

## Robert May's School Admission Policy 2022-2023

This policy will apply to all admissions into Year 7 from 1 September 2022. It will also apply to all in-year admissions during 2022-2023.

The guiding principles of Robert May's School's Admissions Policy are that the school aims to serve its local community, enable siblings, as far as possible, to be together and that children from our catchment area can benefit from continuity between schools serving the same community. This policy aims to be clear, fair and objective and complies with relevant legislation. There is a separate policy for the admission of children into Robert May's School Resourced Provision for Autistic Spectrum Condition.

### **Published Admission Number (PAN):**

Robert May's School published admission number for entry to Year 7 in September 2022 is 270.

### **Admissions Process:**

Robert May's School Admissions Authority is the Robert May's Academy Trust Board.

The school admissions authority will consider first all those applications received by the published deadline of **midnight on 31 October 2021**. **Notifications to parents offering a secondary school place will be sent by the County Council on 1<sup>st</sup> March 2022.**

Applications made after midnight **31 October 2021** 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. The parents' highest stated available preference will be allocated.

### **Students with an Education, Health and Care Plan (EHCP)**

Any student with an Education, Health and Care Plan (EHCP) naming the school will be admitted. Where possible, such students will be admitted within the PAN.

### **Oversubscription criteria:**

When Robert May's School is oversubscribed, after the admission of students with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after (for details, please see *Definitions, i*, below).

2. (For applications in the normal admission round only) Children or families with an exceptional medical and/or social need (see *Definitions ii*). Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs . This evidence must confirm the child or family's medical or social need and why that need makes it essential that the child attends Robert May's School rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.
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 (see *Definitions, iii*, below).
4. Other children living **in** the catchment area of Robert May's School (see *Definitions, iii*, below)
5. Children of staff (see *Definitions, iv*) 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.
6. Other children living **out** of the catchment area of Robert May's School, who at the time of application have a sibling (see *Definitions, v*) on the roll of Robert May's School who will still be on roll at the time of the sibling's admission and who 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.
7. Other children living **out** of 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 (See *Definitions, v*, below)
8. Children living **out** of the catchment area of Robert May's School, 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.

#### 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). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in care or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- ii) Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical/social need. "Medical need" does not include mild medical conditions, such as asthma or allergies. "Social need" does not include a parent's wish that a child attends the school because of the child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend Robert May's School. Evidence must confirm the circumstances of the case and must set out why the child should attend Robert May's School and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at Robert May's School. In each case a decision will be made on the merits of the case and whether the evidence demonstrates that a placement should be made at Robert May's School above any other.
- iii) A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website:  
[www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool)
- iv) 'Staff' includes all those on the payroll of the school who (specific to clause 1) have been an employee continuously for two or more years at the time of the application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
- v) 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. Criteria 3 and 8 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.

### **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.

### **Additional Information:**

#### **1. 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.

#### **2. Multiple births**

Where a twin or child from a multiple birth is admitted to Robert May's School within the PAN, 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. Fair Access placements by the local authority**

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in Robert May's School, even if there is a waiting list for admission. Such placements will be made in accordance with Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

#### **4. Waiting lists**

When all available places have been allocated, waiting lists will be operated by Robert May's Academy Trust Admissions 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 Robert May's 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 2021, 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. Robert May's School will send a decision letter within the first 10 days of the new term.

**5. Admission of children outside their normal age group**

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

**6. 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.

**7. 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).

Note: highlighted areas of text are where there have been statutory amendments (IAPLAC) to the original document. All state-funded schools must comply with this legislation.