

## Admissions Policy – 2019-2020



<b>STATUTORY / NON-STATUTORY</b>	<b>STATUTORY</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>Headteacher</b>
<b>DATE APPROVED BY Head/SLT</b>	<b>April 2018</b>
<b>GOVERNING BODY OR COMMITTEE RESPONSIBLE</b>	<b>GP</b>
<b>DATE OF FULL GOVERNING BODY APPROVAL</b>	<b>April 2018</b>
<b>REVISION DUE DATE</b>	<b>January 2019</b>

## Introduction

As an Academy, Noadswood School is its own admissions authority. However, the school adheres to the Hampshire County Council Admission Policy and applications are made in the normal way to the County Council. We do not require any supplementary information.

The published admission number for Noadswood School for 2019/20 is 225.

The school will consider first all those applications received by the published deadline of midnight on Friday 31<sup>st</sup> October 2018. Late applications (i.e. those submitted after midnight on 31<sup>st</sup> October 2018) will be considered after all on time applications unless exceptional circumstances merit earlier consideration. Letters to parents offering a secondary school place will be sent by the County Council on the **1<sup>st</sup> March 2019**.

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 parent's highest stated preference will be allocated.

If the school is oversubscribed, places will be offered in the following priority order. Places for late applications 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 Noadswood School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living in the catchment area of Noadswood School (see (b) in Definitions).
  - (i) Children who at the time of application have a sibling (see (c) in Definitions) on the roll of Noadswood 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 Noadswood School.
4. Children living out of the catchment area of Noadswood School:
  - (i) Children who at the time of application have a sibling (see (c) in Definitions) on the roll of Noadswood School who will still be on roll at the time of admission. [Where a sibling was allocated a place at Noadswood 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. 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 criteria as a consequence of their elder sibling' displacement and the address remains same.]

(ii) Children who at the time of application are on the roll of a linked junior or primary school, namely: Orchard Junior School; Wildground Junior School; Waterside Primary School; Hythe Primary School.

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

(iv) Other children.

## Definitions

- (a) This criterion provides priority for children who are in the care of a local authority or 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, child arrangement 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).
- (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, foster brother or foster sister, step-brother or step-sister 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 3(i) and 4(i) 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.
- (d) “Staff” includes all those on the payroll of Noadswood 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 Noadswood School is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer Noadswood 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 between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the Hampshire County Council's website.

For children living outside the Noadswood catchment area, distance will be measured from the child's home to the closest part on the catchment boundary; for children living within the Noadswood catchment area, distance will be measured to the school office, not the catchment boundary.

## **Additional Information**

### **Multiple births**

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **Pupils with statements of special educational needs**

The governors will admit any pupil whose final statement of special educational needs or Education, Health & Care Plan (EHCP) names the school. This is not an oversubscription criterion. Where possible such children will be admitted within the PAN.

### **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 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 protocol approved by the Admission Forum, based on 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.

## **Waiting List**

When all available places have been allocated, we 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. In-year fair access 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 will affect their priority;  
at the end of each school year, 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 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 the 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 Noadswood School.

## **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 2014).

## Noadswood School Admission Appeals Timetable for Year 7 in September 2019

We will follow the programme for Appeals as below:

National notification date for on-time applicants	Friday 01 March 2019
Notification date for late applicants ( <i>for applications received after 31 October 2018 and before 1 March 2019</i> )	Monday 4 March 2019
Deadline date for parents wishing to lodge an appeal ( <i>returning completed appeal papers to the County Council</i> )	Friday 29 March 2019 <i>the</i>
Year 7 appeal hearings to be held	From 07 May to 24 May 2019
Decision letters to be sent	Within 5 school days of hearing

### Please note

Appeals lodged after the end of March 2019 will be heard during the above dates if possible, or within 30 school days of the appeal being lodged. Appeals lodged on or after 13 June 2019 may not be heard until the autumn term but no more than 30 school days after the appeal was lodged.

Appellants will receive at least 10 school days' notice of the exact date and location of their appeal hearing.

Following the lodging of an appeal, additional papers may be submitted to the Appeals Service until 10 working days before the hearing. Evidence admitted after this date will be considered by the panel but this may lead to an adjournment and significant delays.