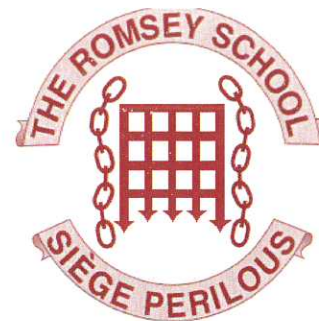


The Romsey School



ADMISSIONS POLICY FOR 2018/2019

Committee Responsible	Full Governing Body
Member of Staff Responsible	Mr McKavanagh
Regularity of Review	Annually
This Version Dated	November 2016
Next Review Due	November 2017

Governors of The Romsey School Academy Trust Admission Policy for 2018 - 2019

Admission Criteria

The Governing Body of The Romsey School Academy Trust is the admission authority for the school. The admission arrangements are determined by the Governing Body after statutory consultation. Hampshire County Council, as the Local Authority for the area, will manage the process on behalf of the school according to the coordinated admissions scheme which is published on the Hampshire County Council website (www.hants.gov.uk/admissions). The Romsey School works closely with Hampshire County Council to ensure that the admission arrangements and over subscription criteria are complied with.

The County Council will consider first all those applications received by the published deadline of **midnight on Tuesday 31 October 2017. Notifications to parents offering a secondary school place will be sent by the County Council on 01 March 2018.**

Applications made after midnight on 31 October 2017 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

This policy will apply to all admissions from 1 September 2018, including in-year admissions. It will be used during 2017-18 for allocating places for September 2018 as part of the main admission round for Year 7. Outside the normal admissions round, Hampshire County Council's Fair Access protocol will be applied alongside this policy to secure the admission of vulnerable pupils from specific groups

The published admission number (PAN) for The Romsey School for 2018-2019 is 232.

For the normal 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 admission number (PAN) in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

Oversubscription criteria

1. Looked after children or children who were previously looked after (*see (a) in Definitions*).
2. (*For applicants in the normal admission round only*) 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 Romsey School (*see (b) in Definitions*).
 - (i) Children who at the time of application have a sibling (*see (c) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [See 4(i) for additional children who may be considered under this criterion.]
 - (ii) Other children living in the catchment area of the school.
4. Children living **out** of the catchment area of the school:
 - (i) Children who at the time of application have a sibling (*see (iii) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because no places were available at the catchment school for their address, the application will be considered under 3(i), above, subject to the siblings still living in the catchment area. In future normal admissions rounds, a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of the elder sibling's displacement and they remain living in the catchment area.
 - (ii) Children who at the time of application are on the roll of a linked junior or primary school. Ampfield C E Primary School; Awbridge Primary School; Braishfield Primary School; Cupernham Junior School; Romsey Abbey C E Primary School; Romsey Primary School.
 - (iii) Children of staff (*see (d) in Definitions*) who have, (i) 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 (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - (iv) Other children.

Definitions

(a) This criterion provides priority for children 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). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. This has been extended to include children adopted under the 1976 adoption act, in line with the Admissions code Dec 2014. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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).

(b) 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. The catchment area of The Romsey School is as defined by Hampshire County Council; a map is available for inspection in the school office and can be viewed on the Hampshire County Council website.

(c) '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(a) and 4(b) 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.

(d) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

Tie-breaker

If the school is oversubscribed from within any of the above categories or subcategories, 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 address point). 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. If it still not possible to decide between two applicants who are equidistant then a draw will be made to allocate the final place.

Additional Information

1. Pupils with a statement of special educational needs or an EHCP

The governors will admit any pupil whose final statement of special educational needs or Education, Health & Care Plan (EHCP) names the school. Where possible such children will be admitted within the PAN.

2. 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.

3. 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.

4. 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.

5. Waiting lists

When all available places have been allocated, waiting lists will be operated by the school. Any places that become available will be allocated 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 offer of a school place 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 2019, 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. Schools will send a decision letter within the first 10 days of the new term.

Admission of children outside their normal age group

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.

Appeals

Parents seeking admission for their children, who do not secure a place, have a right to appeal to an Independent Appeals Panel. Details of the procedure will be sent on receipt of written request to appeal. The appeals time-table will be published on the School's website on 28th February 2018.

Other information

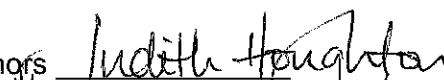
The school prospectus gives information about the school and details of the Admission Procedures. Parents are encouraged to visit and view the school with their child on the school's Open Evening.

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 2012 and DfE 2014).

Adopted by the Governing body on 7th December 2016 after consultation with the LA and Cluster Schools.

Signature(s): - Chair of Governors



Headteacher:



Equalities impact assessment – Admissions policy 2018-19

Name of Policy	The Romsey School admission arrangements 2018/2019 including the Admissions Policy
Department	Admissions Team
Names of people completing assessment	Colm McKavanagh – Headteacher Rachel Heffernan – Admissions officer.
Purpose of the policy	There is a statutory duty for authorities to exercise their functions with a view to promoting the fulfilment by every child of their educational potential, and, in the case of admission authorities in England, with a view to ensuring fair access to educational opportunity, as well as with a view to promoting high standards. The authority must exercise its function with a view to securing diversity in the provision of schools and increasing opportunities for parental choice. The admission must be clear, objective and fair and is easy for parents to understand and be in a range of formats. The 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.
What are the main activities?	To undertake the statutory annual consultation about school admission arrangements with all Hampshire schools, neighbouring local authorities, parents, other interested parties To provide advice and assistance to all parents of children of all ages in the area applying for school places, with clear information about admissions and supporting those parents who find it hardest to understand the system. Enabling parents to apply and ensuring that applications are processed according to the published arrangements. To implement the fair access protocol to secure inclusion for vulnerable children.
Who is intended to benefit?	Children and families in Romsey and the Rural Areas nearby who are intending to seek a school place in the school.

These different customer groups are more likely to be excluded.	Do you know about the breakdown of people who use your services compared to the community profile?	Will some people be unable to use or benefit from this policy?	If any groups are disadvantaged is this likely to be unlawful?	How could the policy improve equality of access?
Disabled people Mobility, sight, hearing, speech and language disability or difficulty, mental health/distress	Unknown	The admission arrangements contain a medical criterion within the policy, to enable priority for 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, and who request admission on medical grounds and submit appropriate medical or psychological evidence. However, all applications, including those with no medical grounds for applying are considered, applying the published arrangements.	No	Ensure that it is published or available in various formats including brail. -
Age		The admission arrangements contain no policies that provide different impacts on people with parental responsibility dependent on their age.		
Gender		The school is not single sex		
SEN		The policy does not apply to children with a statement of SEN, except that these children will, where possible, be admitted within the PAN and who have named the school on the statement. Parents that find the school admissions system difficult to navigate (perhaps because of their own learning needs) can access support through Hampshire County Council's Choice Advice service.		
Race				
Low or no income		Low or no income families who live in the Romsey		

	Area and some families out of catchment benefit from the Additional Financial support the school provides for transport to and from the school.	
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What conclusions have you reached about the potential impact

Possible impact	Groups affected	Evidence
1. Some families need to be advised about the admissions process which is complicated.	Families with FSM entitlement.	Late applications are most common from families who do not apply on-line.
2. Families without access to ICT facilities and the internet and not living close to the school are disadvantaged.	Low income families in rural areas	Late applications are most common from families who do not apply on-line

Further Action

Impact identified	Action	Responsibility	Timescale	Outcomes	Review date
Impact 1	Written guide for parents from The Romsey about how to apply for a place – given via students at feeder schools.	CMK/Lucy Cardy	September 2014.	Reduced number of late applications.	March 2015. Completed. Headteacher delivered this to all parents via feeder school during autumn term and will do so in Autumn 2015 and 2016.
Impact 2	As for Impact 1	CMK		As above	As Above