



## HIGHBURY PRIMARY SCHOOL

### GOVERNORS ADMISSIONS POLICY FOR 2018/19 ADMISSIONS

Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

#### Governors Admissions Policy for 2018/19 Admissions

##### 1. Introduction

This policy will apply to all admissions for the academic year 2018/2019 including in year (mid-term) applications. The Published Admission Number (PAN) is 60.

If the school is oversubscribed, applications will be considered first according to the following priorities in the order set out below:

**1.1** Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.

**1.2** Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. Applications under this criterion must be supported by written evidence from an appropriate professional involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate. All applications received under this category are considered by a multi-disciplinary team of the local authority.

**1.3** Children living within the school's designated catchment area. If the school cannot admit all applications from the catchment area, priorities 1.4(i) to 1.4(iv), will be used.

**1.4** Children living outside the school's catchment area in the following priority order:

i) Children who have a brother or sister (living within the same household) already on roll and who will still be attending the school the following academic year:

Note: this category does include step-brothers/step-sisters, adoptive/foster brothers/sisters living within the same household or children whose parents are married or cohabiting and live together within the same household (see additional information).

ii) Children eligible for service premium

iii) Children of staff employed at the school

(a) where the member of staff has been employed at the school for 2 or more years at a time at which the application is made, and or

(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

iv) Children who live closest to the school, based on the shortest distance from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications- see additional information). Should there be two or more identical distances requiring prioritisation, this will be done by casting lots (See additional information)

Note: should the school be oversubscribed from within any of the criteria 1.4(i) to 1.4(iii) above, then any additional criteria as given in 1.4(i) to 1.4(iv) will be used to prioritise applications within these categories.

Where the LA is unable to meet a parental preference in relation to a catchment school, the LA will have to allocate a place at a lower preference school or even allocate the next nearest school with places available. Parents may prefer to then try and get a place for another sibling at the same school. In such instances, this school could then be treated as the catchment school for subsequent sibling applications. Parents would have to notify the LA on application that they consider this exception applies. If the application was for the actual catchment school this criterion would still be applied. This would be applicable to Portsmouth schools who have catchment criterion as part of their admissions policy.

## **2. Pupils with a statement of special educational needs or statutory education, health and care plan:**

The Admissions code states *"all children whose statement of special educational need (SEN) or Education Health and Care (EHC) plan names the school must be admitted"*. These children will have priority for admission over and above all other admission applications and will be included in the admissions allocation process.

# Additional Information

Admissions phone number - 02392 688008

Email - [www.portsmouth.gov.uk/school](http://www.portsmouth.gov.uk/school) admissions

## **Looked after children**

These are defined as children who are looked after by a local authority, i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours. Children who were previously looked after, but ceased to be so because they were adopted or subject to a residence or special guardianship order<sup>1</sup>. A copy of the relevant court order will be required.

*\*A child is considered as 'Looked After' as defined in section 22(1) of the Children Act 1989. A child is considered 'Adopted' as defined in section 46 of the Adoption and Children Act 2002.*

*Residence order- as defined in section 8 of the Children Act 1989.*

*Special guardianship order - as defined in section 14 a of the Children Act 1989*

## **Medical, physical, psychological or social need**

If your child or a family member has a significant medical, physical, psychological or social need that you would like taken into account when places are allocated, please tick the relevant box on the application form and attach supporting evidence to your form. All evidence must be sent together with the application form. The evidence must be in writing from your doctor or other appropriate professional involved with your child's health, wellbeing or your specific family circumstances. In all cases evidence must show why it is appropriate that your child attends your preferred school and why other schools in the city are inappropriate.

All applications received under this category are considered by a multi-disciplinary team of the local authority. Failure to attach supporting evidence will delay the progress of your application and result in it not being considered under this criterion. It is your responsibility to provide the necessary evidence to support your application. All information given will be treated confidentially. If you are in any doubt about whether or not to include details, please contact the Admissions Service for further advice.

## **Catchment Areas**

A catchment area is a geographical area defined by the council. The idea of having a catchment area is to give some priority for the admission of children living in the local area of the school. Please note: living in the catchment area does not guarantee a place at the school. Your catchment area is determined by your home address (the child's permanent residence).

## **Sibling links**

A sibling link is defined as a child's brother or sister (living in the same household) already on roll and attending the school you have applied to or at an adjacent infant/junior school and

who will still be attending the school the following academic year. This category includes step-brothers/step-sisters; adoptive/foster brothers/sisters living in the same household or children whose parents are married or cohabiting and live together within the same household. This does not include siblings who live in a different household. If you have twins, triplets or more children in the same household who are due to transfer into the same year group, please be aware that should the admission limit of a school be reached by admitting one child, your other child(ren) will be offered a place at the same school. Please note: a sibling link at the school does not guarantee admission to the school.

### **Distance criterion**

Where it is necessary to prioritise applications the criterion will be prioritised based on the shortest distance from the child's home to school, measured in a straight line 'as the crow flies'. Distances will be measured using the council's Geographical Information System (GIS) department. The Local Land and Property Gazetteer (LLPG) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the LLPG, with Ordnance Survey's ADDRESS-POINT® product used as support. Should there be two or more identical distances, the prioritisation will be done by casting lots. The Admissions Service will arrange for this to be carried out by the LA's Democratic Services who are independent of the school and the admissions process.

### **Fair Access Protocol**

The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of secondary school age children. This protocol relates to admission applications throughout the year (but not the transfer of Year 6 pupils from primary/junior to secondary schools in September 2018). The protocol takes priority above the school's admission policy for those on a waiting list and the LA may require the school to admit above their published admission number.

### **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. Appellants in the normal admissions round should contact Portsmouth City Council by 22<sup>nd</sup> May 2018. In year applicants will be heard within 30 school days of the appeal being lodged. Information on how to appeal and the timetable for the appeals process is on the Trust website at [www.unicat.org.uk](http://www.unicat.org.uk)

### **Waiting lists**

All parents who have been refused a place at the school will have the option to indicate their wish to remain on the waiting list - via a tick box on the allocation response form online or on a paper reply slip.

Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

Children will remain on a waiting list only until the end of the academic year August 2019 if parents/carers want their children to be on the waiting list for the following academic year,

they must reapply. The school delegate this function to the LA's Admission Service to administer.

The University of Chichester Academy Trust is the admission authority for Highbury Primary School and the timetable for Admissions Appeals is available on its website along with further Appeals Information. All academies within the Trust participate in the co-ordinated admission arrangements operated by the local authority where they are located.

Approved by the Governing Body: .....

Approved: July 2017

Review: February 2018