



Policy Name: **Admissions 2024 – 2025 Policy**

Status: Statutory

Issue Date: October 2022 (Updated February 2023)

Review Date: October 2023

Review Cycle: Annual

Further details and additional copies from: School Reception/Administration Office

Responsibility for dissemination to new staff: Headteacher

*Signed Headteacher* ..... *Date of Signature:* .....

*Signed Chair of Governors* ..... *Date of Signature*.....

**We are walking in the Footsteps of Jesus with Love Trust and Forgiveness**

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## **Vision Statement**

Romsey Abbey C of E Primary School will be a distinctive community, rooted in Christian values, whose culture has limitless ambition, professionalism, engagement and caring at its heart. Staff, parents and governors will work together closely to give every child the best possible education and life chances. The school will make a positive contribution to the local community and beyond.

## **Our Mission and Aims**

At Romsey Abbey Church of England Primary we believe that a world of opportunity lies at our feet. We see our role as a school as instilling in learners the confidence to enable success and relish challenge. We help children, families and staff to learn how to demonstrate love and grow in our ability to forgive each other, to aspire to be the best we can be. We feel it is important to both rejoice in our own success and equally in the success of others.

As a church school, we are shaped around our common values to, “walk in the footsteps of Jesus in love, trust and forgiveness”, and we are committed to shape our whole school life around these values and to make them a reality throughout the life of the school.

### **Our School Aims are to:**

Build a culture and ethos of support and respect, inclusive of language, ethnicity, ability and gender.

Create a healthy, safe environment through relationships, resources and opportunities which are accessible to all.

Provide an outstanding curriculum and learning environment that inspires, achieves the highest standards, creates a spirit of adventure, reflects culture and community and builds confident and independent learners.

Strive to build systems of communication that ensure all members of the school family have opportunities to contribute ideas and knowledge that will be valued.

## Purpose of Policy

### Admissions to Year R

This policy will apply to all admissions from 1 September 2024, including in-year admissions.

The Governing Body of Romsey Abbey Church of England School is the admission authority for Romsey Abbey Church of England Primary School. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for Romsey Abbey Church of England School is 30. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this school is that a church school should serve its local community, defined in the trust deed of 1852 as the Ecclesiastical Parish of Romsey. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

If Romsey Abbey Church of England Primary School is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

### Admission Criteria

- 1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted** (see Definition A)
- 2. Children or families with an exceptional medical and/or social need** (see definition B). Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends Romsey Abbey Church of England School rather than any other. 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 and supporting evidence is submitted with the application.
- 3. A child living in the catchment area** of Romsey Abbey Church of England Primary School (see Definition C) who at the time of application has a **sibling** (see Definitions D) on the roll of Romsey Abbey Church of England Primary.
- 4. A child living out of the catchment area** of Romsey Abbey Church of England Primary School **who at the time of application has a sibling** (see Definitions D) on the roll of Romsey Abbey Church of England Primary School.
- 5. A child living in the catchment area** of Romsey Abbey Church of England Primary School (see Definition C)
- 6. A child living out of catchment who is on the roll of a linked pre-school** (Forest Footsteps Pre-School or Sunlights Nursery)
- 7. Children of staff** (see Definition E) who have a) been employed at Romsey Abbey Church of England Primary School for two or more years at the time at which the application for admission to the school is made or b) have been recruited to fill a vacant post for which there is a demonstrable skills shortage
- 8. Other children**

### Definitions

#### **A Looked after children or children who were previously looked after**

This criterion provides a priority for children 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). 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; this also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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 Children or Families with an exceptional medical and/or social need**

'Medical need' does not include common medical conditions supported in mainstream schools, 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 school above any other.

### **C The Catchment Area**

The catchment area for Romsey Abbey Church of England School is the Ecclesiastical Parish of Romsey. 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. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purpose of the Application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

#### **Moving home & UK service personnel & crown servants**

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a signed tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date and a unit postal address or quartering address.

To be considered all evidence must be submitted at the time of application.

### **D Siblings**

'Sibling' refers to a brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister and includes children living as siblings in the same family unit. 'It will also be applied to situations where a full or half brother or sister are living at separate addresses. Categories 3 and 4 includes 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.

### **E Staff**

Children of staff refers to a situation where the staff member is the natural parent, the legal guardian or a resident step parent.

## **Additional Information**

### **Tie-breaker**

## Romsey Abbey C of E Primary School Admissions 2022-2023 POLICY DOCUMENT

If **The School** is oversubscribed from within any of the above criteria, straight line distance will be used to prioritise applications; applicants living nearer Romsey Abbey Church of England Primary School have priority. The Local Authority's Geographic Information Systems (GIS) will be used to determine straight line distances from Romsey Abbey Church of England Primary School to the home address.

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 distances are equal (for example within a block of flats), lots will be drawn by a person independent of The Governing Body to determine the allocation of a place.

### Who can apply

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see Hampshire Admissions for the prospectus and details of the scheme <https://www.hants.gov.uk/educationandlearning/admissions/applicationprocess/yearrandyear3>

You must complete a Local Authority Application Form available from website <https://www.hants.gov.uk/educationandlearning/admissions/applicationprocess/yearrandyear3>

### Admission to Key Stage 2 in a Primary School

The Governors will admit up to 32 per class in Key Stage 2.

### Offering places

The Governing Body will consider first all those applications received by the published deadline of **midnight on 15th January 2024**. Notifications to parents offering a place will be sent by the Local Authority on **16th April 2024**.

Applications made after **midnight on 15th 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.

### Pupils with an Education, Health and Care Plan

The governors will admit any pupil whose Education, Health and Care Plan (previously a final statement of special educational needs) names Romsey Abbey Church of England Primary School. Where possible these children will be admitted within the PAN.

### Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above Romsey Abbey Church of England Primary School's PAN.

### In-year applications

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at [www. https://www.hants.gov.uk/educationandlearning/admissions/applicationprocess/yearrandyear3](https://www.hants.gov.uk/educationandlearning/admissions/applicationprocess/yearrandyear3). Any parent with parental responsibility can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at **Romsey Abbey Church of England Primary School**.

### 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 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 provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

## **Waiting lists**

When all available places have been allocated a waiting list will be operated by Romsey Abbey Church of England Primary School.

All children not being offered a place will automatically be placed on the waiting list for Romsey Abbey Church of England Primary School.

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. 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;
- periodically 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 school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. 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.

## **Starting school and deferred entry to Year R**

Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear in their arrangements that, where they have offered a child a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school 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 for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents must discuss their child's starting arrangements with the school once an offer has been secured.

## **Notes on compulsory school age and summer born children**

*A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.*

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

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

## **Admission Appeals**

If you are unsuccessful in being offered a place for your child at Romsey Abbey Church of England Primary School you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

## **Warning**

Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

## Romsey Abbey C of E Primary School Admissions 2022-2023 POLICY DOCUMENT

### **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).

### **Further Information**

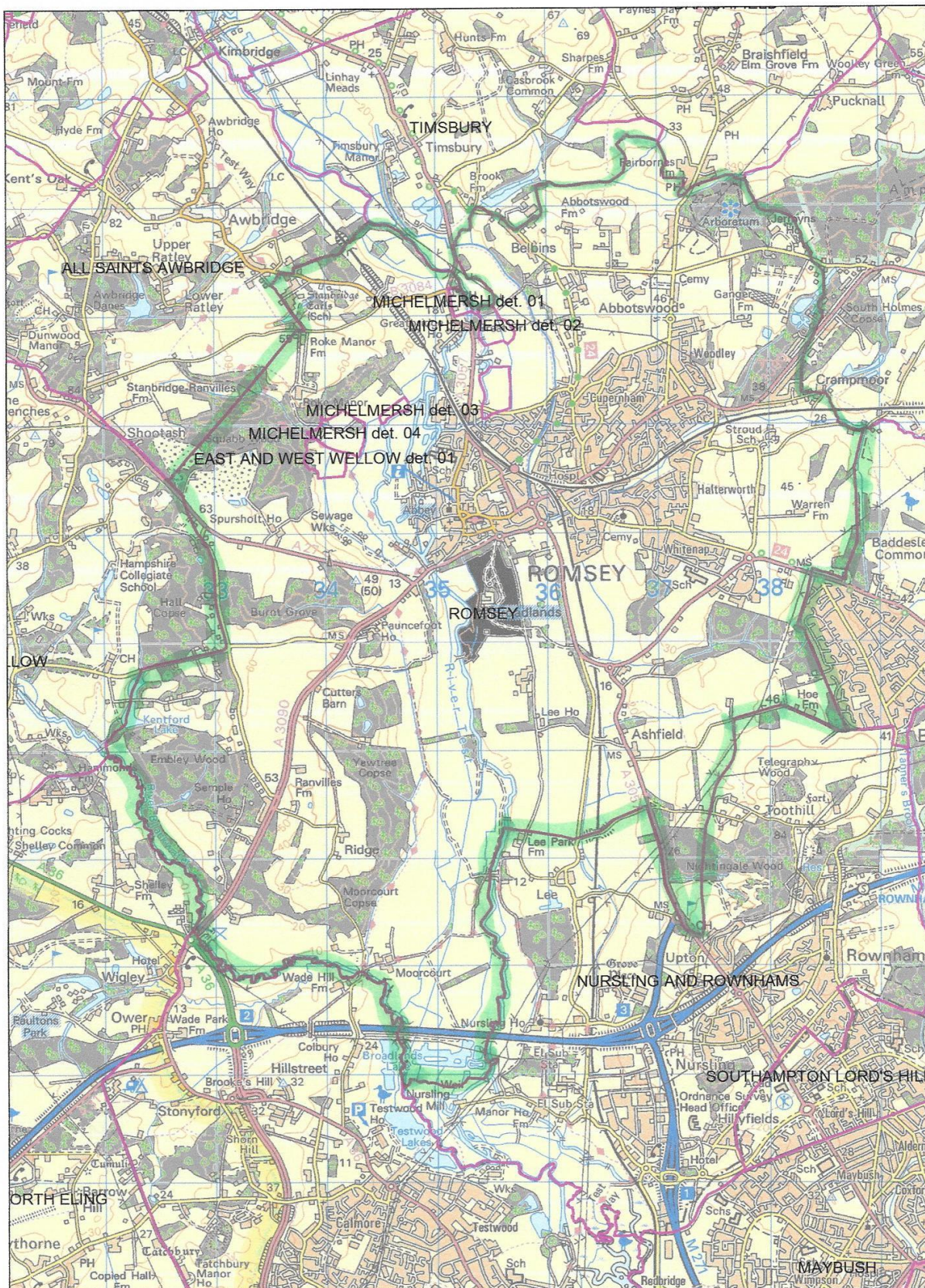
If you require further information about applying for a place at Romsey Abbey Church of England Primary School, please contact Romsey Abbey Church of England Primary School.

Church Lane, Romsey, Hampshire, SO51 8EP

Telephone: 01794 512047

Please Note: In the map on page 8 the Ecclesiastical Parish of Romsey is highlighted in green





Digital map from Dotted Eyes.  
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## Further Information Sources

### Role Holders

Names of all Role holders specified in this document can be found on the school website:

<http://www.romseyabbey.school.co.uk/>