



## Compton All Saints C of E Primary School



*Compton All Saints' aspires to the highest possible attainment for all of its pupils and is committed to constant improvement across all areas.*

*All its work is underpinned by its core values of compassion, gratitude and honesty.*

### Admissions Policy from September 2023

*Following a decision of the Schools Adjudicator (VAR2277 and VAR2283), this admission policy was revised on 12<sup>th</sup> February 2023, to give effect to that decision. Consequently, the wording for oversubscription criterion 2 has been revised and further information relating to permanent residency has been provided.*

#### Admissions to Year R

This policy will apply to allocating places in the main admission round for entry into Year R in September 2023, including in-year admissions during 2023/2024. Outside the normal admissions round, the Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Governing Body of Compton All Saints' Church of England (Aided) Primary School is the admission authority for The School. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for Compton All Saints' Church of England (Aided) Primary School (The School) is 17. The PAN is the number of places for children available in the year group above. The school will admit this number if there are sufficient applications. Where fewer applications than the published number are received, places will be offered to all those who have applied.

A guiding principle of admission to this school is that the school should serve its local community, defined in the trust deed of 1899 as the ecclesiastical parish of Compton. The policy aims to be clear, fair and objective and to comply with all relevant legislation. Please see the catchment area map referred to in Definition C.

The Governing board will consider first all those applications received by the published deadline of **midnight on Sunday 15<sup>th</sup> January 2023**. Notifications to parents offering a primary or infant school place will be sent by the Local Authority on **Monday 17<sup>th</sup> April 2023**.

Applications made after midnight on **15<sup>th</sup> January 2023** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time 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.

#### Pupils with an Education, Health and Care Plan (EHCP)

The governors will admit any pupil whose Education Health Care Plan (EHCP) names Compton All Saints' C of E Primary School. Where possible these children will be admitted within the PAN. If The School is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, places will be offered in the following priority order



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## Admission Criteria

1. Looked after children or children who were previously looked after (see Definition A).
2. Children or families with an exceptional medical or social need (see Definition B). Each application must include supporting evidence from a professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need makes it essential that the child attends Compton All Saints' Church of England (Aided) Primary School rather than any other. Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they want their application to be considered under medical/social need and supporting evidence is submitted with the application.
3. A child living in the catchment area of Compton All Saints' C of E Primary School (see Definition C);
  - 3a. who at the time of application has a sibling (see Definition D) on the roll of The School who will still be on the roll at the time of admission.
  - 3b. other children living in the catchment area of The School.
4. A child living out of the catchment area of Compton All Saints' C of E Primary School;
  - 4a. who at the time of application has a sibling (see Definition D) on the roll of The School. (Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (see Definition E) from the catchment school for their address, the application will be considered under criteria 3 above, subject to the siblings still living in the catchment area for the school from which they were displaced.)
  - 4b. other children living out of the catchment area.

## Tie Breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using the Local Authority's geographic Information Systems (GIS). 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. Where two or more applicants and equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the Local Authority website.

## Additional Information

### Who can apply?

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications.

You must complete a Local Authority Application Form available from website:

<https://www.hants.gov.uk/educationandlearning/admissions>. Should you wish to use a paper application, please contact the school office who will be pleased to issue you with one.



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### **Multiple births**

Where a twin or child from a multiple birth is admitted to The 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.

### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications.

Applications must be made using the Local Authority Admission Form available on line at <https://www.hants.gov.uk/educationandlearning/admissions> or via a paper form which can be collected from the school office. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at Compton All Saints' C of E Primary School. They will not only use the PAN of 17 for the year in making their decision but also consider the numbers in adjacent year groups so that no class has or will have more than 34 pupils at any time.

### **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 Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **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 school affected.

### **Waiting lists**

When all available places have been allocated, a waiting list will be operated by Compton All Saints' C of E Primary School.

All children not being offered a place will automatically be placed on the waiting list for The School.

Any places that become available will be allocated 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;
- periodically when parents, with a child on the waiting list, will be contacted and asked if they wish to remain on the list for the following school year.

At the time of not 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 and for as long as they wish.



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### **Starting school and deferred entry to Year R**

Pupils born between 1 September 2018 and 31 August 2019 (inclusive) are entitled to full-time schooling from September 2023. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998.

Children with birthdays between:

- 1 September and 31 December 2018 (inclusive) reach compulsory school age on 31 December 2023, and must be in school at the start of the Spring term 2024.
- 1 January and 31 March 2019 (inclusive) reach compulsory school age on 31 March 2024, and must be in school at the start of the Summer term 2024;
- 1 April and 31 August 2019 (inclusive) reach compulsory school age on 31 August 2024, and must be in school at the start of the new school year in September 2024.

Exceptionally, parents of children with birthdays between 1 April and 31 August 2019 (inclusive), whose children have not started in a Year R class during the 2022-23 school year, may wish to request admission to Year R in September 2024 rather than admission to Year 1. This is called decelerated admission. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the school in the autumn term 2022 to ensure that an informed decision is made.

### **Admission of children outside their normal age group**

Parents may also wish to request a place for their child outside their normal age group, for example, if a child has experienced problems such as ill health or was premature. The Governing Body will make a decision on the basis of the circumstances of each case and in the best interests of the child. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### **Admission Appeals**

If you are unsuccessful in gaining a place for your child at Compton All Saints' C of E Primary School you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

### **Warning**

Places are withdrawn every year because parents give false information on application forms e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body's attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.



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### Definitions

#### **A Looked after children or children who were previously looked after**

Looked after children are defined as those who are a) in the care of a local authority, or b) being provided with accommodation by a local authority under exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangement order, or special guardianship order; this also includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, 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 April 2014 is deemed to be a child arrangement 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(s).

#### **B Serious social, medical, physical or psychological condition**

'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude of abilities or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing the evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

#### **C The Catchment Area**

The catchment area for Compton All Saints' C of E Primary School is the **Ecclesiastical Parish** of Compton. Please consult the School if you are unclear about the catchment area. The Ecclesiastical and Civil boundaries of the Parish are different and maps can be found on the Parish website. <http://comptonshawford-pc.gov.uk/about/maps/parish-boundary/> (Select the Ecclesiastical boundary.)

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. When a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a



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relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

### **Moving home**

Places can only be offered for future moves in the following circumstances:

- A letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application or a signed tenancy agreement confirming the renting of a specific property relevant to the application. However, parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.
- As a result of a house move notified to the County Admissions Team by 11 February 2023 parents may, at the same time, change the schools named in their original on-time application. Additionally, where a house move has been notified to the County Admissions Team by the above date, the application will be considered in relation to the new address unless the applicant specifically requests that the child's address on the relevant closing date is used instead.
- A new address resulting from a house move notified after 11 February 2023 will be used to communicate the outcome of the application but cannot be used to determine the outcome of an on-time application made from the previous address.

**Overseas residents, with a planned relocation to Hampshire** will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12 month duration) or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

**For UK service families** with official proof of posting to Hampshire and of a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code.

### **D Siblings**

'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 or half or adopted brother or sister are living at separate addresses. Categories 3(a) and 4(a) 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.

### **E Displaced**

Displaced refers to a child who was refused a place at the catchment school in the normal admission round having named it in the application and was not offered a higher named preference school. Note that some addresses are in catchment for more than one school and in this case, displaced refers to a child who was refused a place at any of their catchment schools.

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).



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### Further Information

If you require further information about applying for a place at Compton All Saints' Church of England (Aided) Primary School, please contact The School.

### Compton All Saints' Church of England Primary School

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Website: [www.comptonallsaints.co.uk](http://www.comptonallsaints.co.uk)

**Policy Determined by the Governing Board – 3<sup>rd</sup> February 2022**