the published deadline of **midnight on 15 January 2024. Notifications to parents offering a primary or infant school place will be sent by the County Council on 16 April 2024.**

Applications made after the deadline will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

## Pupils with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN.

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<sup>1</sup> The PAN applies to the relevant year\* only. For other year groups at the school, different admission limits may be applied. Please ask the school or local authority for details.

\* The relevant year is the age group at which pupils are or will normally be admitted to the school i.e. reception, year 3, year 7 and year 12 where the school admits external applicants to the sixth form (Section 142 of the SSFA 1998).

## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after (see definition i).
2. Children or families with an exceptional medical and/or social need. Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends the school rather than any other (see definition ii). Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.
3. Children of staff (see definition iii) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area (see definition iv) who at the time of application have a sibling (see definition v) on the roll of the school or linked junior school who will still be on roll at the time of admission. [See 7 for additional children who may be considered under this criterion.]
5. (C of E controlled schools only) Children living **in** the catchment area with a parent who is an active member of the Church of England (see definition vii) and who requests admission on denominational grounds and provides relevant evidence.
6. Other children living **in** the catchment area of the school.
7. Children living **out** of the catchment area who at the time of application have a sibling (see definition v) on the roll of the school or linked junior school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school or linked junior school in the normal admission round in a previous year because the child was displaced (see definition vi) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school or linked junior school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].
8. (C of E controlled schools only) Children living **out** of the catchment area with a parent who is an active member of the Church of England (see definition vii) and who requests admission on denominational grounds and provides relevant evidence.
9. Other children.

## Definitions

(i) Looked after children are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements

order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(ii) 'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

(iii) 'Staff' includes all those on the payroll of the school who (specific to clause (1)) have been an employee continuously for two years at the time of application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian, or a resident stepparent.

(iv) A map of the school's catchment area is available on the school's details page of the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(v) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Criteria 4 and 7 include children who at the time of application have a sibling for whom the offer of a place at the preferred school or linked junior school has been accepted, even if the sibling is not yet attending. It also includes, in the normal admissions round, children who have a sibling on roll in Year 2 at the preferred infant school at the time of application, who are successful in gaining a place at the linked junior school on the national notification date.

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admission round having named it on the application and was not offered a higher named preference school. To identify the child's catchment school please use <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder>. Note that some addresses are in catchment for more than one school and in this case, 'displaced' refers to a child who was refused a place at any of their catchment schools.

(vii) 'Active member of the Church of England' is defined as attending worship at a Church of England church at least twice a month for the previous two years before the date of application\*. Parents applying under criteria 5 or 8 must complete a Supplementary Information Form (SIF) which asks for declaration and verification of active membership. The SIF is available to download and print from the County website ([www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions)) or from the school on request. It cannot be completed online. The completed SIF must be returned to the school by the application deadline.

*\*In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance, will only apply to the period when the church or alternative premises have been available for public worship.*

### **Tie-breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are

equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

## **Additional Information**

### **Permanent Residence**

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

### **Multiple births**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Fair Access placements by the local authority**

Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year R, the waiting list will be maintained centrally by the local authority until 31 August 2024. At all other times, and for other year groups, waiting lists will be operated by schools on behalf of the local authority.

Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

For entry to Year R, the waiting list will remain open until 31 August 2025, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

For information about the appeal process, including how to lodge an appeal, please visit:

## **Starting school**

Pupils born between 1 September 2019 and 31 August 2020 (inclusive) are entitled to full-time schooling from September 2024. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2019 (inclusive) reach compulsory school age on 31 December 2024 and must be in full-time education at the start of the spring term 2025.
- January and 31 March 2020 (inclusive) reach compulsory school age on 31 March 2025 and must be in full-time education at the start of the summer term 2025.
- 1 April and 31 August 2020 (inclusive) reach compulsory school age on 31 August 2025 and must be in full-time education at the start of the new school year in September 2025.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2025. This is called decelerated admission. In making such a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2023 to ensure that an informed decision is made. Guidance on decelerated admission for summer born children, including how to make a request, is available on the County website at [www.hants.gov.uk/ad-summerborn](http://www.hants.gov.uk/ad-summerborn).

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

## **School specific criteria**

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated. It must be made clear that the criterion is school-specific.

## **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

## **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021)

# Hampshire County Council's Admission Policy for Community & Voluntary Controlled Junior Schools 2024-2025

This policy will be used during 2023/24 for allocating places in the main admission round for entry to Year 3 in September 2024. It will also apply to in-year admissions during 2024/25.

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

The guiding principles of the school admissions policy are that each school should serve its local community; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair, and objective and complies with all relevant legislation.

## Published Admission Number (PAN)

Each junior school has a published admission number (PAN)<sup>2</sup> for entry to Year 3. The school will admit this number of children if there are sufficient applications. Where there are fewer applications than the published admission number, places will be offered to all applicants.

## Admissions Process

The County Council will consider first all those applications received by the published deadline of **midnight on 15 January 2024. Notifications to parents offering a junior school place will be sent by the County Council on 16 April 2024.**

Applications made after the deadline will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

## Pupils with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN.

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<sup>2</sup> The PAN applies to the relevant year\* only. For other year groups at the school, different admission limits may be applied. Please ask the school or local authority for details.

\* The relevant year is the age group at which pupils are or will normally be admitted to the school i.e. reception, year 3, year 7 and year 12 where the school admits external applicants to the sixth form (Section 142 of the SSFA 1998).

## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after (see definition i).
2. Children or families with an exceptional medical and/or social need. Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends the school rather than any other (*see definition ii*). Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.
3. Children of staff (see definition iii) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area (*see definition iv*) who at the time of application have a sibling (*see definition v*) on the roll of the school or linked infant school who will still be on roll at the time of admission. [See 8 for additional children who may be considered under this criterion.]
5. Children living **out** of the catchment who were allocated a place at a linked infant school in the normal admission round in a previous year because the child was displaced (*see definition vi*) from the catchment school for their address, and they remain living in the catchment area.
6. (*C of E controlled schools only*) Children living **in** the catchment area with a parent who is an active member of the Church of England (*see definition vii*) and who requests admission on denominational grounds and provides relevant evidence.
7. Other children living **in** the catchment area.
8. Children living **out** of the catchment area who at the time of application have a sibling (*see definition v*) on the roll of the school or linked infant school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school or linked infant school in the normal admission round in a previous year because the child was displaced (*see definition vi*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school or linked infant school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].
9. Children living **out** of the catchment area who at the time of application are on the roll of a linked infant school.
10. (*C of E controlled schools only*) Children living **out** the catchment area with a parent who is an active member of the Church of England (*see definition vii*) and who requests admission on denominational grounds and provides relevant evidence.
11. Other children.

## **Definitions**

(i) Looked after children are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(ii) 'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

(iii) 'Staff' includes all those on the payroll of the school who (specific to clause (1)) have been an employee continuously for two years at the time of application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian, or a resident stepparent.

(iv) A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(v) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Criteria 4 and 8 include children who at the time of application have a sibling for whom the offer of a place at the preferred school or linked infant school has been accepted, even if the sibling is not yet attending.

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admission round having named it on the application and was not offered a higher named preference school. To identify the child's catchment school please use <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder>. Note that some addresses are in catchment for more than one school and in this case, 'displaced' refers to a child who was refused a place at any of their catchment schools.

(vii) 'Active member of the Church of England' is defined as attending worship at a Church of England church at least twice a month for the previous two years before the date of application\* Parents applying under criteria 6 or 10 are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of active membership. The SIF is available to download and print from the County website ([www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions)) or from the school on request. It cannot be completed online. The completed SIF must be returned to the school by the application deadline.

*\*In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance, will only apply to the period when the church or alternative premises have been available for public worship.*



## **Tie-breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

## **Additional Information**

### **Permanent Residence**

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

### **Multiple births**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Fair Access placements by the local authority**

Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year 3, the waiting list will be maintained centrally by the local authority until 31 August 2024. At all other times, and for other year groups, waiting lists will be operated by schools on behalf of the local authority.

Any places that become available will be offered to the child at the top of the list at that time. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

For entry to Year 3, the waiting list will remain open until 31 August 2025, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year.

Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

For information about the appeal process, including how to lodge an appeal, please visit:

<https://www.hants.gov.uk/educationandlearning/admissions/guidance/appeals>.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

### **School specific criteria**

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated.

### **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).

# **Hampshire County Council's Admission Policy for Community & Voluntary Controlled Junior Schools in a Federation with its linked infant school 2024-2025**

This policy will be used during 2023/24 for allocating places in the main admission round for entry to Year 3 in September 2024. It will also apply to in-year admissions during 2024/25.

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

The guiding principles of the school admission policy are that children can benefit from continuity between schools serving the same community; that each school should serve its local community, that siblings as far as possible can attend school together. The policy aims to be clear, fair and objective and complies with all relevant legislation.

## **Published Admission Number (PAN)**

Each junior school has a published admission number (PAN)<sup>1</sup> for entry to Year 3. The school will admit this number of children if there are sufficient applications. Where there are fewer applications than the published admission number places will be offered to all applicants.

## **Admissions Process**

The County Council will consider first all those applications received by the published deadline of **midnight on 15 January 2024. Notifications to parents offering a junior school place will be sent by the County Council on 16 April 2024.**

Applications made after the deadline will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

## **Pupils with an Education, Health and Care Plan**

Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN.

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<sup>1</sup> The PAN applies to the relevant year\* only. For other year groups at the school, different admission limits may be applied. Please ask the school or local authority for details.

\* The relevant year is the age group at which pupils are or will normally be admitted to the school i.e. reception, year 3, year 7 and year 12 where the school admits external applicants to the sixth form (Section 142 of the SSFA 1998).

## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after (see definition i).
2. Children or families with an exceptional medical and/or social need. Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends the school rather than any other (see definition ii). Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.
3. Children of staff (see definition iii) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who at the time of application are on the roll of the federated linked infant school.
5. Children living within the catchment area (see definition iv) who at the time of application have a sibling (see definition v) on the roll of the school or linked infant school who will still be on roll at the time of admission. [See 8 for additional children who may be considered under this criterion.]
6. (C of E controlled schools only) Children living in the catchment area with a parent who is an active member of the Church of England (see definition vii) and who requests admission on denominational grounds and provides relevant evidence.
7. Other children living within the catchment area.
8. Children living outside the catchment area who at the time of application have a sibling (see definition v) on the roll of the school or linked infant school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school or linked infant school in the normal admission round in a previous year because the child was displaced (see definition vi) from the catchment school for their address, the application will be considered under 5, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school or linked infant school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].
9. (C of E controlled schools only) Children living outside the catchment area with a parent who is an active member of the Church of England (see definition vii) and who requests admission on denominational grounds and provides relevant evidence.
10. Other children.

## Definitions

(i) Looked after children are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special

guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(ii) 'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

(iii) 'Staff' includes all those on the payroll of the school who (specific to clause (1)) have been an employee continuously for two years at the time of application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian, or a resident stepparent.

(iv) A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(v) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Criteria 5 and 8 include children who at the time of application have a sibling for whom the offer of a place at the preferred school or linked infant school has been accepted, even if the sibling is not yet attending.

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admission round having named it on the application and was not offered a higher named preference school. To identify the child's catchment school please use <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder>. Note that some addresses are in catchment for more than one school and in this case, 'displaced' refers to a child who was refused a place at any of their catchment schools.

(vii) 'Active member of the Church of England' is defined as attending worship at a Church of England church at least twice a month for the previous two years before the date of application\*. Parents applying under criteria 6 or 9 are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of active membership. The SIF is available to download and print from the County website ([www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions)) or from the school on request. It cannot be completed online. The completed SIF must be returned to the school by the application deadline.

*\*In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance, will only apply to the period when the church or alternative premises have been available for public worship.*

## **Tie-breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings

will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

## **Additional Information**

### **Permanent Residence**

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

### **Multiple births**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Fair Access placements by the local authority**

Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year 3, the waiting list will be maintained centrally by the local authority until 31 August 2024. At all other times, and for other year groups, waiting lists will be operated by schools on behalf of the local authority.

Any places that become available will be offered to the child at the top of the list at that time. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

For entry to Year 3, the waiting list will remain open until 31 August 2025, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

For information about the appeal process, including how to lodge an appeal, please visit:

<https://www.hants.gov.uk/educationandlearning/admissions/guidance/appeals>.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

## **School specific criteria**

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated.

## **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

## **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).

# Hampshire County Council's Admission Policy for Community Secondary Schools 2024-2025

This policy will be used during 2023/24 for allocating places in the main admission round for entry to Year 7 in September 2024. It will also apply to in-year admissions during 2024/25.

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultation.

The guiding principles of the school admissions policy are that each school should serve its local community; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair, and objective and complies with all relevant legislation.

## Published Admission Number (PAN)

Each school has a published admission number (PAN)<sup>1</sup> for entry to Year 7. The school will admit this number if there are enough applications. Where fewer applications than the published admission number are received, places will be offered to all those who have applied.

## Admissions Process

The County Council will consider first all those applications received by the published deadline of **midnight on 31 October 2023. Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2024.**

Applications made after the deadline will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

## Pupils with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN.

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<sup>1</sup> The PAN applies to the relevant year\* only. For other year groups at the school, different admission limits may be applied. Please ask the school or local authority for details.

\* The relevant year is the age group at which pupils are or will normally be admitted to the school i.e. reception, year 3, year 7 and year 12 where the school admits external applicants to the sixth form (Section 142 of the SSFA 1998).



## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after (see definition i).
2. Children or families with an exceptional medical and/or social need. Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends the school rather than any other (*see definition ii*). Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.
3. Children of staff (see definition iii) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area (*see definition iv*) who at the time of application have a sibling (*see definition v*) on the roll of the school who will still be on roll at the time of admission. [See 6 for additional children who may be considered under this criterion.]
5. Other children living **in** the catchment area of the school.
6. Children living **out** of the catchment area who at the time of application have a sibling (*see definition v*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (*see definition vi*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion because of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].
7. Children living **out** of the catchment area who at the time of application are on the roll of a linked junior or primary school.
8. Other children.

### Definitions

(i) Looked after children are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside

of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(ii) 'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

(iii) 'Staff' includes all those on the payroll of the school who (specific to clause (1)) have been an employee continuously for two years at the time of application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian, or a resident step parent.

(iv) A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(v) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. Criteria 4 and 6 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admission round having named it on the application and was not offered a higher named preference school. To identify the child's catchment school please use <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder>. Note that some addresses are in catchment for more than one school and in this case, 'displaced' refers to a child who was refused a place at any of their catchment schools.

## **Tie-Breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

## **Additional Information**

### **Permanent Residence**

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into

account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

### **Multiple births**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Fair Access placements by the local authority**

Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year 7, the waiting list will be maintained centrally by the local authority until 31 August 2024. At all other times, and for other year groups, waiting lists will be operated by schools on behalf of the local authority.

Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

For entry to Year 7, the waiting list will remain open until 31 August 2025, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

For information about the appeal process, including how to lodge an appeal, please visit:

<https://www.hants.gov.uk/educationandlearning/admissions/guidance/appeals>.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

### **School specific criteria**

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult

the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated.

### **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).

# Hampshire County Council's Admission Policy for Community All-through Schools 2024-2025

This policy will be used during 2023/24 for allocating places in the main admission round for entry to Year R and Year 7 in September 2024. It will also apply to in-year admissions during 2024/25. It does not apply to those being admitted to nursery provision.

All-through schools cater for children aged 4-16. Children in Year 6 of the primary phase will automatically transfer to Year 7 of the secondary phase without the need to apply for a place. Additional places are available for new pupils.

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultation.

The guiding principles of the school admissions policy are that each school should serve its local community; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair, and objective and complies with all relevant legislation.

## Published Admission Number (PAN)

Each all-through school has a published admission number (PAN)<sup>1</sup> for entry to Year R and Year 7.

The school will admit this number of children if there are sufficient applications. Where there are fewer applications than the published admission number, places will be offered to all applicants.

## Admissions Process

The deadline for applications to Year R is **midnight on 15 January 2024**.

The deadline for applications to Year 7 is **midnight on 31 October 2023**.

The County Council will consider first all those applications received by the relevant deadline.

**Notifications to parents offering a school place will be sent by the County Council on 16 April 2024 for Year R applicants and 1 March 2024 for Year 7 applicants.**

Applications received after the relevant deadline will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

## Pupils with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN.

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<sup>1</sup> The PAN applies to the relevant year\* only. For other year groups at the school, different admission limits may be applied. Please ask the school or local authority for details.

\* The relevant year is the age group at which pupils are or will normally be admitted to the school i.e. reception, year 3, year 7 and year 12 where the school admits external applicants to the sixth form (Section 142 of the SSFA 1998).

## **Oversubscription criteria (primary)**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after (see definition i).
2. Children or families with an exceptional medical and/or social need. Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends the school rather than any other (*see definition ii*). Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.
3. Children of staff (see definition iii) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area (*see definition iv*) who at the time of application have a sibling (*see definition v*) on the roll of the school who will still be on roll at the time of admission. [See 6 for additional children who may be considered under this criterion.]
5. Other children living **in** the catchment area.
6. Children living **out** of the catchment area who at the time of application have a sibling (*see definition v*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (*see definition vi*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].
7. Other children.

## **Oversubscription criteria (secondary)**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following priority order:

1. Looked after children or children who were previously looked after (see definition i).
2. Children or families with an exceptional medical and/or social need. Each application must include supporting evidence from a professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends X School rather than any other (see definition ii). Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under

medical / social need. If evidence is not submitted with the application, the child or family's medical or social need cannot be considered.

3. Children of staff (see definition iii) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children living **in** the catchment area (see *definition iv*) who at the time of application have a sibling (see *definition v*) on the roll of the school who will still be on roll at the time of admission. [See 6 for additional children who may be considered under this criterion.]

5. Other children living **in** the catchment area.

6. Children living **out** of the catchment area who at the time of application have a sibling (see *definition v*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (see *definition vi*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].

7. Children living **out** of the catchment area who at the time of application are on the roll of a linked junior or primary school.

8. Other children.

### **Definitions**

(i) Looked after children are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(ii) 'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

(iii) 'Staff' includes all those on the payroll of the school who (specific to clause (1)) have been an employee continuously for two years at the time of application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian, or a resident stepparent.

(iv) A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(v) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 4 and 6 of the primary oversubscription criteria include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending. Criteria 4 and 6 of the secondary oversubscription criteria include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admission round having named it on the application and was not offered a higher named preference school. To identify the child's catchment school please use <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder>. Note that some addresses are in catchment for more than one school and in this case, 'displaced' refers to a child who was refused a place at any of their catchment schools.

## **Tiebreaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

## **Additional Information**

### **Permanent Residence**

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

### **Multiple births**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Fair Access placements by the local authority**

Outside the normal admission round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school



even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year R and Year 7, the waiting list will be maintained centrally by the local authority until 31 August 2024. At all other times, and for other year groups, waiting lists will be operated by schools on behalf of the local authority.

Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

For entry to Year R and Year 7, the waiting list will remain open until 31 August 2025, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

For information about the appeal process, including how to lodge an appeal, please visit:

<https://www.hants.gov.uk/educationandlearning/admissions/guidance/appeals>.

### **Starting school**

Pupils born between 1 September 2019 and 31 August 2020 (inclusive) are entitled to full-time schooling from September 2024. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2019 (inclusive) reach compulsory school age on 31 December 2024 and must be in full-time education at the start of the spring term 2025.
- 1 January and 31 March 2020 (inclusive) reach compulsory school age on 31 March 2025 and must be in full-time education at the start of the summer term 2025.
- 1 April and 31 August 2020 (inclusive) reach compulsory school age on 31 August 2025 and must be in full-time education at the start of the new school year in September 2025.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2025. This is called decelerated admission. In making such a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2023 to ensure that an informed decision is made. Guidance

on decelerated admission for summer born children, including how to make a request, is available on the County website at [www.hants.gov.uk/ad-summerborn](http://www.hants.gov.uk/ad-summerborn).

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

### **School specific criteria**

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated. It must be made clear that the criterion is school-specific.

### **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).

## Applying for a school place at times other than the main admission round

There are two main reasons why you might be applying for a school place other than at the time of the main admission round: you might be moving house or unhappy with your child's current school.

If you are experiencing difficulties with your child's current school, you should speak with the headteacher to try and resolve the situation before seeking a transfer to another school. Changing school can be difficult for a child and rarely resolves their difficulties. It is important to consider the emotional, social and academic consequences for your child connected with a change of school. You should not remove your child from their current school before you have secured an offer of a place at another school.

**Parents wishing to apply for a place at a publicly funded school in Hampshire** outside the main admission round can apply online at: [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions) or request an application form directly from the school. Paper applications should be submitted to your preferred school who will normally write to you with the decision within 10 school days, but no later than 15 school days.

If you are offered a place, the school will require your child to start at the school within four school weeks.

If the school cannot offer your child a place, you will receive a refusal letter advising you of the arrangements for placing your child's name on the waiting list and of your right of appeal to an independent appeal panel against the decision not to admit your child.

**Applications for admission at the start of term in September 2024** for year groups which are not the main point of entry for the school can be submitted from 1 May 2024 and will be considered from **10 June 2024**. Applications that specify that they are for a September 2024 start date will not be considered or responded to until after this date.

If you need help finding a Hampshire school place for your child, you should contact the County Admissions Team on 0300 555 1377.

**Parents wishing to apply for a school place in another local authority** should contact that local authority in which the school is situated for advice about their in-year admission procedures.

## Applying from overseas

Overseas nationals entering the UK who wish to apply for a state-funded school must check that they have the right of abode (<https://www.gov.uk/right-of-abode>) or the conditions of their visa otherwise permit them to access at state-funded school before making their application.

It is the responsibility of parents to check that they and their children have a right of abode in the UK or their children have a right, under their visa entry conditions, to study at a state-funded school.

If your child is entitled to access a state funded school, you will need to provide evidence of your move to the area, with your application. Please see the Address Information section (page 4) section to find out what evidence is required.

If you are unable to provide evidence of your new address, your application will be considered based on your current overseas address.

## Advice for UK service families

Hampshire County Council recognises the disadvantage experienced by UK service families as a result of being subject to frequent movement within the UK and from abroad, often at relatively short notice.

Hampshire's admission arrangements for service children are set in accordance with paragraph 2.21 of the School Admissions Code (September 2021), below:

*2.21 For families of service personnel with a confirmed posting, or crown servants returning from overseas, admission authorities must:*

*a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.*

*b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.*

*c) not reserve blocks of places for these children.*

*d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.*

### **Applying for admission in September 2024**

If you are making an application for admission to Year R, Year 3 or Year 7 in September 2024 and are:

#### ***Relocating to Hampshire from elsewhere in England you must:***

- complete the application form from the local authority where you live and;
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to your home authority by the application deadline. Your home authority will co-ordinate your application with the local authority for your future address

#### ***Relocating to Hampshire from overseas you must:***

- apply using Hampshire's [online application form](#) (paper forms are also available on request).
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the [County Admissions Team](#) by the [relevant deadline](#).

### **Applying for an immediate place**

If you are applying for an immediate school place (in-year application) you must:

- complete the in-year application form and;
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the school.

See page 41 for more information about Applying for a school place at times other than the main admission round.

## School Transport

Parents are responsible for ensuring their children attend school. Most parents are responsible for making arrangements for their child to travel to and from school. Hampshire County Council will put in place school transport arrangements for children of compulsory school age that have applied and meet set eligibility criteria.

Children are of compulsory school age from the beginning of the term following their fifth birthday (or from their fifth birthday if it falls on 31 August, 31 December or 31 March) until the last Friday in June of the academic year in which they reach 16 years of age.

Eligible children are defined as children of compulsory school age who:

- attend the nearest or catchment school beyond the statutory walking distance (more than two miles for children below the age of 8 or more than three miles for children aged between 8 and 16 and
- who, because of their special educational needs, disability or mobility problems cannot reasonably be expected to walk to their school
- whose route to the nearest suitable school is unsafe
- children entitled to free school meals or whose parents receive the maximum level of Working Families Tax Credit (subject to a distance requirement)

Where a catchment school is unable to offer a place, transport assistance may be offered to the next nearest school with space only using the distance criteria above,

Where a catchment school is not named as the first preference then transport assistance will not be offered to a school that is further away, where the catchment school could have offered if named as a higher preference.

There are additional eligibility criteria for low-income families – please refer to the School Transport Policy for further details.

The full Home to School Transport Entitlement policy is available online at:  
[hants.gov.uk/educationandlearning/schooltransport](https://hants.gov.uk/educationandlearning/schooltransport)

### **Children with Special Educational Needs (SEN), a disability or mobility problems**

A child of compulsory school age with special educational needs, a disability or mobility problems who cannot reasonably be expected to walk to school, will receive free school transport, regardless of distance.

Following an application, eligibility is assessed on an individual basis, which includes the following:

- The child must be attending the nearest designated catchment area school, a nearer school, or the nearest school with a place or is attending the nearest appropriate school as determined by the Special Educational Needs (SEN) service.
- By reason of their SEN, a disability or mobility problem (including temporary medical conditions) the child cannot reasonably be expected to walk to school
- Eligibility will be assessed on an individual basis and any evidence submitted e.g., from a medical practitioner will be taken into consideration.

Further information on eligibility and the application process is available on the HCC website: Eligibility and how to apply | Hampshire County Council ([hants.gov.uk](https://hants.gov.uk))  
The School Transport Policy is available online at:  
[www.hants.gov.uk/educationandlearning/schooltransport](https://www.hants.gov.uk/educationandlearning/schooltransport)

## How to apply for assistance with transport

You can apply online at [hants.gov.uk/educationandlearning/schooltransport/parent-carer/application-process](https://hants.gov.uk/educationandlearning/schooltransport/parent-carer/application-process). The School Transport Service can be contacted by telephone on 01962 846924 or by email at [school.transport@hants.gov.uk](mailto:school.transport@hants.gov.uk)

## Spare Capacity Seating

A spare seat on a vehicle contracted by Hampshire County Council may be offered to a child who is not eligible for transport assistance. This can be withdrawn at short notice if the seat is needed by an eligible child or if re-tendering or re-planning changes the route or reduces the number of concessionary seats.

A flat rate charge will be made (set annually by HCC), waived where the child being transported is entitled to free school meals or the family is in receipt of the maximum level of working tax credit. Parents must make their own arrangements for the pupil to travel to the nearest existing pick-up point on the route.

For those applying during Summer 2024 for transport starting in September 2024, please note spare seat capacity will not be known for the start of the new school year. Parents should therefore make alternative plans through to half term in October 2024.

More information about spare capacity seating is available at [hants.gov.uk/educationandlearning/schooltransport/spare-capacity-seats](https://hants.gov.uk/educationandlearning/schooltransport/spare-capacity-seats)

## School meals

Giving your child the best start to the school year by opting for a school lunch is a way for your children to share the experience of trying new foods. Knowing your child is having a healthy, delicious meal every day is one less thing for you to worry about. You can find the Education Catering starter guide online at [hants.gov.uk/educationandlearning/hc3s/education-catering/primary/school-lunch-hub](https://hants.gov.uk/educationandlearning/hc3s/education-catering/primary/school-lunch-hub) to help prepare your child for the routine of lunchtime. Follow their conversation on Facebook @hc3seducation and X @HC3S6 for their Year R Shout Out events and hints and tips over the summer.

All children in Year R, Year 1 and Year 2 are entitled to Free School Meals. Older children may also be eligible. For more information on free school meals and to check if you are eligible, please visit: [hants.gov.uk/educationandlearning/freeschoolmeals](https://hants.gov.uk/educationandlearning/freeschoolmeals).

## School Uniform

Unfortunately, the County Council is unable to provide help with the cost of school uniform.

However, you may wish to contact your child's school to ask if they can help.

## Frequently Asked Questions

### Q Do I have a right to a place at the school of my choice for my child?

A No, parents do not have an absolute right to a place at the school of their choice. Parents have a right to express a preference for a school and admission authorities have a duty to comply with that preference except where it would prejudice what the 1998 School Standards and Framework Act calls 'efficient education or the efficient use of resources'. If an admission authority is unable to meet a parental preference, parents have the right to appeal to an independent appeal panel.

### Q How likely is it that I will be offered a place at my chosen school?

A You can work out your child's priority for a place from the list of admission criteria in the school's admission policy. The admission policy will also tell you how many places there are available. You can also look at how many children were admitted under each admission category in previous years. For community and voluntary controlled schools, this information is on Hampshire's website. For other types of school, you will need to ask the school for this information. **However, you must treat this information with caution because circumstances can change from year to year.** For example, if a new housing development opens in the school's catchment area, it may affect the number of out-catchment applicants offered a place, due to the increase of catchment applicants.

### Q What is my catchment school and am I guaranteed a place?

A You can check your catchment school at: <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder/> or by calling the County Admissions Team (see page 48). If you apply to your catchment school, it is likely that you will have a high priority for a place, but one cannot be guaranteed. Changes in the pattern of parents' preferences and changes in local population may mean that some schools receive more applications than places available from families living in the catchment area. Please note that some schools do not operate a catchment area for school admission purposes. Always check the school's admission policy to see how applications will be prioritised if the school is oversubscribed.

### Q I live near the county boundary. Are procedures and deadlines the same in other local authorities?

A For the main admission rounds, the deadlines for applications and notification dates have been set nationally. Parents of children living in Hampshire must follow the procedures set by Hampshire County Council. If you intend to apply to a school in another authority, it is wise to look at the school's website and find out about the local authority's procedures.

### Q Should I apply for more than one school?

A Yes, it is strongly recommended that you name more than one school on your application to maximise your chances of being offered a place at a preferred school. If you are unsuccessful in gaining a place at your preferred school(s), you will be allocated a place at your catchment school (if places remain) or the nearest school with space, which could be some distance away. It is important therefore that you choose your preferences wisely (see page 2 "Deciding which schools to apply for"). Please note that naming the same



school more than once will not increase your chances of being offered a place at that school.

**Q Can I apply for a school outside of Hampshire?**

A You can name any publicly funded school in England on your application form. If you name a school in another County, Hampshire County Council will pass your application to the relevant authority for consideration. We will then receive an outcome from the other authority and will notify you of this on the national notification date alongside your other preferences.

**Types of school**

Hampshire schools admit boys and girls of all abilities.

**Age ranges of schools**

- ◆ **infant schools:** for pupils aged 4 to 7 (some have nurseries for 3 to 4 year olds)
- ◆ **junior schools:** for pupils aged 7 to 11
- ◆ **primary schools:** for pupils aged 4 to 11
- ◆ **secondary schools:** for pupils aged 11 to 16  
(some secondary schools have sixth forms for pupils aged 16 to18).
- ◆ **all through schools:** for pupils aged 4 to 16

Type of publicly funded school	Description	Who is the admission authority?
Community schools	Maintained by Hampshire County Council (HCC)	HCC
Voluntary controlled schools	Maintained by HCC; originally set up by voluntary bodies (e.g. Church of England)	HCC
Voluntary aided schools	Maintained by HCC but advised by a local Diocese of the Church	Governing body
Foundation and trust schools	Maintained by HCC	Governing body
Academies	Independently managed schools set up by sponsors from business/faith or voluntary groups/local authorities in partnership with the Department for Education	Academy Trust

**Hampshire Admission Forum**

Hampshire Admission Forum considers a wide range of admissions issues with a particular focus on whether admission arrangements are ‘clear, fair and objective’ as required by the School Admissions Code issued by the Department for Education. The Forum aims to ensure that potentially vulnerable children are not disadvantaged by admission procedures and plays a major part in reviewing and advising on admission arrangements. The current Forum has representatives of the County Council, headteachers, governors, Hampshire dioceses, the armed forces, ethnic minorities, parent carer networks, special educational needs, early years and social care.

## **Complaints**

The Office of the Schools Adjudicator (OSA) will investigate any breaches of admissions legislation drawn to its attention. Please visit [gov.uk/government/organisations/office-of-the-schools-adjudicator](http://gov.uk/government/organisations/office-of-the-schools-adjudicator) for details. Complaints about maladministration in admission appeals should be addressed to the Local Government Ombudsman. Please visit [lgo.org.uk/](http://lgo.org.uk/) for details.

## **Admissions Team contacts**

### **County Admissions Team**

Hampshire County Council,  
Children's Services Directorate,  
Elizabeth II Court North, Winchester, SO23 8UG  
Tel: 0300 555 1377  
Email: [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk)

## **Diocesan Education Authorities (for information about church schools)**

**Director of Education, Guildford Diocesan Board of Education**, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF. Tel: 01483 484900

**Director of Education, Portsmouth and Winchester Diocesan Board of Education**, 1st Floor, Peninsular House, Wharf Road, Portsmouth PO2 8HB. Tel: 023 9289 9680.

**Director for Education**, Catholic Academies and Schools Office (CASO), St Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA. Tel: 01329 835363

**Director of Education, Salisbury Diocesan Board of Education**, The Avenue, Wilton, Salisbury, SP2 0FG. Tel: 01722 746949

## Other useful Hampshire County Council contacts

### Special Educational Needs and Disabilities (SEND)

Children with an Education, Health and Care (EHC) plan will have their school placement determined by the SEN team and therefore parents do not need to complete an application form. Information about Special Educational Needs can be found at [hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds](https://hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds).

The SEN Service helpline is open from 9.15pm to 4.45pm Monday to Thursday and 9.15am to 4.15pm on Friday on 01329 316165. Alternatively, parents can email the appropriate team for their area of Hampshire as shown below.

Basingstoke & Deane	basingstoke.sen@hants.gov.uk
East Hants	easthants.sen@hants.gov.uk
Fareham & Gosport	fareham.gosport.sen@hants.gov.uk
Hart and Rushmoor	hart.rushmoor.sen@hants.gov.uk
Havant	havant.sen@hants.gov.uk
New Forest	newforest.sen@hants.gov.uk
Test Valley	testvalley.sen@hants.gov.uk
Winchester & Eastleigh	winchester.sen@hants.gov.uk

### For SEN transport arrangements, visit:

[hants.gov.uk/educationandlearning/schooltransport/parent-carer/eligibility/sen-school-placement](https://hants.gov.uk/educationandlearning/schooltransport/parent-carer/eligibility/sen-school-placement)

### Hampshire SENDIASS

Hampshire SENDIASS is an impartial Special Educational Needs and Disability Information, Advice and Support Service for parents and carers of children and young people with special educational needs and disabilities (SEND) and to young people with SEND throughout Hampshire. For more information, visit [hampshiresendiass.co.uk/](https://hampshiresendiass.co.uk/)

Tel: 0808 164 5504, E-mail: [info@hampshiresendiass.co.uk](mailto:info@hampshiresendiass.co.uk)

### Ethnic Minority and Traveller Achievement Service (EMTAS)

EMTAS supports schools and families across Hampshire in raising ethnic minority achievement, through bilingual assistance, projects, training, family learning and advisory support. It is based at Dame Mary Fagan House, Lutyens Close, Basingstoke, RG24 8AG, Tel: 01256 330195.

### Support for young carers

Hampshire has many local projects and support groups for young carers. For more information:

[hants.gov.uk/socialcareandhealth/childrenandfamilies/supportyoungpeople/youngcarers](https://hants.gov.uk/socialcareandhealth/childrenandfamilies/supportyoungpeople/youngcarers).

Tel: 0300 555 1384 E-mail: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)

### Services for Young Children

Services for Young Children support parents, carers and their families in accessing childcare (including wrap-around care) and early years services. The service also provides information and guidance to those working in Hampshire childcare and early years education services. Visit: [Services for Young Children | Children and Families | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/childrenandfamilies) for more information, or look at our Family Information and Services Hub (see below).

### **Hampshire Family Information and Services Hub and SEND Local Offer**

The Hampshire Family Information and Services Hub provides details on a wide range of services for families across the county, including childcare, activities for children and young people, health services, and much more [Family Information and Services Hub | Childcare and Early Years Education \(hants.gov.uk\)](https://www.hants.gov.uk/familyinformationandserviceshub).

Hampshire's *SEND Local Offer* is also part of the Hub and includes information about services for children and young people aged 0 – 25 years with special educational needs and disabilities.

### **Participation & Lifelong Learning**

The Participation & Lifelong Learning service provides a matrix-accredited Careers Information, Advice and Guidance service, contact your school's careers team or Hampshire Futures at [careers.service@hants.gov.uk](mailto:careers.service@hants.gov.uk). It also offers a range of transitional Post 16 Learning opportunities; Apprenticeships and Traineeships; Outdoor Education, PE, Sport and Duke of Edinburgh; and delivers the Adult and Community Learning programme across Hampshire. Visit [hants.gov.uk/educationandlearning/participation-lifelong-learning](https://www.hants.gov.uk/educationandlearning/participation-lifelong-learning) for further information.

### **Local social care contacts**

Hampshire County Council social care services include assessments of children in need and their families, assessment of children with disabilities, protection for children at risk of harm and children looked after away from home. Social care services work in cooperation with health services, schools and the police, in particular where a child needs protection.

Information can be found at:

[hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/socialcareteams](https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/socialcareteams)

The Hampshire Safeguarding Children Board child protection procedures can be found at:

[hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection](https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection)

### **For advice out of hours and emergency help**

If you need emergency help when offices are closed, for example, in cases of child protection or mental illness, you can contact Hampshire Social Services Direct in the evening and at weekends on **0300 555 1373**. This helpline is staffed by social workers and other specialists who can deal with anything from advice about how best to help an elderly relative to getting help in an emergency.

## **Term and holiday dates 2023-2024**

### **Autumn term 2023**

Friday 1 September – Friday 15 December  
(Half term Monday 23 October - Friday 27 October)

### **Spring term 2024**

Tuesday 2 January – Thursday 28 March  
(Half term Monday 12 - Friday 16 February)

### **Summer term 2024**

Monday 15 April – Tuesday 23 July  
(Half term Monday 27 May – Friday 31 May)

There are five 'Professional Days' used for in-service training, which are set by individual schools. These days are arranged during term-time. Pupils do not attend on these days.

If you have comments about this booklet, please contact the Admissions Team on [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk).