



UPAT

University of Portsmouth
Academy Trust

Policy for Admission to University of Portsmouth Academies for 2024-25

UPAT APPROVED

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Review Cycle:	Annually
Next Review:	September 2023
Statutory / Non-Statutory:	Statutory
Approved by Trustees:	November 2022

This policy will be used during 2024-25 for allocating places in the main admission round for entry to Year R in September 2024. It will also apply to in-year admissions during 2024/25. It does not apply to those being admitted to nursery provision.

The Trust will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Trust. In particular, the Trust will take part in forums set up by the local authorities (LAs) in which its academies are located, to discuss admissions and have regard to their advice and will participate in the co-ordinated admission arrangements operated by Hampshire County Council and Portsmouth City Council.

Published Admission Number (PAN)

Each school has a published admission number (PAN)¹ for entry to Year R. The school will admit this number of children if there are sufficient applications. Where there are fewer applications than the published admission number, places will be offered to all applicants.

Number of Admissions

The Published Admission Number (PAN) for entry to our academies into Reception Class from September 2024 is:

Cottage Grove Primary School	60	
Milton Park Primary School	60	
Woodcot Primary School		30

Admissions Process

The County Council will consider first all those applications received by the published deadline of **midnight on Monday 15 January 2024. Notifications to parents offering a primary or infant school place will be sent by the County Council on 16 April 2024.**

Applications made after midnight on Monday, 15 January 2024 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time 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 available preference will be allocated.

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after. These are defined as Looked after Children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after

children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. *(see definition i)*.

2. Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application form. 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. *(see definition ii)*.

3. Children of staff *(see definition iii)* who have, (1) 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 (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children living within the school's designated catchment area. (If the school cannot admit all applications from the catchment area, applicants will be ranked within this category in accordance with priorities in 5. below. *(see definition iv)*)

5. 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 *(see definition v)*

ii) children eligible for service premium

Note - service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002 2

iii) children who live closest to the school, based on the shortest distance from home to school, measured on a straight line 'as the crow flies'. (This distance will be used where necessary to prioritise applications).

Please see "Additional Information" below. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Please see "Additional Information" below.

Note: Should a school be oversubscribed from within any of the criteria above then any additional criteria will be used to prioritise applications within these categories. Other children living in the school's designated catchment area.

Displaced sibling

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.

Pupils with an Education, Health and Care Plan

The Admissions code states "all children whose 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. Where possible such children will be admitted within the PAN.

Additional Information

Distance criterion

Where it is necessary to prioritise applications the criterion will be prioritised based on the methodology adopted by the Local Authority.

In Portsmouth, this is 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.

In Hampshire, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). 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. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the Hampshire County Council website

Permanent Residence

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.

Multiple births

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Children eligible for service premium

Service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002.

Fair Access placements by the local authority

Outside the normal admission round, it may 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 Local Authority's Fair Access Protocol. The Protocol is based on legislation and government guidance and the LA may require the school to admit above their published admission number.

Appeals

If a parent is unsuccessful with any of their preferences they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the Local Authority's Admissions Team. Relevant information is available on the school's website.

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 for Portsmouth City Council. For Hampshire County Council Local Authority, where children refused a place and not offered a higher preference are automatically added to the Hampshire County Council waiting list.

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 2025. For schools in the Portsmouth City Council area, if parents/carers want their children to be on the waiting list for the following academic year, they must reapply. For Hampshire County Council the Authority has delegated this function to the school.

Definitions

(i) Looked after children are defined as those who are (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). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements 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).

(ii) Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need. 'Medical need' does not include mild medical conditions, such as asthma or allergies.

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

(iii) 'Staff' includes all those on the payroll of the school who (specific to clause (1)) have been an employee continuously for two years at the time of application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

(iv) A map of the school's catchment area is available on the school's details page of the relevant Local Authority website.

Hampshire County Council website: www.hants.gov.uk/educationandlearning/findaschool.

Portsmouth City Council website:

<https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/infant-junior-and-primary-school-information/>

(v) '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 adopted brother or sister are living at separate addresses.

Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered 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. Fair Access admissions 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 affect their priority;

For entry to Year R, the waiting list will remain open until 31 August 2022, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

Starting school

Pupils born between 1 September 2019 and 31 August 2020 (inclusive) are entitled to full-time schooling from September 2024. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2019 (inclusive) reach compulsory school age on 31 December 2024, at the start of the spring term 2025.
- 1 January and 31 March 2020 (inclusive) reach compulsory school age on 31 March 2025, at the start of the summer term 2025.
- 1 April and 31 August 2020 (inclusive) reach compulsory school age on 31 August 2025, at the start of the new school year in September 2025.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2025. This is called decelerated admission. In making such a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the school in the autumn term 2023 to ensure that an informed decision is made. Guidance on decelerated admission for summer born children, including how to make a request, is available on the County website at www.hants.gov.uk/ad-summerborn.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

Legislation

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).