

# Infant/Primary School Admissions Policy 2023/24



## **Section 1: Introduction**

The Hamwic Education Trust (HET) is the Admission Authority for the schools listed in the table below. The Trust Board is responsible for determining the admissions policy and arrangements in line with the requirements of the School Standards & Framework Act 1998 and School Admissions Code. HET has delegated the processing of admissions to the individual school's governing body. This policy will be used to prioritise applications for Year R starting in September 2023 and for in-year admissions for the 2023/24 academic year for the schools listed below.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the highest ranked of the schools that could be offered.

### **Published Admission Number**

The Published Admission Number (PAN) for each school is shown in the table below. Each school will admit up to the PAN into Year R in September 2023.

<b>School Name</b>	<b>PAN</b>
Glenfield Infant School	90
Harefield Primary School	60
Hollybrook Infant School	60
Ludlow Infant Academy	90
Shirley Infant School	90
Sholing Infant School	90
Thornhill Primary School	60
Townhill Infant School	60
Weston Park Primary School	60
Weston Shore Infant School	30
Woolston Infant School	60
Wordsworth Primary School	90

### **Children with statements of special educational needs (SEN) / Education, Health and Care Plan (EHCP) that name the school**

Children with statements of special educational needs or EHCPs that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

## **Section 2: Oversubscription Criteria**

All explanatory notes are in section 3 on page 4.

Applications submitted by 15 January 2023 will be dealt with first. If the number of applications submitted by 15 January 2023 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code 2021.
2. Children subject to a child protection plan.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year – see Explanatory Note 1.
4. Children who live within the school’s designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 2 for catchment definition.
5. Other children living within the school’s designated catchment area.
6. Children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Other children living outside the school’s designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 3 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.

### **Section 3: Oversubscription Criteria Explanatory Notes**

1. **Sibling:** A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address. In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school – see Explanatory Note 4 for linked junior schools.
2. **Catchment area:** Each school has a designated catchment area defined by a road list which is available on the relevant school’s website. Parents can also check which catchment area they live in on-line through the Southampton City Council website.
3. **Distance:** Distances are measured based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open gate to the school, using public roads and footpaths.
4. **Linked Junior Schools:** the table below shows which junior schools are linked to each infant school using this policy:

<b>Infant School</b>	<b>Linked Junior School</b>
Glenfield Infant School	Beechwood Junior School
Hollybrook Infant School	Hollybrook Junior School
Ludlow Infant Academy	Ludlow Junior School
Shirley Infant School	Shirley Junior School
Sholing Infant School	Sholing Junior School
Townhill Infant School	Townhill Junior School
Weston Shore Infant School	Weston Park Primary School
Woolston Infant School	Ludlow Junior School

## **Section 4: General admission arrangements**

### **Late Applications**

The closing date for applications is 15 January 2023. Applications received after that date will be late applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Waiting Lists**

If a place cannot be offered at the preferred school, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn. The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out in section 2 of this policy. Each time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria. The waiting list will be held until 31st July 2024. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

### **Entry into Reception Year**

The offer made to parents for reception class on the initial offer date is of a full-time place from the start of term in September. Schools normally stagger entry into school from that date and arrange for some initial part-time attendance to ensure a smooth transition from pre-school or home into school. Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the school.
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory school age, and not beyond the beginning of the final term of the school year.

Parents of summer-born children, that is children born between 1<sup>st</sup> April and 31<sup>st</sup> August, may, in addition, choose to send their child to school in the September following their 5<sup>th</sup> birthday and may request that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group should read the 'Guidance on the education of children outside normal age group' booklet, available on the Southampton City Council website, which explains the procedures that need to be followed, and complete the relevant application form.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child's education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

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

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and parents would like them to start Year R when they reach statutory school age.

Any parent wishing to apply for a place outside their normal age group should read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed, and complete the relevant application form. All requests will be considered on their merits by the governing body taking account of the parent's view and the views of the headteacher.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college, in-year admissions) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child's education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

### **In Year Admissions (applying for a school place *during* an academic year)**

This admissions policy will also be used to prioritise applications for in-year admissions for the 2023/24 academic year. Parents wishing to make an in-year application should apply on-line through the Southampton City Council website: [www.southampton.gov.uk/admissions](http://www.southampton.gov.uk/admissions)

### **In Year Fair Access**

HET schools fully partake in the relevant LA's In-Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to a Reception, Year 1 or Year 2 class where there are already 30 children in the class.

### **Co-ordinated Admissions Scheme**

All HET schools fully participate in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1<sup>st</sup> September 2023.