

## **Harrow Way Community School Admission Policy for 2013-2014**

This policy will apply to all admissions from 1 September 2013, 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 2012-13 for allocating places for September 2013 as part of the main admission rounds for Year 7.

The guiding principles of the school admissions policy are that each Hampshire child should be 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 curriculum continuity between schools serving the same catchment area. 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 primary and secondary 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 Wednesday 31 October 2012**. Applications made after midnight 31 October 2012 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. **Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2013.**

The published admission number (PAN) for Harrow Way Community School for 2013-2014 is 180.

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 PAN above, 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. [ A looked after child is a child who is (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). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).]
2. 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 living in the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit in the permanent residence) on the roll of the preferred school and who will still be on roll at the time of the sibling's admission. \*
4. Other children living in the catchment area of the school
5. Other children who at the time of application have a brother or sister (including children living as siblings in the same family unit in the permanent residence) on the roll of Harrow Way Community School and who will still be on roll at the time of the sibling's admission.\*
6. Children living outside the catchment area of the school who, at the time of application, attend one of the linked primary schools. Linked schools: Appleshaw St Peter's C of E Primary School; Kimpton, Thruxton And Fyfield C of E Primary School; Knights Enham Junior School; Portway Junior School; Roman Way Primary School; St John The Baptist Catholic Primary School, Andover.
7. Other children living outside the catchment area of Harrow Way Community 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, and includes children living as siblings in the same family unit.

*N.B. School Closures statement.*

In the event of a school closure, pupils from the closing school may be given a higher priority (for example this might include the child being treated as in-catchment) within the admission criteria 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 by a particular closure.

**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.

**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. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school office). 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

**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 statements of special educational needs**

The governors will admit any pupil whose final statement of special educational needs names the school. This is not an oversubscription criteria. 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.

### **Waiting list**

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

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 will affect their priority;
- periodically, 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 having their child's name on 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 relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (DfE 2011).