



ADMISSIONS POLICY 2017/2018

It is important to note that all applications and appeals are considered through the LA. The school itself does not make decisions as to who is admitted.

Craneswater Junior School subscribes to the current Portsmouth City Council Admissions Policy document for Community and Controlled Primary Schools. This policy will apply to all admissions including mid-year applications.

Below is a summary of the policy, please refer to Portsmouth City Council's website for the most up-to-date detailed policy at www.portsmouthcc.gov.uk/learning .

If the school is oversubscribed, first preference applications will be considered first according to the following priorities in the order set out below:-

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours)
- 2) Children who have a significant medical, physical or psychological condition. Evidence must be attached with the application form. Applications under this criteria must be supported by written evidence from the medical professional involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate.
- 3) Children living within the school's designated catchment area. If the school cannot admit all applications from the catchment area, priorities 5(i) to (iii), will be used.
- 4) Children living outside the school's catchment area in the following priority order:-
 - i) children who have a brother or sister (living in the same household) already on roll and who will still be attending the school the following academic year;
 Note – this category does include step-brothers/step-sisters, adoptive brothers/sisters living within the same household or children whose parents are married or cohabiting and live together within the same household.
 - ii) children eligible for service premium Note: service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002
 - iii) children of staff employed at the school (or school on an adjacent site)
 - a) where the member of staff has been employed at the school for 2 or more years at the time at which the application is made, and or
 - b) the member of staff is recruited to fill a vacant post for which there is a skill shortage
 - iv) children attending, at the time of application, a named feeder Infant school, these being identified as Southsea Infant, Cumberland Infant and Goldsmith Infant;

- v) children who live closest to the school, based on the shortest distance from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications).

Pupils with statements of special educational needs

The Admissions code states *“children with statements of special educational needs that name a school in the statement are required to be admitted to the school that is named. The governing body (even when it is the admission authority) does not have the right to refuse admission ...”* Children with Cranewater Junior School named in their statement of special educational need will have priority for admission over and above all other admission applications and will be included in the admission allocation process.

Fair Access Protocol

The Local Authority has an “In year Fair Access Protocol” which prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year. The protocol will take priority above the school’s admission policy for those on a school’s waiting list and the Local Authority may require the school to admit above their published admissions limit.

Distance measurement

Distances will be measured using the City Council’s Geographical Information System (G.I.S.). The Local Land and Property Gazetteer (L.L.P.G) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the L.L.G.P, with Ordnance Survey’s ADDRESS-POINT product used as support.

Catchment areas

Further details of the individual school’s catchment area will be provided in the ‘Admission to Primary and Secondary Schools current Information for Parents booklet and on the council’s website.

Late Applications

All applications received by the closing date will be considered first. Late applications will only be considered after all those applications received on time have been considered and allocated places.

Waiting Lists

All parents who have been refused a place at a preferred school will be informed of their option to write to the LA Admission to place their child’s name on the waiting list. The LA will maintain its waiting list strictly in accordance with the published admissions policy.

Appeals

All parents who have been refused a place at a preferred school will be informed of the right to appeal by the LA and provided with relevant documentation and advice.

Home to School Transport

Information on the Home to School Transport Policy will be published in the current admissions booklet “Information for Parents – Admission to Primary & Secondary Schools and on the city council’s website www.portsmouth.gov.uk/learning.

Reviewed at the Curriculum Committee meeting on 18th January 2017

Review frequency: Minimum 7 years

Statutory policy

This updated policy was approved by the Governing Body on 1st February 2017

Next Review: January 2018