



Horndean Infant School

Admission Policy 2014 - 2015

This policy will apply to all admissions from 1 September 2014, including in-year admissions. It will be used during 2013-14 for allocating places for September 2014 as part of the normal admission rounds for Year R. It does not apply to those being admitted to nursery provision.

Admission Criteria

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

The County Council will consider first all those applications received by the published deadline of **midnight on Wednesday 15 January 2014. Notifications to parents offering a primary or infant school place will be sent by the County Council on Wednesday 16 April 2014.**

Applications made after midnight 15 January 2014 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The published admission number (PAN) for Horndean Infant School for 2014-2015 is **90**.

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.

If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

1. Looked after children or children who were previously looked after (*see (a) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Horndean Infant School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living **in** the catchment area of Horndean Infant School (*see (b) in Definitions*):
 - (i) Children who at the time of application have a sibling (*see (c) in Definitions*) on the roll of Horndean Infant School or Horndean Church Of England (Controlled) Junior School who will still be on roll at the time of admission. [See 4(i) for additional children who may be considered under this criterion.]
 - (ii) Other children living in the catchment area of Horndean Infant School.
4. Children living **out** of the catchment area of Horndean Infant School:
 - (i) Children who at the time of application have a sibling (*see (c) in Definitions*) on the roll of Horndean Infant School or Horndean Church Of England (Controlled) 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 no places were available at the catchment school for their address, the application will be considered under 3(i), above, subject to the address being the same for both applications.]

- (ii) Children of staff (*see (d) in Definitions*) who have, (i) been employed at Horndean Infant School for two or more years at the time at which the application for admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (iii) Other children.

Definitions

(a) This criterion provides a priority for children 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). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as 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. 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).]

(b) 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 address 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.

(c) 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, and includes children living as siblings in the same family unit.

Categories 3(i) and 4(i) includes 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. 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, where the parent has made a successful on-time application for a place for that sibling in Year 3 at a linked junior school and the parent is due to be notified of this on the national offer date.

(d) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

Tie-breaker

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

Additional Information

1. Pupils with a statement of special educational needs

The governors will admit any pupil whose final statement of special educational needs names the school. Where possible such children will be admitted within the PAN.

2. Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

3. In-Year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore 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 the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

4. 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.

5. Waiting lists

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. Any places that become available will be allocated 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;
- periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

6. Starting school

Parents of children requiring a Year R place, including those accessing co-located nursery provision, must make an application. In Hampshire, most children are admitted to school for the first time in the September after their fourth birthday. Parents can request that their child attend part-time sessions or defer their child's entry until later in the school year or until the child reaches compulsory school age. Pupils will normally be admitted at the start of a school term. All children holding a Year R place are expected to be attending full-time by the start of the summer term in April 2014. Parents of a child whose 5th birthday falls between 1 April and 31 August 2014 who wish to defer their child's admission until September 2014, will need to submit an in-year application to the school before 10 June 2014 and will be considered for a place in Year 1.

7. Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2012).

Review Date:	April 2013
Review Cycle:	Annually
Responsibility:	Headteacher & Chairman
Review:	Governing Body
Approval	Governing Body

Approved by Governors Dated