

GLENFIELD INFANT SCHOOL

ADMISSIONS POLICY

2022/23



The Hamwic Education Trust is the Admission Authority for the school and delegates the processing of admissions to the governing body. As required in the School Admissions Code, the governing body will consider all on-time preferences at the same time for September 2022 admissions.

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.

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.

Published Admission Number

Glenfield Infant School will admit up to 90 children to Year R in September 2022. This will be the Published Admissions Number for this year group.

Oversubscription criteria

Applications submitted by 15 January 2022 will be dealt with first. If the number of applications submitted by 15 January 2022 is greater than the Published Admission Number (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.
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. (This includes children living as siblings in the same family unit.) In the case of applications for places at infant schools a sibling at the linked junior school (Beechwood Junior School) will count as a sibling at the infant school.

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.

4. Children who live within the school's designated catchment area. The catchment area is defined by the roads listed at the end of this policy.

If the school is oversubscribed within categories 1-4 above then priorities (i) to (ii), as set out in 5 below will be used to determine which children will be offered places.

5. Children who live outside the school's designated catchment area, in the following order:
 - (i) 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.

- (ii) Children who live closest to the school 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.

If the school is oversubscribed from within criteria 5(i) above, then distance, as defined in 5(ii) above will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

Late Applications

The closing date for applications is 15 January 2022. 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 Glenfield Infant 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 above. 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 2023. 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.
- Request to defer their child's entry until the September following their fifth birthday. Parents must make an in-year application and the pupil would start in Year One.

Parents of summer-born children, that is children born between 1st April and 31st August, may, in addition, choose to send their child to school in the September following their 5th 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.

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.

Co-ordinated Admissions Scheme

Glenfield Infant School fully participates 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 1st September 2022.

**GLENFIELD INFANT
CATCHMENT ROAD LIST**

STREET NAME	HOUSE NUMBERS
BARTON CRESCENT	
BEECH AVENUE	
BEECHWOOD GARDENS	
BITTERNE ROAD	196-388 / 193-359
COBDEN AVENUE	51+ / 90+
COBDEN CRESCENT	
DALMALLY GARDENS	
FERNDENE WAY	
FERNWOOD CRESCENT	
GLENFIELD AVENUE	
GLENFIELD CRESCENT	
HIGHVIEW WAY	
HUNTLY WAY	
JUNIPER ROAD	
LEYBOURNE AVENUE	
MACARTHUR CRESCENT	
MAPLE ROAD	
MERSHAM GARDENS	
MIDANBURY LANE	1-147 / 2-132
MIDANBURY WALK	
MONASTERY ROAD	
MONTGOMERY ROAD	
MOUSEHOLE LANE	
NEVA ROAD	
ROSSINGTON AVENUE	
ROSSINGTON WAY	
ROSYTH ROAD	
ROWBOROUGH ROAD	
TEDDER ROAD	
VALE DRIVE	
WAVELL ROAD	
WEST END ROAD	1-109 (odds)
WITTS HILL	39-81 / 58+