



## ADMISSIONS POLICY 2023/24

It is important to note that all applications and appeals are considered through the Local Authority. 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 <https://www.portsmouth.gov.uk/services/schools-learning-and-childcare>.

If the school is oversubscribed, 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). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order. Looked after Children-These are defined as Looked after Children<sup>1</sup> and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>. Previously looked after children are children who were looked after but ceased to be so because they were adopted<sup>3</sup> or became subject to a child arrangements order<sup>4</sup> or special guardianship order<sup>5</sup>.

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, applicants will be ranked within this category in accordance with the priorities in 4. below.

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 demonstrable skill shortage

- iv) children attending, at the time of application, a named feeder Infant school, these being identified as Southsea Infant, Cumberland Infant and Bramble 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 a statutory education, health and care plan**

The Admissions code states "all children whose Education Health and Care (EHC) plan names the school must be admitted". These children will have priority for admission over and above all other admission applications and will be included in the admissions 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 School admissions booklet on the council's website. <https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/admissions/>

### **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 Service 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.

*1 A "looked after child" is a child who is in a) the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

*2 A child is regarded as being in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

*3 This includes children who were adopted under the Adoption Act 1976 (Section 12 Adoption orders) and children adopted under the Adoption and Children Act 2002 (Section 46 adoption orders).*

*4 Child arrangements orders are defined in Section 8 of the Children Act, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22/4/14 is deemed to be a child arrangements order.*

*5 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/s*