

# Admissions Policy



**Ashley Junior School**

Headteacher	Mrs C Bartolomeo
Date due for renewal	September 2024
Updated	September 2025

## **Admissions Policy 2024 – 2025**

**This policy will be used during 2023/2024 for allocating place in the main round entry to Year 3 in September 2024. It will also apply to in-year admissions during to24/2025.**

Ashley Junior School is a foundation School catering for both boys and girls in the Key Stage two range between the ages of seven and eleven. It has published admissions number of 60, this includes 2 pupils with and Education Health and Care plan admitted to the specialist SEN provision (Resourced Provision). The governing body, when dealing with admission applications will consider the school oversubscribed in any year group when the number of pupils reaches this number.

In line with Hampshire County Council's co-ordinated scheme for the main admission round, the governing body will consider all preferences simultaneously and ranked in accordance with the admissions criteria. Late applications will not be considered until all on time applications have been fully processed.

Ashley Junior School recognised its responsibility towards children with special educational needs and will admit any pupil whose final statement of Special Educational Needs or Education Health Care Plan names the school.

### **Over-subscription**

If the school becomes over-subscribed, in a particular year group, the governing body will decide on admissions according to the following oversubscription criteria:

1. Looked after children or children who were previously looked after (see (i) in Definitions)
2. Children or families with an exceptional medical and/or social need. 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 and that the child attends Ashley Junior School rather than any other (see definition v). 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. Children living within the area recognised as Ashley Junior School's designated catchment area (see (ii) in Definitions) who at the time of

application have a sibling (see (iii) in Definitions) on the roll of the school or Ashley Infant School who will still be on roll at the time of admission. (See 6 for additional children who may be considered under this criterion.)

4. Children allocated a place at Ashley Infant School in the normal admission round in a previous year because no places were available at the catchment school for their address and they have not moved house.
5. Other children living in the catchment area of the school.
6. Children living **out** of the catchment area of the school who at the time of application have a sibling (see (iii) in Definitions) on the roll of the school or Ashley Infant School who will still be on roll at the time of admission. (Where a sibling was allocated a place at the school or Ashley Infant 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, 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 or Ashley Infant School under this criteria as a consequence of their elder sibling displacement and the address remains the same.)
7. Children living **out** of the catchment area who at the time of application are on the roll of Ashley Infant School.
8. Children of staff (see (iv) in Definitions) 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.
9. Other children.

## Definitions

- (i) This criterion provides 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, residence, 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. A 'residence 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 a special guardians).
- (ii) 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 residence 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 purposes 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 the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.
- (iii) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or 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. Criteria 3 and 6 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.
- (iv) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
- (v) '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 means 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.

### **Tie-breaker**

If the school is oversubscribed from within any of the above categories or subcategories, straight line distance will be used to prioritise applications; applicants living nearer the 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 reception). 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 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 website.

### **Additional Information**

#### **1. Pupils with a statement of special educational needs or an EHCP**

The governors will admit any pupil whose final statement of special educational needs or Education, Health & Care Plan (EHCP) names the school. Where possible such children will be admitted within the PAN.

#### **2. 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 the school's PAN.

#### **3. 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.

#### **4. Closing of a School**

In the event of a school closing down, 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 of the specific schools affected.

## **5. Waiting lists**

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. 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. If you are unsuccessful in being offered a place for your child at Ashley Junior School you will be informed by the Governing Body in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

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

Parents can seek places outside their 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 the school.

## **Resourced Provision**

Admission to the Resourced Provision is through reference to the Local Education Authority and their published formal assessment procedures. Appropriate advice can be sought from the Headteacher.

## **Legislation**

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

## **Contact Details of the School**

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## Appendix 1

### Ashley Junior School Catchment Area

