



## **Admissions Policy**

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### **Perins School**

**2017-2018**

## Admissions Policy for Perins School 2017-2018

This policy will apply to all admissions from 1<sup>st</sup> September 2017, including casual admissions. It will be used during 2016-2017 for allocating places for September 2017 as part of the main admission round for Year 7.

The guiding principles of the school admission policy are, first, to enable as many children as possible to attend their parents' preferred school; second, to enable our school to serve its local community; third, to assist parents in planning their children's education; fourth, to support Hampshire in ensuring that all children are allocated a school place. Therefore the aims of the admission criteria are:

- to be easy for parents and schools to understand and operate;
- to enable children, as far as possible, to attend their local school and thereby minimise long or difficult journeys to school;
- to enable siblings, as far as possible, to attend the same school;
- to promote high educational standards through curricular and pastoral continuity between schools serving the same catchment areas;
- to promote school involvement with the local community.

### Admission Criteria

The admissions number for the academic year 2017-2018 is 215.

The admissions criteria that will be used in the event of oversubscription are set out below and listed in priority order

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order. [A looked after child is a child who is (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). 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 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).]
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living within the catchment area of the school who at the time of application have a sibling on the roll of the preferred school and who will still be on roll at the time of the sibling's admissions. 'Siblings' refers to brother or sister, half-

- brother or half-sister, adoptive brother or adoptive sister, step-brother or step-sister, foster-brother or foster-sister and includes children living as siblings in the same family unit.
4. Children living within the catchment area of the school who live closest to the school, based on a straight line from school to the entrance of the property.
  5. Children whose parents are either members of staff who have 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 children whose parents are a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
  6. Children living outside the catchment area of the school who at the time of application have a sibling on the roll of the preferred school and who will still be on roll at the time of the sibling's admissions. 'Siblings' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step-brother or step-sister, foster-brother or foster-sister and includes children living as siblings in the same family unit.
  7. Children living outside the catchment area of the school who, at the time of application, attend one of the linked primary schools, namely, Sun Hill Junior School, Cheriton Primary School, Ropley Primary School, Preston Candover Primary School or Four Marks Primary School.
  8. Children living outside the catchment area of the school, who live closest to the school, based on a straight line from the school to the entrance to the property.

### **Distance measurement**

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. 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. If it is still not possible to decide, a random allocation of drawing names will be made to allocate the final place.

### **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.

### **Pupils with statements of Special Educational Needs or Education, Health & Care Plan (EHCP)**

The governors will admit any pupil whose final statement of special educational needs names the school.

### **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. If an admission raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

### **Procedure**

- Parents who are seeking admission for their son or daughter to Perins School should complete the Hampshire County Council Application Form (CAF) and return it to the appropriate primary school by no later than midnight on Monday 31<sup>st</sup> October 2016. Alternatively applications can be made on line to Hampshire County Council at [www.hants.gov.uk/education](http://www.hants.gov.uk/education) .
- Late applications (i.e. those submitted after midnight on 31<sup>st</sup> October) will be considered after all on time applications unless exceptional circumstances merit earlier consideration.
- Notifications to parents allocating a secondary school place will be Letters to parents offering a secondary school place will be sent by the local authority on Wednesday 1<sup>st</sup> March 2017. For the main 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 parents' highest stated preference will be awarded.

### **Appeals**

Parents have the right to appeal against the decision to admit a child to the school. In this instance parents should write to the school asking for an Appeal Form. Appeal papers must be lodged with the school by 30<sup>th</sup> April 2017 if they want their appeal to be heard by the end of the summer term. Appeals will be heard by a panel which is independent of both the governors and the local authority. A copy of this policy, details of the appeals process and a map of our catchment area are available on our school website [www.perins.net](http://www.perins.net).

## **Waiting List**

When all available places have been allocated Perins School will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. 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. Within the academic year fair access 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 will affect their priority
- at the end of each school term, 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.

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.

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

Parents can seek places outside their child's normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.

## **Legislation**

This policy takes account of all relevant legislation including the Education Act 2002, the Schools Standards and Framework Act 1998, legislation on sex discrimination, race relations and disability, together with all relevant regulations and the School Admissions Code (DfE December 2014).