

## Robert May's School Admission Policy 2017-2018

This policy will apply to all admissions from 1 September 2017, including in-year admissions. The authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2017-18 for allocating places for September 2017 as part of the main admission round for Year 7.

### Admission Criteria

Robert May's School Academy Trust Governing Body is the authority for Robert May's School. The admissions arrangements are determined by the Academy Trust Governing Body, after statutory consultation.

The school admissions authority will consider first all those applications received by the published deadline of **midnight on Monday 31 October 2016. Notifications to parents offering a secondary school place will be sent by the County Council on 1<sup>st</sup> March 2017.**

Applications made after midnight 31 October 2016 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The published admission number (PAN) for Robert May's School for 2017-2018 is **240 (this includes 2 places for students admitted to specialist SEN provision for children with Asperger's Syndrome).**

For the main 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 but immediately after being looked after became subject to an adoption, residence, or special guardianship order. Please see the detailed definition given in **Note i**, below.
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Robert May's School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living in the catchment area of Robert May's School who at the time of application have a sibling on the roll of Robert May's School who will still be on roll at the time of the sibling's admission.\*

4. Other children living in the catchment area of Robert May's School.
5. Other children who at the time of application have a sibling on the roll of Robert May's School who will still be on roll at the time of the sibling's admission\* and attend one of the linked primary or junior schools: Greenfields Junior School; Hook Junior School; Long Sutton C of E (Controlled) Primary School; Mayhill Junior School; Whitewater C of E (Controlled) Primary School.
6. Other children who at the time of application have a sibling on the roll of Robert May's School who will still be on roll at the time of the sibling's admission.\*
7. Children who at the time of application attend one of the linked primary or junior schools: Greenfields Junior School; Hook Junior School; Long Sutton C of E (Controlled) Primary School; Mayhill Junior School; Whitewater C of E (Controlled) Primary School.
9. Other children living out of the catchment area of the school.

\* This includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending. 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister and includes children living as siblings in the same family unit.

#### *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.

#### **Permanent Residence**

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

#### **Tie-breaker: distance measurement**

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 reception 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 request to Robert May's Admissions Officer or can be read on the Hampshire County Council website.

## **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.

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

The governors will admit any pupil whose EHCP or final statement of special educational needs names the school. Where possible such children will be admitted within the PAN.

## **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.

## **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.

## **Waiting lists**

When all available places have been allocated, waiting lists will be operated by Robert May's School in consultation with the local authority admissions team. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

## **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).

## **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)** 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.
- (iii)** ‘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. ‘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. ‘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.