

Southampton City Council

Admission Policy for Community Secondary Schools for September 2020/21

Southampton City Council is the admission authority for all Community secondary schools in the city. As required in the School Admissions Code, the authority will consider all 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 (EHCPs) 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 31 October 2019 will be dealt with first. If the number of applications submitted by 31 October 2019 for a school is greater than the PAN for the school, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014.
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 during 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 attending a feeder junior or primary school.
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. A sibling is defined as a brother or sister including half, step, or 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, click on “my Southampton”, follow the links, and enter their postcode.

Feeder Junior or Primary School: priority will be given to children attending a feeder junior or primary school at the closing date of applications. They are as follows:

- **Redbridge Community School** - Mansel Park Primary, Mason Moor Primary, Newlands Primary, Redbridge Primary, Tanners Brook Primary
- **Woodlands Community College** - Harefield Primary, Hightown Primary, Kanes Hill Primary, Thornhill Primary

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 31 October 2019. 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 make 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 with places available to their home address that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

Waiting lists

If a place cannot be offered at a higher ranked community school, unsuccessful applicants for the school 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 schools. Waiting lists will be held until the end of the summer term.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and were admitted to Year R or Year 3 outside the normal age group. All requests will be considered on their merits by Southampton City Council taking account of the parent's view and the views of the headteacher.

Parents of summer-born children for whom education outside normal age group was previously agreed will be required to make a new request for entry into secondary school. This should be done as if the child is placed in their correct year group. For example, a child who has been held back a year (decelerated) should be making a new request when the child is in Year 5.

Before making such a request, parents are strongly advised to 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*

School	PAN
Redbridge Community School	210
Woodlands Community School	180

*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.