



## **Admissions Policy**

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# ADMISSIONS POLICY 2017/18

## Mayfield All Through School

This policy will apply to all admissions for the academic year 2017/18 including in year applications. Mayfield has a published admission number (PAN) of 60 for entry into Year R and 200 for Year 7.

There are two points of main phase entry for this school in 2017/18 to Year R and to the secondary phase in Year 7. This policy applies to both cohorts.

If the school is oversubscribed, applications will be considered 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.  
See "Additional information" below.
2. Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. Applications under this criterion must be supported by written evidence from an appropriate professional person involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate. Applications received under this category are considered by a multi-disciplinary team of the local authority.  
See "Additional information" below.
3. Children of staff employed at the school
  - (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
4. Children eligible for service premium  
  
Note - service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002
5. 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 priorities 6 (i) to (iii) below.)

6. Children living outside the school's catchment area in the following priority order:

- i) children who have a brother or sister (living within 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 attending a feeder junior/primary school; Please see a list of feeder junior/primary schools at the end of this document.

- iii) children who live closest to the school, based on the shortest distance from home to school, measured on a straight line (This distance will be used where necessary to prioritise applications). See "Additional information" below

Note: Should a school be oversubscribed from within any of the criteria 6 (i) to 6 (ii) above, then distance as given in 6 (iii), 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

- see additional information below under "Distance".

Where the LA is unable to meet a parental preference in relation to a catchment school, the LA will have to allocate a place at a lower preference school or even allocate the next nearest school with places available. Parents may prefer to then try and get a place for sibling at the same school at a later stage. In such instances, this school could then be treated as the catchment school for subsequent sibling applications. Parents would have to notify the LA on application that they consider this exception applies. If the application was for the actual catchment school this criterion would still be applied. This would be applicable to Portsmouth schools who have catchment criterion as part of their admissions policy

### **Pupils with a statement of special educational needs or statutory education, health and care plan**

The Admissions code states “ *all children whose statement of special educational need (SEN) or 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

### **Distance measurement**

Where it is necessary to prioritise applications the criterion will be prioritised based on the shortest distance from the child's home to school, measured in a straight line ‘as the crow flies’. Distances will be measured using the council's Geographical Information System (GIS) department. The Local Land and Property Gazetteer (LLPG) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates

will be primarily derived from the LLPG, with Ordnance Survey's ADDRESS-POINT® product used as support. For multi-occupancy dwellings (i.e. flats) where there is only one unique property reference point, lower floor dwellings will take priority over higher floor dwellings. For dwellings on the same floor lower numbered dwellings will take priority over higher numbered dwellings. Only distances measured by GIS will be taken into account for the purposes of the distance criterion. Should there be two or more identical distances, the prioritisation will be done by casting lots. The Admissions Service will arrange for this to be carried out by the LA's Democratic Services who are independent of the school and the admissions process.

**Looked after Children and children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.**

A child is considered as 'Looked After' as defined in section 22(1) of the Children Act 1989.

A child is considered 'Adopted' as defined in section 46 of the Adoption and Children Act 2002.

Residence order- as defined in section 8 of the Children Act 1989.

Special guardianship order – as defined in section 14 a of the Children Act 1989

**Fair Access Protocol**

The Local Authority has a "Fair Access Protocol" which prioritises admissions for certain categories of secondary school age children. This protocol relates to admission applications throughout the year (but not the transfer of Year 6 pupils from primary/junior to secondary schools in September 2016). The protocol will take priority above the school's admission policy for those on a school's waiting list and the LA may require schools to admit above their published admission limit.

**Catchment areas**

Further details of the individual school's catchment area will be provided in 'Admission to primary and secondary schools- Information for parents 2016/17' and on the council's website or by contacting the Admissions Service.

## **Additional Information**

### **Looked after children**

These are defined as 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 ceased to be so because they were adopted or subject to a residence or special guardianship order. A copy of the relevant court order will be required.

A 'looked after' child is a child who is 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 function at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became the subject of a residence order or special guardianship order.

### **Medical, physical, psychological or social need**

If your child or a family member has a significant medical, physical, psychological or social need that you would like taken into account when places are allocated, please tick the relevant box on the application form and attach supporting evidence to your form. All evidence must be sent together with the application form. The evidence must be in writing from your doctor or other appropriate professional involved with your child's health, wellbeing or your specific family circumstances. In all cases evidence must show why it is appropriate that your child attends your preferred school and why other schools in the city are inappropriate.

All applications received under this category are considered by a multi-disciplinary team of the local authority. Failure to attach supporting evidence will delay the progress of your application and result in it not being considered under this criterion. It is your responsibility to provide the necessary evidence to support your application. All information given will be treated confidentially. If you are in any doubt about whether or not to include details, please contact the Admissions Service for further advice.

### **Catchment Areas**

A catchment area is a geographical area defined by the council. The idea of having a catchment area is to give some priority for the admission of children living in the local area of the school. Please note: living in the catchment area does not guarantee a place at the school. Your catchment area is determined by your home address (the child's permanent residence). Portsmouth Academy for Girls, St Edmunds Catholic Schools do not have catchment areas.

### **Sibling links**

A sibling link is defined as a child's brother or sister (living in the same household) already on roll and attending the school you have applied to or at an adjacent infant/junior school and who will still be attending the school the following academic year. This category includes step-brothers/step-sisters; adoptive brothers/sisters living in the same household or children whose parents are married or cohabiting and live together within the same household. This does not include siblings who live in a

different household. If you have twins, triplets or more children in the same household who are due to transfer into the same year group, please be aware that should the admission limit of a school be reached by admitting one child, your other child(ren) will be offered a place at the same school. Please note: a sibling link at the school does not guarantee admission to the school.

### **Feeder primary/junior schools for secondary transfer**

- Isambard Brunel Junior
- Lyndhurst Junior
- Newbridge Junior
- Northern Parade Junior
- Stamshaw Junior

For feeder schools relating to other secondary schools please see the "Information for parent's booklet" on the Portsmouth City Council website [www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions)

### **Fair Access Protocol**

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### **Appeals**

If a parent is unsuccessful with any of their preferences they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the LA's Admissions Service.

### **Waiting lists**

All parents who have been refused a place at the school will have the option to indicate their wish to remain on the waiting list – via a tick box on the allocation response form online or on a paper reply slip.

Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list. Children will remain on a waiting list only until the end of the academic year August 2017, if parents/carers want their children to be on the waiting list for the following academic year, they must reapply.