Admissions Policy
2020-2021

Date Agreed: 27th February 2019
Review Date: September 2020

Signed: ________________________________

Chair of the Portsmouth and Winchester Diocesan Trust Board

PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES TRUST

Revision Record
Admissions Policy 2019

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date Issued</th>
<th>Prepared By</th>
<th>Approved</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2nd September 2015</td>
<td>AJ</td>
<td>DAT</td>
<td>New policy</td>
</tr>
<tr>
<td>2</td>
<td>25th August 2016</td>
<td>AJ</td>
<td>DAT</td>
<td>Updated to reflect summer 2016 diocesan guidance; localised by Principal – September 2016.</td>
</tr>
<tr>
<td>3</td>
<td>20th October 2016</td>
<td>JHA</td>
<td>DAT</td>
<td>First draft – approved for consultation</td>
</tr>
<tr>
<td>4</td>
<td>27th February 2017</td>
<td>AJ</td>
<td>DAT</td>
<td>Final determined version post-consultation</td>
</tr>
<tr>
<td>5</td>
<td>7th September 2017</td>
<td>AJ</td>
<td>DAT</td>
<td>Updated policy for academic year 2019-2020. Added information on school closure and updated sections on the definition of looked after children and moving house. No changes to the over-subscription criteria.</td>
</tr>
<tr>
<td>6</td>
<td>19th February 2018</td>
<td>AJ</td>
<td>DAT</td>
<td>Final determination post-consultation. Minor amendments to the word order in Admission to Year R section. Rewording of Admissions Criteria 2 to be in line with admission code.</td>
</tr>
<tr>
<td>7</td>
<td>27th February 2019</td>
<td>SB</td>
<td>DAT</td>
<td>Revisions to some of the wording following advice from LA. No changes to overall subscription criteria.</td>
</tr>
</tbody>
</table>
This policy will be used during 2019/20 for allocating places in the main admission round for entry to Year R in September 2020. It will also apply to in-year admissions during 2020/21. Outside the normal admissions round, the Local Authority’s Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Portsmouth and Winchester Diocesan Academies Trust is the admission authority for St Columba C. of E. Primary Academy. The admission arrangements are determined by the Trust Board, after policy localisation and statutory consultation, which the academy are required to undertake under the scheme of delegation. The local governing body also co-ordinate the policy at a local level e.g. working with the LA to rank applications and offer places to pupils.

A guiding principle of admissions to this academy is that a church school should serve its local community, defined in the trust deed of 1851 as the ecclesiastical parish of Holy Trinity, Fareham (now Holy Trinity with St Columba, Fareham). Please see map in Appendix 1. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Admissions to Year R

The Published Admission Number (PAN) for St Columba C. of E. Primary Academy is 30. The PAN is the number of places for children available in the year group above.

This does not include children for the SEN Assessment Resourced Provision based at the Academy (10 places across Early Years Foundation Stage and Key Stage 1) for which places are allocated by the County SEN team.

If St Columba C. of E. Primary Academy is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

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. Evidence must be provided, from a medical practitioner or social worker, of the child or family’s need and why those needs make it is essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical or social needs cannot be considered. (see Definition B) (For applications in the normal admission round only)

3. A child living in the catchment area of St Columba C. of E. Primary Academy: (see Definition C)
   (i) Children who at the time of application have a sibling (see Definitions D) on the roll of St Columba c or E Primary Academy.
   (ii) Other children living in the catchment area of St Columba C of E Primary Academy.

4. A child living out of the catchment area of St Columba C. of E. Primary Academy:
   (i) Children who at the time of application have a sibling (see Definitions D) on the roll of St Columba C of E Primary Academy.
   (ii) Other children.
St Columba Church of England Primary Academy
Admissions Policy from September 2019

Definitions

A  Looked after children or children who were previously looked after
This criterion provides a 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) at the time of making an application to the
academy. Previously looked after children are those who were previously looked after but immediately
after being looked after became subject to an adoption order, child arrangements order, or special
guardianship order. 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
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).

Children who appear to St Columba C of E Primary Academy to have been in state care outside of
England and ceased to be in state care as a result of being adopted. A child is regarded as having been
in state care in a place outside of England if there were accommodated by a public authority, a religious
organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be
asked to provide additional evidence in order to verify the previously looked after status of a child.

B  Exceptional medical or social need
Where a place is requested for a child or family who have an exceptional social or medical condition, you
must supply supporting independent evidence by the application closing date (15 January 2020)
confirming the reason(s) why attendance at St Columba C. of E. Primary Academy is essential rather
than any other school/academy. You must also describe the difficulties that would be caused if the child
had to attend another school/academy. The evidence should be provided by a medical practitioner or
social worker. The evidence will be considered carefully in confidence by the admissions committee of
the Local Governing Body, who will endeavour to reach a fair and equitable decision.

C  The Catchment Area
The catchment area for St Columba Church of England Primary Academy is the Ecclesiastical Parish of
St Columba. (See Appendix 1).
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.
Parents may need to provide documentary evidence of the permanent residence, for example, the
address to which any child benefit is paid or at which the child is registered with a medical GP, together
with a copy of a council tax bill relating to the year of admission or a water, gas or electricity bill relating
to the relevant address dated within the last 3 months. This evidence will be used when reaching a
decision on the child’s address for admission purposes.

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. Where children spend
equal time with each parent, we will use the address to which child benefit is paid; if child benefit is not
received, we will use the home address given on the child’s GP records. Further evidence, as listed
above, may be requested to reach a decision on the child’s home address for admission purpose.

Moving home
For house moves after the application deadline an exchange of contracts or a signed tenancy
agreement (usually for a 12 months duration) will be accepted as proof of address, but 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.

- Applicants who provide new address evidence to the Admissions Team before 14 February
2020 (Year R and Year 3 applicants) may have their original on-time application updated with
the new address and may also change the schools named in their original on-time application, if
the original preferences are no longer appropriate.
A new address resulting from a house move notified after 14 February 2019 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 the 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 a brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 3(i) and 4(i) includes children who at the time of application have a sibling for whom the offer of a place at the preferred academy has been accepted, even if the sibling is not yet attending.

Additional Information

Measurement of Distance from Home to Academy
If St Columba C. of E. Primary Academy is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer St Columba C. of E. Primary Academy have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances from the Ordnance Survey home address point to the Academy Office.

Tie Breaker
If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then random allocation will be used. This process will be supervised by someone independent of the Trust and academy.

Who can apply?
Only a parent can apply for a place at a school/academy. 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. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see www.hants.gov.uk/educationandlearning/admissions for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from website www.hants.gov.uk/educationandlearning/admissions. Should you wish to use a paper application, please contact the main Academy office who will be pleased to issue you with one.

Offering places
The Local Governing Body will consider first all those applications received by the published deadline of midnight on 15th January 2020. Notifications to parents offering a place will be sent by the Local Authority on 16th April 2020.

Applications made after midnight on 15th January 2020 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/academy can offer a place, the parent's highest stated available preference will be allocated.

**Pupils with an Education Health Care Plan**
The Local Governing Body will admit any pupil whose Education Health Care Plan (EHCP) names **St Columba C. of E. Primary Academy**. Where possible these children will be admitted within the PAN.

**Multiple births**
Where a twin or child from a multiple birth is admitted to an academy 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 St Columba C. of E. Primary Academy PAN.

**In-year applications**
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 online at [www.hants.gov.uk/educationandlearning/admissions](http://www.hants.gov.uk/educationandlearning/admissions) or via a paper form which can be collected from the St Columba Academy office. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Local Governing Body will decide whether a place can be offered at **St Columba C. of E. Primary Academy**.

**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/academy 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.

**School/Academy Closures**
In the event of a school/academy closure, pupils from the closing school/academy may be given priority for any school/academy 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/academy affected.

**Waiting lists**
When all available places have been allocated a waiting list will be operated by **St Columba C. of E. Primary Academy**.

All children not being offered a place will automatically be placed on the waiting list for **St Columba C of E Primary Academy**.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list, if for example, someone moves into the area and is higher place under the oversubscription criteria. Fair access admissions and school closure arrangement 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 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 academies as they wish and for as long as they wish.

**Starting school and deferred entry to Year R**
The Portsmouth and Winchester Diocesan Academies Trust will provide for the admission of all children to **St Columba C. of E. Primary Academy** in the September following their fourth birthday. The Portsmouth
and Winchester Diocesan Academies Trust has determined that where the Local Governing Body of St Columba C. of E. Primary Academy have offered a child a place at the academy:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

It is recommended that parents considering such a request as defined above, contact St Columba C. of E. Primary Academy as early as possible to ensure that an informed decision is made.

Pupils born between 1 September 2015 and 31 August 2016 (inclusive) are entitled to full time schooling from September 2020. Parents can choose to defer their child’s admission until later in the school year (but not beyond the start of the term after they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2015 (inclusive) reach compulsory school age on 31 December 2020, at the start of the Spring term 2021.
- 1 January and 31 March 2016 (inclusive) reach compulsory school age on 31 March 2021, at the start of the summer term 2021.
- 1 April and 31 August 2016 (inclusive) reach compulsory school age on 31 August 2021, at the start of the new school year in September 2021.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2021. This is called decelerated admission. In making such a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the autumn term 2019 to ensure that an informed decision is made. Guidance on decelerated admission for summer born children, including how to make a request, is available on the County website at www.hants.gov.uk/ad-summerborn.

Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

Admission Appeals
If you are unsuccessful in being offered a place for your child at St Columba C. of E. Primary Academy 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 Local Governing Body attention will be investigated. The Local Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

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).
Further Information
If you require further information about applying for a place at St Columba C. of E. Primary Academy please contact St Columba C. of E. Primary Academy.

St Columba C. of E. Primary Academy
Tewkesbury Avenue
Fareham
Hampshire
PO15 6LL

Telephone: 01329 843226
Fax: 01329 843872
Email: T.Ellis@stcolumba.hants.sch.uk
Website: http://www.stcolumbaacademy.co.uk/admissions/
Trust: http://www.pwdat.org/admissions/
Appendix 1 - Map of the ecclesiastical parish / catchment area of The Academy
Admissions Appeal Timetable

Year R (starting school in reception)

Year 3 (Infant to Junior transfer)

School Admissions 2019 – 2020

For Church of England Voluntary Aided Schools and Academies in the Diocese of Winchester and Diocese of Portsmouth.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Notification date for on-time applications.</td>
<td>Tuesday 16th April 2019.</td>
</tr>
<tr>
<td>Notification date for late applicants (whose applications received after 15 January and before the 16 April 2020)</td>
<td>Wednesday 17th April 2019.</td>
</tr>
<tr>
<td>Deadline date for parents wishing to lodge an appeal. (Returning completed appeal papers to the school.)</td>
<td>Thursday 16th May 2019.</td>
</tr>
<tr>
<td>Appeal hearing to be held.</td>
<td>From 3rd June to 14th June 2019. (Inclusive)</td>
</tr>
<tr>
<td>Decision letters to be sent.</td>
<td>Within, 5 school days of hearing.</td>
</tr>
</tbody>
</table>

Please note

i) Appeals lodged after 18th May will be heard during the above dates if possible or within 30 school days of the appeal being lodged. Appeals lodged on or after 13th June may not be heard until the autumn term but no more than 30 school days after the appeal was lodged.

ii) Appellants will receive at least 10 school days’ notice of the exact date and location of their appeal hearing.

iii) Following the lodging of an appeal, additional papers may be submitted to the school until 10 working days before the hearing. Evidence admitted after this date will be considered by the panel but this may lead to an adjournment and significant delays.