

## **Southampton City Council**

### **Admission Policy for Community and Voluntary Controlled Infant and Primary Schools for 2020/21**

Southampton City Council is the admission authority for all Community and Voluntary Controlled infant and primary schools in the city. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2020 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

#### **Children with Education, Health and Care Plans (EHCP) that name a school**

Children with Education, Health and Care Plans (EHCPs) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

#### **Oversubscription criteria**

Applications submitted by 15 January 2020 will be dealt with first. If the number of applications submitted by 15 January 2020 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code.
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year.
4. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
5. Children who live within the school's designated catchment area.
6. Children whose parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds.
7. Children who live closest to the school.

Should a school be oversubscribed from within any of the criteria, then distance, as defined below, will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Education Lead, Southampton City Council.

## Definitions

**Sibling:** This includes children living as siblings in the same family unit. In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school. A sibling is defined as a brother or sister including half, step, foster or adoptive brother or sister, living within the same family unit at the same address.

**Catchment Area:** A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council. Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on “My Southampton”, follow the links, and enter their postcode.

**Denominational grounds:** Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership (as defined in the school’s prospectus) must be certified by the vicar or someone else of authority in the church. “Regular” is defined as “attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council.”

**Distance:** Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths.

## Late applications

The closing date for applications is 15 January 2020. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

## Unplaced children

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not complete an application, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment

school, they will be allocated a place at the nearest school to their home address with places available that is prepared to offer a place.

### **Waiting lists**

If a place cannot be offered at a higher ranked Community or Voluntary Controlled school, unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on time applications and placed on the waiting list according to the priorities set out above. This means that waiting lists will be re-ranked after every new expression of preference.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all Community and Voluntary Controlled schools. Waiting lists will be maintained until the end of the summer term.

### **Entry into Reception Class**

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term after 1 September 2020. Schools normally wish to stagger entry into school from that date and arrange for some initial part time attendance to ensure a smooth transition from pre-school / home into school.

Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the allocated school.
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory School Age, and not beyond the beginning of the final term of the school year. This should be negotiated with the headteacher of the allocated school.
- Request to defer their child's entry until the September following their fifth birthday. Parents must make an in-year application and the pupil would start in Year 1.

Parents of summer-born children, that is children born between 1 April and 31 August, may, in addition, choose to send their child to school in the September following their 5<sup>th</sup> birthday and may **request** that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group should read the 'Guidance on the education of children outside normal age group' document available on the

Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is **no guarantee that it will continue throughout the child's education** and a new parental request **must** be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

### **In-Year Admissions**

Admissions mid-year for any year group will be dealt with in accordance with this policy. Please contact the current school for an admission application form.

### **Published Admission Numbers\***

<b>School</b>	<b>PAN</b>
Bitterne C of E (VC) Primary School	60
Bitterne Manor Primary School	30
Bitterne Park Primary School	90
Fairisle Infant and Nursery School	120
Mansel Park Primary School	60
Mason Moor Primary School	45
Moorlands Primary School	60
Newlands Primary School	60
Oakwood Primary School	60
Redbridge Primary School	30
Shirley Warren LC Primary and Nursery School	60
Sinclair Primary and Nursery School	30
St Deny's Primary School	30
St Mark's CofE (VC) Primary School	60
St Mary's CofE (VC) Primary School	90
St Monica Primary School	90
Valentine Primary School	120
Weston Shore Infant School	30
Woolston Infant School	60

\*At the time of publication, the schools listed above were using the SCC Admissions Policy and appropriate PAN. Please note that this list is subject to change. The Council website has the most up to date information on school status (academisation etc.) and amendments to PANs that may have taken place in accordance with admissions legislation or school organisation decisions since publication.