



Hampshire
County Council

**A PARENT'S GUIDE TO APPLYING
FOR A SCHOOL PLACE IN THE
MAIN ADMSSION ROUND**

SCHOOL YEAR 2018-19

Apply online at www.hants.gov.uk/admissions

Contents

Page 1	Introduction
Page 2	Deciding which schools to apply for
Page 3	How to make an application in the main admission rounds for Year R, Year 3 and Year 7
Page 4	Address information
Page 5	Address warning / Making an application based on medical, physical or psychological grounds / Applying to a church school on faith grounds
Page 6	How on-time applications are considered / What happens when an application is unsuccessful / Waiting lists / Making a new application after receiving the notification decision / What happens if another school can offer my child a place /Late applications
Page 7	Applying for a place in Year R for September 2018
Page 8	Further information about starting school / Entitlement to a free pre-school place in September 2018 / Future admission dates
Page 9	Applying for a place in Year 3 at a junior school for September 2018
Page 10	Applying for a Year 3 place in a primary school
Page 11	Applying for a place in Year 7 for September 2018
Page 12	Hampshire County Council's admission policy for community and voluntary controlled primary and infant schools 2018-2019
Page 17	Hampshire County Council's admission policy for community and voluntary controlled junior schools 2018-2019
Page 21	Hampshire County Council's admission policy for community and voluntary controlled junior schools in a federation with their linked infant school 2018-2019
Page 25	Hampshire County Council's admission policy for community secondary schools 2018-2019
Page 29	Hampshire County Council's admission policy for community all-through schools 2018-2019
Page 34	Applying for a school place at times other than the main admission round
Page 35	Transport to school / Free school meals
Page 36	Frequently asked questions
Page 37	Types of school / Hampshire Admission Forum / Complaints
Page 38	Admissions Team contacts / Neighbouring local authorities' school admission teams / Diocesan Education Authorities
Page 39	Other useful Hampshire County Council contacts
Page 41	Term & holiday dates 2018-2019

Admissions to school are governed by policy determined by national government. Information about this is available from the Education and Learning section of the GOV.UK website.

The information in this booklet is as accurate as possible but there may be changes during the year as a result of developments in central or local government policy. Please check with your child's school or visit Hampshire County Council's website at www.hants.gov.uk for the latest information.

Apply online at www.hants.gov.uk/admissions

Introduction

This booklet is for parents/carers living in Hampshire (not including the administrative areas of Southampton and Portsmouth), whose children are:

- due to start infant or primary school in September 2018 (Reception/Year R)
- due to move from infant to junior school in September 2018 (Year 3)
- due to start secondary school in September 2018 (Year 7)

Information about applying for a school place at other times is on page 34.

This booklet should be used alongside information about individual schools, which will help you make a decision about the school(s) you wish to apply to.

The advice in this booklet does **not** apply to children with a statement of special educational needs (SEN) or an education, health and care (EHC) plan; for these children, school placement will be decided in consultation with the SEN team. See page 38 for contact details.

Deadline dates for applications

- ◆ Starting school – **Year R** (Reception): **15 January 2018**
- ◆ Transfer to **Year 3** at a junior school: **15 January 2018**
- ◆ Transfer to secondary school - **Year 7**: **31 October 2017**

This information can be made available in alternative formats and also translated. For further information please contact the County Admissions Team, Tel: 0300 555 1377.

If you need help applying, please visit any Hampshire school or call 0300 555 1377.

Deciding which schools to apply for

- **The GOV.UK website**

This website provides a helpful starting point. To identify schools local to your home, visit www.gov.uk/find-school-in-england. For general information about education, visit www.gov.uk/browse/education.

- **Hampshire County Council website**

Further information about all Hampshire schools can be found at www.hants.gov.uk/educationandlearning/findaschool. For each school there are contact details, a location map, a link to the school's website, the latest Ofsted report and the school's admission arrangements, including a catchment area map, where applicable. You can also check your catchment school at <http://localviewmaps.hants.gov.uk/LocalViewmaps/Sites/schoolcatchments/>

- **Visit the school**

Each school is a community with its own special character. Most schools have open evenings or open days when you can visit and see the school in action. You can also request a copy of the school's prospectus.

- **The school website**

This will include a statement about the school's ethos and values, the school's admission policy, pupil absence rates, links to Ofsted reports and details of the schools latest Key Stage 2 or 4 attainment and progress measures. Secondary schools also include information about examination results and where pupils go after they leave school.

- **The school's admission policy**

The school's admission policy sets out how many places are available and how places will be allocated if the school is oversubscribed.

- Use your three preferences wisely: investigate schools, especially your catchment area school. Find out how many applications the school had last year compared to places available, and the final criterion used to allocate places - this information can be found on the Hampshire County Council website. This may give you some idea of the likelihood of your preference being met.
- Attending a nursery attached to an infant or primary school does not give any priority for admission to the school.
- Accepting a place at a school does not guarantee a place at the same school for other children in the family.

How to make an application in the main admission rounds for Year R, Year 3 in a junior school or Year 7

Applications for children resident in Hampshire (not including the administrative areas of Southampton and Portsmouth) must be made to Hampshire County Council. If your child lives outside Hampshire, you must apply through your child's home local authority, even if you wish to apply for a Hampshire School. If your child's address is changing, for example, you are moving house, please refer to the 'Address Information' section on page 4.

Hampshire residents can apply online at www.hants.gov.uk/admissions. The online application system for Year 7 opens on **18 September 2017**, and for Year R and Year 3, it opens on **1 November 2017**.

If you do not wish to apply online, paper forms are available from any Hampshire school or the County Admissions Team by calling 0300 555 1377. Completed forms should be returned to the school or to the County Admissions Team at the address provided on the form. **If you need help applying, please visit any Hampshire school for assistance, or call the Admissions Team on 0300 555 1377.**

If you wish to apply for a school in another local authority, you must name it on your Hampshire application form. You should also refer to the school or to that local authority's website (or brochure) to ensure you are aware of admissions arrangements for that school.

If you wish to apply to an academy, foundation or voluntary aided school, you may need to complete a Supplementary Information Form (SIF) in addition to the Hampshire application form. If you do not complete the SIF, you may be reducing your chances of being offered a place. You can find out whether or not a SIF is required by checking with the school's admission policy.

It is very important to apply on-time in order that your application is not disadvantaged. Every year children miss out on a place at their parents' preferred school, including where this is the catchment school, because applications are submitted late. This may mean that they are allocated a place at a school some distance from home. Late applications will be considered after all on-time applications unless there are exceptional circumstances that warrant consideration.

At schools where there are more applications than places available, children will be admitted according to the oversubscription criteria set out in each school's admission policy. At most schools, distance from school is used as a tie-breaker when not all children falling into an admission category can be offered places. Each school's prospectus will make it clear how distance is measured; the majority of schools use straight line distance.

If you are offered a place and then are subsequently offered another place, either from the waiting list at one of your higher preference schools or as a result of a late application, **the first offer will automatically be withdrawn.**

Address information

You must provide your child's permanent address on the application form (even if you are planning to move after the deadline). This address is used to determine your school catchment area and distance from home to school.

If your child spends part of the week with one parent and part of the week with the other, only one address can be used. This must be the address at which they spend most of their time.

If the address on your application is not your child's normal address, you must provide a Child Arrangements or Residence Order for this address to be considered.

If you move house before the application deadline you **must** amend your online application or submit a new paper application form.

If you move house after the application deadline you **must** send evidence of your new address to the Admissions Team (see page 38) by **5 January 2018** (for Year 7 applicants) or **15 February 2018** (for Year R and Year 3 applicants).

If address evidence is received by these dates, your new address will be considered for your application. You can also change the schools named on your application if they are no longer appropriate. If you would prefer to use the address previously provided, please notify the Admissions Team.

Address evidence received after 5 January 2018 (Year 7) or 15 February 2018 (Year R and Year 3) cannot be considered for your application. It will be used to communicate the outcome of your application only.

The following evidence is required if you are moving to or within Hampshire:

Type of move	Evidence required
Property Sale	A solicitors letter confirming exchange of contracts
Property Rental	A signed copy of your tenancy agreement (usually 12 months)
Returning to owned property	Evidence of ownership of the property (e.g. Council tax or utility bill) and your intended residence date. This could include evidence that you are leaving your current home and your new property is available for you to move into.
Moving to live with partner/friend/relative	A letter from the partner/friend/relative confirming the arrangements plus three pieces of evidence which demonstrate you are resident at the new address (e.g. household bills, driver's licence, bank statement). <i>Your application can only be based on the new address once you are actually living there.</i>
Child moving from one parent to another	Written confirmation from both parents of the new arrangements and proof of the new address (e.g. recent council tax or utility bill).
UK Service Personnel and Crown Servants	An official letter declaring a relocation date and future home address, unit postal address or quartering area address.
Domestic Violence Refuge	A letter from refuge staff confirming that you are living there.

Address warning

Places are withdrawn every year because parents give a false address on their application. This includes cases where parents buy or rent a property solely to use the address on the application without any intention of taking up permanent residence there. The County Council will investigate all allegations of false addresses and may monitor residency details, particularly if use of a temporary address causes concern.

Making an application on medical, physical or psychological grounds

If your child or a member of your family living at the same address has a serious medical, physical or psychological need that makes it **essential** that the child attends the preferred school, you can ask to be given priority for a place under the medical criterion, if the school has one (please refer to the individual school's admission policy for further information). Please bear in mind that all schools can cope with special educational needs and common childhood complaints such as asthma or allergies.

To request priority on medical grounds, you must tick the relevant box on your child's application form and submit supporting evidence by the application deadline, for example, a letter from a registered health professional setting out the reasons why the school in question is the only school able to support your child's or your family's needs because of the condition. **Your application will not be considered under the medical criterion unless you provide supporting evidence by the application deadline.** All information submitted will be regarded as confidential.

For all Hampshire community and controlled schools, consideration under the medical criterion is only available for on-time applicants whose evidence is received before the application deadline. Evidence received by the deadline will be considered by the school and a panel of County Council Senior Officers. Both parties need to agree that the admission is essential. If either party does not consider admission to the preferred school to be essential, the application will be considered against the school's remaining oversubscription criteria.

For Academies, Foundation, Aided and Trust Schools, all supporting evidence received will be forwarded to the admission authority for that school, for their consideration in accordance with their admission policy.

Applying to a church school on faith grounds

For each church school you apply to, you must complete a Supplementary Information Form, which asks for a declaration and verification of your Christian commitment, if you wish to be considered under the faith criterion.

You must ask the school for their Supplementary Information Form return the completed form to the school before the application deadline. **Failure to do so will mean that your application cannot be considered on faith grounds which may reduce your chances of gaining place.**

How on-time applications are considered

All on-time applications are considered at the same time. Each school's admission policy sets out how applications will be prioritised if the school is oversubscribed. If more than one of your preferred schools can offer a place, you will be offered the one ranked highest on your application. If none of your preferred schools can offer a place, you will be allocated a place at your catchment school (if places are still available), or the next nearest school (measured by straight line) with a place.

What happens when an application is unsuccessful

Your child's name will automatically be added to the waiting list of any Hampshire school ranked higher on your application than the school you have been offered. Parents wishing to join the waiting list of a lower preference school must make a new application (see below). You will also have the right of appeal to an independent appeal panel against the decision to refuse your child a place. Information about waiting lists and how to lodge an appeal will be included in your notification letter.

Waiting lists

Waiting lists for all oversubscribed schools will be established two weeks after the notification date. Each list includes all applicants who were refused a place at the school and have not been offered a higher preference school. Please refer to the County's admission policies on pages 12 - 33 for details of how the waiting list is operated. Children will remain on the waiting list until 31 August 2019. Parents wishing to remain on the waiting list for the following academic year (2019/2020) will need to make a new application from June 2019.

Making a new application after the receiving the notification decision

If you wish to apply to a lower preference school or any new schools that were not named on your original application, you will need to make a late application. Late application forms will be available from any Hampshire School or to download and print from the County Council website.

What happens if another school can offer my child a place

If, after receiving your original offer of a school place, you are offered another school place, either from a waiting list or as a result of a new application, your original offer of a place will automatically be withdrawn. It is important therefore that you notify the Admissions Team (see page 38) immediately if you no longer require a place at any previously requested schools so that we can remove your child from the waiting list.

Late applications

Subject to the dates below, late applications will be considered alongside others on waiting lists and places offered in accordance with the admission policy for each school.

For Year 7: Late applications received after 31 October 2017 and before 1 March 2018 will be considered on 15 March 2018 for any remaining places. Late applications received on or after 1 March 2018 will be considered from 16 March 2018 onwards.

For Year R & Year 3: Late applications received after 15 January 2018 and before 16 April 2018 will be considered on 30 April 2018 for any remaining places. Late applications received on or after 16 April will be considered from 1 May 2018 onwards.

Applying for a place in Year R for September 2018

Online & paper application forms available from: Wednesday 1 November 2017

Parents of children resident in Hampshire wishing to apply for a place at a publicly funded infant or primary school (including schools outside Hampshire) can apply online at www.hants.gov.uk/admissions or request a paper form from any Hampshire school or the County Admissions Team on 0300 555 1377.

Deadline for applications: Monday 15 January 2018

Applications must be submitted by this date. Paper application forms should be returned to a Hampshire County Council school during school hours or the County Admissions Team by this date. The online application system will close at midnight on this date.

Final date for changes to on-time applications: Thursday 15 February 2018

If there is a significant change in your circumstances after the application deadline (for example, a change of address or a sibling has started at the school) and you can provide evidence of this (see page 4 for address changes) to the County Council by 15 February, you may be able to change your on-time application. No changes can be made after this date. If you wish to change your application for other reasons, you will need to make a late application.

Notification date: Monday 16 April 2018

On 16 April 2018, on-time applicants will be notified by Hampshire County Council of the outcome of their application. Online applicants will receive an e-mail. They will also be able to log into the online system to view the outcome of their application. Parents who submitted a paper application will be sent a letter on 16 April 2018 by first-class post. Parents should allow 2-3 days for their letter to arrive.

Monday 30 April 2018: Late applications received before 16 April will be considered.

From Tuesday 1 May 2018: Late applications received on or after 16 April will be considered.

Hampshire County Council's admission policy for admission to primary and infant schools is on pages 12 to 16.

Parents making an application based on medical, physical or psychological grounds should read the advice on page 5.

Parents, who are applying to a church school on faith grounds, should read the advice on page 5.

Further information about starting school

Schools in Hampshire offer places to all children from the autumn term after their fourth birthday. Children born **between 1 September 2013 and 31 August 2014** can therefore start school in September 2018.

Children are entitled to 38 weeks of school in their first (reception) year of school. Most children start school full-time from the second week of term (week beginning 10 September 2018). However, parents can choose to defer their child's entry until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, which is the start of the term following their fifth birthday. Children can also attend part-time until the end of the term in which they turn five. After talking with you about your child's age, experience in early years settings, how ready your child is for school and the arrangements put in place by the school for the new intake, the headteacher will agree with you a timetable for your child's entry. **You must discuss any plans to delay your child's start with the headteacher to ensure the school is aware of your request.**

Parents of summer born children (those born between 1 April and 31 August, inclusive) 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 the following September. This is called decelerated admission. This is an important decision and a number of factors need to be considered. Parents are advised to contact the school(s) they are interested in applying for in the first instance. They will be able to explain the provision on offer to children in Year R, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you have about your child's readiness for school. If you still wish to make a request to decelerate your child's admission to Year R, you should contact the Admissions Team for further advice and details on how to make your request. Information is also available at www.hants.gov.uk/ad-summerborn.

Entitlement to a free pre-school place in September 2018

Under its early years education scheme, Hampshire County Council will fund 570 free hours in a pre-school setting for your child's eligible year. Parents can also apply for an additional 570 free hours from 1 September 2017 on the Government's online childcare service. For more details, visit www.hants.gov.uk/eye. Please note that you cannot access a free pre-school place if your child attends, or is due to attend another County nursery school, mainstream or special school (including nursery or special unit) in the same term. If you are seeking to defer entry to school, you must discuss your request with your child's current free pre-school setting as they may or may not be able to continue to offer your child a place.

Future admission dates

Children born from 1 September 2014 to 31 August 2015 will start school in September 2019

Children born from 1 September 2015 to 31 August 2016 will start school in September 2020

Children born from 1 September 2016 to 31 August 2017 will start school in September 2021

Applying for a place in Year 3 at a junior school for September 2018

If your child attends Year 2 of an infant school, you will need to make an application for a Year 3 junior school place. Year 2 children living in Hampshire will be given a letter by their infant school in October with instructions on how to apply. Parents of children living outside of Hampshire (including Portsmouth and Southampton) should contact their home authority for details on how to make an application.

Online & paper application forms available from: Wednesday 1 November 2017

Parents of children resident in Hampshire wishing to apply to a publicly funded junior school (including junior schools outside Hampshire) can apply online at www.hants.gov.uk/admissions or request a paper form from any Hampshire school or the County Admissions Team on 0300 555 1377. Please note you cannot apply for a Year 3 place in a primary school at this time. See page 10.

Deadline for applications: Monday 15 January 2018

Applications must be submitted by this date. Paper application forms should be returned to a Hampshire County Council school during school hours or the County Admissions Team by this date. The online application system will close at midnight on this date.

Final date for changes to on-time applications: Thursday 15 February 2018

If there is a significant change in your circumstances after the application deadline (for example, a change of address or a sibling has started at the school) and you can provide evidence of this (see page 4 for address changes) to the County Admissions Team by 15 February, you may be able to change your on-time application. No changes can be made after this date. If you wish to change your application for other reasons, you will need to make a late application.

Notification date: Monday 16 April 2018

On 16 April 2018, on-time applicants will be notified by Hampshire County Council of the outcome of their application. Online applicants will receive an e-mail. They will also be able to log into the online system to view the outcome of their application. Parents who submitted a paper application will be sent a letter on 16 April 2018 by first-class post. Parents should allow 2-3 days for their letter to arrive.

Monday 30 April 2018: Late applications received before 16 April will be considered.

From Tuesday 1 May 2018: Late applications received on or after 16 April will be considered.

Hampshire County Council's admission policy for admission to junior schools is on pages 17 to 20.

Hampshire County Council's admission policy for admission to junior schools who are in a Federation with their linked infant school is on pages 21 - 24.

The following junior schools are in a Federation with their linked infant school:

Junior School	Linked Infant School
Balksbury Junior School	Balksbury Infant School
Bursledon Junior School	Bursledon Church of England Infant School
Crofton Anne Dale Junior School	Crofton Anne Dale Infant School
Fryern Junior School	Fryern Infant School
Northern Junior Community School	Northern Infant School
Riders Junior School	Riders Infant School
Siskin Junior School	Siskin Infant and Nursery School
Springwood Junior School	Springwood Infant School
Trosnant Junior School	Trosnant Infant School
Wildground Junior School	Wildground Infant School
Winklebury Junior School	Winklebury Infant School
Leesland Church of England Junior School	Leesland Church of England Infant School
Liphook Church of England Junior School	Liphook Infant School

Parents applying for a Year 3 place at a junior school in the normal admission round, making an application based on medical, physical or psychological grounds should read the advice on page 5.

Parents who are applying to a church school on faith grounds should read the advice on page 5.

Applying for a Year 3 place in a primary school

Some parents with a child in Year 2 of an infant school may wish to apply for a Year 3 place in a primary school. The following procedure should be followed:

- Apply for a junior school online or on the CJ2 form. This will secure a school place for September 2018.
- Apply to your preferred primary school by completing an in-year application form available online (www.hants.gov.uk/admissions) or from the school and submitting it or returning it direct to the school before 11 June 2018.
- The primary school will be able to consider applications for a September 2018 place from **11 June 2018**.

There are a few exceptions to this arrangement. Your child's current school will let you know if there are exceptional arrangements which apply.

Applying for a place in Year 7 for September 2018

If your child attends Year 6 in a primary or junior school, you will need to make an application for admission to Year 7 in a secondary school. Year 6 children living in Hampshire will be given a letter in September by their primary or junior school with instructions on how to apply. Parents of children living outside of Hampshire (including Portsmouth and Southampton) should contact their home authority for details on how to make an application.

Online & paper application forms available from: Monday 18 September 2017

Parents of children resident in Hampshire wishing to apply for a Year 7 place at a publicly funded secondary school (including schools outside Hampshire) can apply online at www.hants.gov.uk/admissions or request a paper form from any Hampshire school or the County Admissions Team on 0300 555 1377

Deadline for applications: Tuesday 31 October 2017

Applications must be submitted by this date. Paper application forms should be returned to the County Admissions Team by this date or to a Hampshire County Council school during school hours. The online application system will close at midnight on 31 October.

Final date for changes to on-time applications: Friday 5 January 2018

If there is a significant change in your circumstances after the application deadline (for example, a change of address or a sibling has started at the school) and you can provide evidence of this (see page 4 for address changes) to the County Admissions Team by 5 January 2018, you may be able to change your on-time application. No changes can be made after this date. If you wish to change your application for other reasons, you will need to make a late application.

Notification date: Thursday 1 March 2018

On 1 March 2018, on-time applicants will be notified by Hampshire County Council of the outcome of their application. Online applicants will receive an e-mail. They will also be able to log into the online system to view their outcome. Parents who submitted a paper application will be sent a letter on 1 March 2018 by first-class post. Parents should allow 2-3 days for their letter to arrive.

Thursday 15 March 2018: Late applications received before 1 March 2018 will be considered.

From Friday 16 March 2018: Late applications received on or after 1 March 2018 will be considered.

Hampshire County Council's admission policy for secondary schools is on pages 25 - 28.

Parents making an application based on medical, physical or psychological grounds should read the advice on page 5.

Parents who are applying to a church school on faith grounds should read the advice on page 5.

Hampshire County Council's Admission Policy for Community and Voluntary Controlled Primary and Infant Schools 2018-2019

This policy will apply to all admissions from 1 September 2018, including in-year admissions. It will be used during 2017-18 for allocating places for September 2018 as part of the main admission rounds for Year R. It does not apply to those being admitted to nursery provision.

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

The guiding principles of the school admissions policy are that each Hampshire child is offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midnight on Monday 15 January 2018. Notifications to parents offering a primary or infant school place will be sent by the County Council on 16 April 2018.**

Applications made after midnight on 15 January 2018 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.

If the 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:

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children of staff (*see (ii) 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.

4. Children living **in** the catchment area of the school (*see (iii) in Definitions*) who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school or linked junior school who will still be on roll at the time of admission. [See 7 for additional children who may be considered under this criterion.]

5. (*C of E controlled schools only*) Children living **in** the catchment area of the school (*see (iii) in Definitions*) with a parent who is an active member of the Church of England (*see (vi) in Definitions*) and who requests admission on denominational grounds and provides relevant evidence.

6. Other children living **in** the catchment area of the school.

7. 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 linked junior school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school or linked junior school in the normal admission round in a previous year because the child was displaced (*see (v) in Definitions*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area. 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 linked junior school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].

8. (*C of E controlled schools only*) Children living **out** of the catchment area of the school with a parent who is an active member of the Church of England (*see (vi) in Definitions*) and who requests admission on denominational grounds and provides relevant evidence.

9. Other children.

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 children are those who were previously 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) '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.

(iii) 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.

(iv) '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. Categories 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. It also includes, in the normal admissions

round, children who have a sibling on roll in Year 2 at the preferred infant school at the time of application, where the parent has made a successful on-time application for a place for that sibling in Year 3 at a linked junior school and the parent is due to be notified of this on the national offer date.

(v) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

(vi) 'Active member of the Church of England' is defined as attending worship at a Church of England church at least twice a month for the previous two years before the date of application. Parents applying under criterion 4 or 8 are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of active membership. The SIF, which is available from the County website (www.hants.gov.uk/admissions) or the school, must be completed and returned to the school by the application deadline. (The SIF is not available for completion online.)

Tie-breaker

If the school is oversubscribed from within any of the above categories, 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 County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Additional Information

1. Pupils with an education, health and care plan or statement of SEN

The governors will admit any pupil whose final education, health and care plan or statement of special educational needs 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. 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.

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 offered to the child at the top of the list at that time. 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;

At the time of receiving an application decision from the County Council or a school, 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.

The waiting list will be maintained until 31 August 2019, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year, they should complete and submit a fresh 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.

6. School specific criteria

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated. It must be made clear that the criterion is school-specific.

7. Starting school

Pupils born between 1 September 2013 and 31 August 2014 (inclusive) are entitled to full-time schooling from September 2018. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2013 (inclusive) reach compulsory school age on 31 December 2018, at the start of the Spring term.
- 1 January and 31 March 2014 (inclusive) reach compulsory school age on 31 March 2019, at the start of the Summer term;

- 1 April and 31 August 2014 (inclusive) reach compulsory school age on 31 August 2019, at the start of the new school year.

Parents of children with birthdays between 1 April and 31 August 2014 (inclusive), whose child has not started in a Year R class during the 2018-19 school year, may wish to request admission to Year R in September 2019 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2017 to ensure that an informed decision is made. [Parents should refer to the Hampshire County Council webpage: www.hants.gov.uk/ad-summerborn.]

8. 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.

9. 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).

Hampshire County Council's Admission Policy for Community & Voluntary Controlled Junior Schools - 2018-2019

This policy will apply to all admissions from 1 September 2018, including in-year admissions. It will be used during 2017-18 for allocating places for September 2018 as part of the main admission round for Year 3.

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

The guiding principles of the school admissions policy are that each Hampshire child is offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midnight on Monday 15 January 2018. Notifications to parents offering a junior school place will be sent by the County Council on 16 April 2018.**

Applications made after midnight on 15 January 2018 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.

If the 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:

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children of staff (*see (ii) 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.

4. Children living **in** the catchment area of the school (*see (iii) in Definitions*) who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school or linked infant school who will still be on roll at the time of admission. [See 8 for additional children who may be considered under this criterion.]
5. Children living **out** of the catchment who were allocated a place at a linked infant school in the normal admission round in a previous year because the child was displaced (*see (v) in Definitions*) from the catchment school for their address, and they remain living in the catchment area.
6. (*C of E controlled schools only*) Children living **in** the catchment area of the school with a parent who is an active member of the Church of England (*see (vi) in Definitions*) and who requests admission on denominational grounds and provides relevant evidence.
7. Other children living **in** the catchment area of the school.
8. Children living **out** of the catchment area of the school who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school or linked infant school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school or linked infant school in the normal admission round in a previous year because the child was displaced (*see (v) in Definitions*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area. 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 linked infant school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].
9. Children living **out** of the catchment area of the school who at the time of application are on the roll of a linked infant school.
10. (*C of E controlled schools only*) Children living **out** the catchment area of the school with a parent who is an active member of the Church of England (*see (vi) in Definitions*) and who requests admission on denominational grounds and provides relevant evidence.
11. Other children.

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 previously 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) '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.

(iii) 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.

(iv) '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 7 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.

(v) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

(vi) 'Active member of the Church of England' is defined as attending worship at a Church of England church at least twice a month for the previous two years before the date of application. Parents applying under criterion 5 or 10 are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of active membership. The SIF, which is available from the County website (www.hants.gov.uk/admissions) or the school, must be completed and returned to the school at the time of applying. (The SIF is not available for completion online.)

Tie-breaker

If the school is oversubscribed from within any of the above categories, 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 County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Additional Information

1. Pupils with an education, health and care plan or statement of SEN

The governors will admit any pupil whose final education, health and care plan or statement of special educational needs 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. 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.

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 offered to the child at the top of the list at that time. 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;

At the time of receiving an application decision from the County Council or a school, 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.

The waiting list will be maintained until 31 August 2019, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year, they should complete and submit a fresh 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.

6. School specific criteria

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated.

7. 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.

8. 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).

Hampshire County Council's Admission Policy for Community & Voluntary Controlled Junior Schools in a Federation with their linked infant school - 2018-2019

This policy will apply to all admissions from 1 September 2018, including in-year admissions. It will be used during 2017-18 for allocating places for September 2018 as part of the main admission round for Year 3.

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

The guiding principles of the school admissions policy are that each Hampshire child is offered a school place; that children can benefit from continuity between schools serving the same community, that each school should serve its local community; that as many children as possible attend their parents' preferred school and that siblings as far as possible can attend school together. The policy aims to be clear, fair and objective and complies with all relevant legislation.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midnight on Monday 15 January 2018. Notifications to parents offering a junior school place will be sent by the County Council on 16 April 2018.**

Applications made after midnight on 15 January 2018 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.

If the 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:

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children of staff (*see (ii) 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.

4. Children who at the time of application are on the roll of the federated linked infant school.
5. Children living **in** the catchment area of the school (*see (iii) in Definitions*) who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school or linked infant school who will still be on roll at the time of admission. [See 8 for additional children who may be considered under this criterion.]
6. (*C of E controlled schools only*) Children living **in** the catchment area of the school with a parent who is an active member of the Church of England (*see (v) in Definitions*) and who requests admission on denominational grounds and provides relevant evidence.
7. Other children living **in** the catchment area of the school.
8. Children living **out** of the catchment area of the school who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school or linked infant school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school or linked infant school in the normal admission round in a previous year because the child was displaced (*see (v) in Definitions*) from the catchment school for their address, the application will be considered under 5, above, subject to the siblings still living in the catchment area. 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 linked infant school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].
9. (*C of E controlled schools only*) Children living **out** the catchment area of the school with a parent who is an active member of the Church of England (*see (vi) in Definitions*) and who requests admission on denominational grounds and provides relevant evidence.
10. Other children.

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 defined as those who were previously 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) '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.

(iii) 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.

(iv) '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 7 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.

(v) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

(vi) 'Active member of the Church of England' is defined as attending worship at a Church of England church at least twice a month for the previous two years before the date of application. Parents applying under criterion 5 or 10 are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of active membership. The SIF, which is available from the County website (www.hants.gov.uk/admissions) or the school, must be completed and returned to the school at the time of applying. (The SIF is not available for completion online.)

Tie-breaker

If the school is oversubscribed from within any of the above categories, 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 County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Additional Information

1. Pupils with an education, health and care plan or statement of SEN

The governors will admit any pupil whose final education, health and care plan or statement of special educational needs 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. 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.

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 offered to the child at the top of the list at that time. 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;

At the time of receiving an application decision from the County Council or a school, 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.

The waiting list will be maintained until 31 August 2019, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year, they should complete and submit a fresh 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.

6. School specific criteria

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated.

7. 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.

8. 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).

Hampshire County Council's Admission Policy for Community Secondary Schools 2018-2019

This policy will apply to all admissions from 1 September 2018, including in-year admissions. It will be used during 2017-18 for allocating places for September 2018 as part of the main admission round for Year 7.

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

The guiding principles of the school admissions policy are that each Hampshire child is offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midnight on Tuesday 31 October 2017. Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2018.**

Applications made after midnight on 31 October 2017 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 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.

If the school is oversubscribed, places will be offered up to the published admission number (PAN) in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)

3. Children of staff (*see (ii) 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.

4. Children living **in** the catchment area of the school (*see (iii) in Definitions*) who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [See 6 for additional children who may be considered under this criterion.]

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 (iv) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (*see (v) in Definitions*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].

7. Children living **out** of the catchment area of the school who are on the roll of a linked junior or primary school.

8. Other children.

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 children are those who were previously 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) '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.

(iii) 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.

(iv) '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 adoptive brother or sister are living at separate addresses. Criteria 3 and 5 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.

(v) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

Tie-Breaker

If the school is oversubscribed from within any of the above categories, 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 County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Additional Information

1. Pupils with an education, health and care plan or statement of SEN

The governors will admit any pupil whose final education, health and care plan or statement of special educational needs 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. 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.

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 offered to the child at the top of the list at that time. 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;

At the time of receiving an application decision from the County Council or a school, 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.

The waiting list will be maintained until 31 August 2019, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year they should complete and submit a fresh 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.

6. School specific criteria

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated.

7. 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.

8. 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).

Hampshire County Council's Admission Policy for Community All-through Schools 2018-2019

This policy will apply to all admissions from 1 September 2018, including in-year admissions. It will be used during 2017-18 for allocating places for September 2018 as part of the main admission round for Year 7.

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

The guiding principles of the school admissions policy are that each Hampshire child is offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation.

All-through schools cater for children aged 4-16. Children in Year 6 in the primary phase will automatically transfer to Year 7 of the secondary phase without the need to apply for a place. Additional places are available for new pupils.

Hampshire County Council is the admission authority for all community and voluntary controlled schools. The admission arrangements are determined by the County Council, after statutory consultations.

Admission Criteria (primary)

The County Council will consider first all those applications received by the published deadline of **midnight on Monday 15 January 2018. Notifications to parents offering a primary or infant school place will be sent by the County Council on 16 April 2018.**

Applications made after midnight on 15 January 2018 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.

If the 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:

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)

3. Children of staff (*see (ii) 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.
4. Children living **in** the catchment area of the school (*see (iii) in Definitions*) who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [See 7 for additional children who may be considered under this criterion.]
5. (*C of E controlled schools only*) Children living **in** the catchment area of the school (*see (iii) in Definitions*) with a parent who is an active member of the Church of England (*see (vi) in Definitions*) and who requests admission on denominational grounds and provides relevant evidence.
6. Other children living **in** the catchment area of the school.
7. Children living **out** of the catchment area of the school who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (*see (v) in Definitions*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].
8. (*C of E controlled schools only*) Children living **out** of the catchment area of the school with a parent who is an active member of the Church of England (*see (vi) in Definitions*) and who requests admission on denominational grounds and provides relevant evidence.
9. Other children.

Admission Criteria (secondary)

The County Council will consider first all those applications received by the published deadline of **midnight on Tuesday 31 October 2017. Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2018.**

Applications made after midnight on 31 October 2017 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 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.

If the school is oversubscribed, places will be offered up to the published admission number (PAN) in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children of staff (*see (ii) 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.
4. Children living **in** the catchment area of the school (*see (iii) in Definitions*) who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [See 6 for additional children who may be considered under this criterion.]
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 (iv) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (*see (v) in Definitions*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].
7. Children living **out** of the catchment area of the school who are on the roll of a linked junior or primary school.
8. Other children.

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 children are those who were previously 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) '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.

(iii) 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.

(iv) '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 adoptive brother or sister are living at separate addresses. Criteria 4 and 7 (primary) and 4 and 6 (secondary) 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. Criteria 4 and 7 (primary) also includes children allocated a place at the preferred school in the normal admission round for Year 7 in September 2018.

(v) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

Tie-Breaker

If the school is oversubscribed from within any of the above categories, 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 County website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Additional Information

1. Pupils with an education, health and care plan or statement of SEN

The governors will admit any pupil whose final education, health and care plan or statement of special educational needs 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. 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.

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 offered to the child at the top of the list at that time. 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;

At the time of receiving an application decision from the County Council or a school, 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.

The waiting list will be maintained until 31 August 2019, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year they should complete and submit a fresh 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.

6. School specific criteria

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated.

7. 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.

8. 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).

Applying for a school place at times other than the main admission round

There are two main reasons why you might be applying for a school place other than at the time of the main admission round: you might be moving house or unhappy with your child's current school.

If you are experiencing difficulties with your child's current school, you should speak with the headteacher to try and resolve matters before seeking a transfer to another school. You should not remove your child from their current school before you have secured an offer of a place at another school.

Parents wishing to apply for a place at a publicly funded school in Hampshire outside the main admission round can apply online at: www.hants.gov.uk/admissions or request an application form directly from the school. Paper applications should be submitted to your preferred school who will normally write to you with the decision within 10 school days.

If you are offered a place, the school will require your child to start at the school within four school weeks.

If the school cannot offer your child a place, you will receive a letter of refusal advising you of the arrangements for placing your child's name on the waiting list and of your right of appeal to an independent appeal panel against the decision not to admit your child.

Applications for admission at the start of term in September 2018 for year groups which are not the main point of entry for the school will be considered from **11 June 2018**. Applications that specify that they are for a September 2018 start date will not be considered or responded to until after this date.

If you need help finding a Hampshire school place for your child, you should contact the County Admissions Team on 0300 555 1377.

Parents wishing to apply for a school place in another local authority should contact that local authority (see page 38) for an application and advice about their in-year admission procedures.

Transport to school (children attending mainstream schools)

Your child will qualify for free transport from near your home to school if he or she:

- attends the nearest catchment school or one that is nearer to your home, and;
- the distance (measured by the shortest available walking route) is: **more than two miles** for children up to and including Year 3 or **more than three miles** for children from Year 4 to Year 11,

Where parents name the catchment school as one of their 3 preferences and a place is not available, assistance may be offered to the next closest school, using the distances given above.

The full Home to School Transport Entitlement policy is available online at:

www.hants.gov.uk/educationandlearning/schooltransport

Children entitled to free school meals or whose parents (with whom they live) are in receipt of the maximum level of Working Tax Credit have an enhanced entitlement:

- A child aged 8-10 attending the catchment or nearest school is entitled to free transport if they live more than two miles from school (nearest available walking route)
- A child aged 11 to 16 is entitled to free transport to any one of the three nearest suitable schools, where the distance travelled is **more than two miles but not more than six miles** from the home address. The two mile distance will be measured by the nearest available walking route and the six mile distance along road routes.
- For a child aged 11 to 16 whose parent has expressed a preference for a school based upon the parents' religion or belief, free transport will be provided to the school if it is the nearest such school and if the distance is **more than two miles but not more than 15 miles**. The two mile limit will be measured by the nearest available route and the 15 mile limit along road routes.

How to apply for assistance with transport

You can apply online at www.hants.gov.uk/educationandlearning/schooltransport/apply

The Passenger Transport Group can be contacted on tel: 01962 846924 or by e-mail: passenger.transport.operations@hants.gov.uk

Privilege seats

Privilege seats can be offered on school transport contracted by Hampshire County Council. A spare place may be offered to a child who is not entitled to transport assistance, but can be withdrawn at short notice if, for example, it is needed by an entitled child or if routes change. A flat rate charge will be made except where the child being transported is entitled to free school meals. Parents must make their own arrangements for the pupil to travel to the nearest existing pick-up point.

Hampshire County Council's strategy to promote sustainable modes of travel to school can be found at www3.hants.gov.uk/traveltoschool/school-travel-strategy.htm

Free school meals

All children in Year R, Year 1 and Year 2 are entitled to Free School Meals. Older children may also be eligible. For more information on free school meals and to check if you are eligible, please visit: www.hants.gov.uk/educationandlearning/freeschoolmeals.

Frequently asked questions

Q Do I have a right to a place at the school of my choice for my child?

A No, parents do not have an absolute right to a place at the school of their choice. Parents have a right to express a preference for a school and the County Council and other admission authorities have a duty to comply with that preference except where it would prejudice what the 1998 School Standards and Framework Act calls 'efficient education or the efficient use of resources'. If the County Council or governors of an admission authority school are unable to meet a parental preference, parents have the right to appeal to an independent appeal panel.

Q How can I assess the likelihood of securing a place for my child?

A You can work out how high up the list of admission criteria your child will be by looking at the school's admission policy which is published in their prospectus. The admission policy will also tell you how many children the school can admit. You may also want to find out how many children were admitted within each admission category last year. For community and voluntary controlled schools, this information is on Hampshire's website. For other types of school, you may need to contact the school directly. However, you must treat this information with caution because circumstances can change from year to year. For example, if a new housing development opens in the catchment area of a small infant school, it may affect the number of out of catchment applicants the school can admit.

Q How do I find out the catchment area school for my address?

A You can check your catchment school online at www.hants.gov.uk/ad-catchmentupdate or by calling the County Admissions Team (see page 38). Alternatively, your local school will be able to tell you its catchment area. Please note that your child's permanent address determines your catchment school and it is this address which must be used on the application form. You should always check the school's admission policy – not all schools refer to a catchment area within their oversubscription criteria.

Q Will my child be guaranteed a place in the catchment area school?

A The County Council cannot guarantee places in any school. If you apply to your catchment school the chances are usually high that you will be offered a place, but this cannot be guaranteed. Changes in the pattern of parents' preferences and changes in local population may mean that a few schools will be oversubscribed from within their catchment area. Additionally, there are some junior schools (those which are federated with their linked infant school) who give priority to children attending the linked infant school ahead of children living in the catchment area. It is important that you look at the admission policy for each school you are applying for to see how they will prioritise applications.

Q I live near the county boundary. Are procedures and deadlines the same in other local authorities?

A For the main admission rounds, the deadlines for applications and notification dates have been set nationally. Parents of children living in Hampshire must follow the procedures set by Hampshire's County Admissions Team. If you intend to apply to a school in another authority, it is wise to obtain the school's prospectus and find out about the local authority's procedures.

Types of school

Hampshire schools admit boys and girls of all abilities.

Age ranges of schools

- ◆ **infant schools:** for pupils aged 4 to 7 (some have nurseries for 3 to 4 year olds)
- ◆ **junior schools:** for pupils aged 7 to 11
- ◆ **primary schools:** for pupils aged 4 to 11
- ◆ **secondary schools:** for pupils aged 11 to 16
(some secondary schools have sixth forms for pupils aged 16–18).
- ◆ **all through schools:** for pupils aged 4 to 16

Type of publicly funded school	Description	Who is the admission authority?
Community schools	Maintained by Hampshire County Council (HCC)	HCC
Voluntary controlled schools	Maintained by HCC; originally set up by voluntary bodies (e.g. Church of England)	HCC
Voluntary aided schools	Maintained by HCC but advised by a local Diocese of the Church	Governing body
Foundation schools (including trust schools)	Maintained by HCC	Governing body
Academies	Independently managed schools set up by sponsors from business/faith or voluntary groups/local authorities in partnership with the Department for Education	Academy Trust

Hampshire Admission Forum

Hampshire Admission Forum considers a wide range of admissions issues with a particular focus on whether admission arrangements are 'clear, fair and objective' as required by the School Admissions Code issued by the Department for Education. The Forum aims to ensure that potentially vulnerable children are not disadvantaged by admission procedures and plays a major part in reviewing and advising on admission arrangements. The current Forum has representatives of the County Council, headteachers, parent governors, Hampshire dioceses, the armed forces, ethnic minorities, special educational needs, early years and social care.

Complaints

The Office of the Schools Adjudicator (OSA) will investigate any breaches of admissions legislation drawn to its attention. Please visit

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator> for details.

Complaints about maladministration in admission appeals should be addressed to the Local Government Ombudsman. Please visit www.lgo.org.uk/ for details.

Admissions Team contacts

County Admissions Team

Hampshire County Council,
Children's Services Department,
Elizabeth II Court North, Winchester, SO23 8UG

Tel: 0300 555 1377

Email: admissions.team@hants.gov.uk

Neighbouring local authorities' school admission teams

Bournemouth	01202 456223
Bracknell Forest	01344 354023 / 354144
Dorset	01305 221060
Portsmouth	023 9268 8008
Reading	0118 937 3777
Southampton	023 8083 3004
Surrey	0300 200 1004
West Berkshire	01635 519771
West Sussex	03330 142903
Wiltshire	01225 713010
Wokingham	0118 974 6245 / 6143 / 6111 / 6146 / 6113/ 6225

Diocesan Education Authorities (for information about church schools)

Director of Education, Guildford Diocesan Board of Education, The Cathedral, Guildford GU2 7UP. Tel: 01483 450423

Director of Education, Portsmouth and Winchester Diocesan Board of Education, 1st Floor, Peninsular House, Wharf Road, Portsmouth PO2 8HB. Tel: 023 9289 9680

Director of Schools, Portsmouth Roman Catholic Diocesan Schools Commission, Park Place Pastoral Centre, Winchester Road, Wickham, Fareham PO17 5HA. Tel: 01329 835363

Director of Education, Salisbury Diocesan Board of Education, The Avenue, Wilton, Salisbury, SP2 0FG. Tel: 01722 746949

Other useful Hampshire County Council contacts

Special Educational Needs

Children with a statement of SEN or Education, Health and Care (EHC) plan will have their school placement determined by the SEN team and therefore parents do not need to complete an application form. Information about Special Educational Needs can be found at www.hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds/sen or from the SEN Service Tel: 0300 555 1384 or E-mail: enquiries.sen@hants.gov.uk

For SEN transport arrangements, visit

www.hants.gov.uk/educationandlearning/schooltransport/contactus

Support4SEND

Support4SEND provides free impartial information, advice and support to parent carers of children and young people with special educational needs and disabilities (SEND) and to young people with SEND throughout Hampshire. The service is available to all families for whom SEND play a part.

Tel: 01962 845870, E-mail: enquiries.support4send@hants.gov.uk

or visit <https://www.hants.gov.uk/support4send>

Parent Voice

Parent Voice provides information and advice for parents and carers of disabled children aged 0-25 in Hampshire. For further information, please contact 0300 303 8603 or parentvoice@roseroad.org.uk

Independent Support, available from within Parent Voice, provides support for families with the process of applying for an Education, Health and Care (EHC) plan or transferring from a statement of SEN to an EHC plan. You can contact the Independent Support services on 0300 303 8604 or by email independentsupport@roseroad.org.uk.

Ethnic Minority and Traveller Achievement Service (EMTAS)

EMTAS supports schools and families across Hampshire in raising ethnic minority achievement, through bilingual assistance, projects, training, family learning and advisory support. It is based at Dame Mary Fagan House, Lutyens Close, Basingstoke, RG24 8AG. Tel: 01256 330195

Support for young carers

At www.hants.gov.uk/youngcarers there are details of training which can be arranged for young carers, including relaxation, assertiveness and information sessions, depending on need. There are also details of summer camps, which include a mixture of fun activities as well as more serious issues.

Services for Young People (SfYP)

Hampshire Futures is a collection of Children's Services departments providing information on: Post 14 Learning; Careers and Employability; Adult and Community Learning; and Outdoor Education, PE, Sport and Duke of Edinburgh. Visit www.hants.gov.uk/educationandlearning/hampshirefutures for further information.

Services for Young Children (SfYC)

Services for Young Children (SfYC) support parents, carers, families; and everyone working in childcare and early years education. Their aim is to ensure that Hampshire's young children have access to everything they need for the best start in life. Visit: www.hants.gov.uk/childcare.htm or call SfYC helpline: 01962 847070.

Hampshire Family Information Directory

At www.hants.gov.uk/fid there are details on a wide range of services for families across the county, including childcare, parenting, activities for children and much more. The directory forms part of the national Family Information Direct programme – a suite of free services for families.

Local social care contacts

Hampshire County Council social care services include: assessments of children in need and their families, assessment of children with disabilities, protection for children at risk of harm and children looked after away from home. Social care services work in cooperation with health services, schools and the police, in particular where a child needs protection. Information can be found at www.hants.gov.uk/socialcareteams.

The Hampshire Safeguarding Children Board child protection procedures can be found at www.hants.gov.uk/child-protection.

For advice out of hours and emergency help

If you need emergency help when offices are closed, for example, in cases of child protection or mental illness, you can contact Hampshire Social Services Direct in the evening and at weekends on **0300 555 1373**. This helpline is staffed by social workers and other specialists who can deal with anything from advice about how best to help an elderly relative to getting help in an emergency.

Term and holiday dates 2018-2019

Autumn term 2018

Monday 3 September – Friday 21 December
(Half term Monday 22 - Friday 26 October)

Spring term 2019

Monday 7 January – Friday 5 April
(Half term Monday 18 - Friday 22 February)

Summer term 2019

Tuesday 23 April – Tuesday 23 July
(Half term Monday 27 May – Friday 31 May)

There are five 'Professional Days' used for in-service training, which are set by individual schools. These days are arranged during term-time. Pupils do not attend on these days.

You can use this space to make a note of the schools you have applied for:

First preference school:

Second preference school:

Third preference school:

If you have comments about the design of this booklet, please contact the Admissions Team on admissions.team@hants.gov.uk.