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ADMISSIONS POLICY

2025 - 2026

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| Reviewer: | Sarah Holman |
| Review date: | 21 March 2024 |
| Committee: | FTB |
| Next review: | March 2025 |

This policy will apply to all admissions from 1 September 2025, including in-year admissions. The Hampshire Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable students from specific groups. It will be used during 2024-25 for allocating places for September 2025 as part of the main admission round for Year 7.

Admission Criteria

As an academy the school is now its own admissions authority and is therefore responsible for determining the admission arrangements. The County Council will consider first all those applications received by the published deadline of **midnight on Thursday 31 October 2024. Notifications to parents offering a secondary school place will be sent by the County Council on 01 March 2025**

Applications made after midnight 31 October 2024 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The published admission number (PAN) for Eggar's School for 2025-26 is **175, (this includes 4 students with an Education, Health and Care Plan admitted to specialist SEN provision).**

For the main 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:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order*, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 functions (see the definition in Section 22(1) of the Children Act 1989).

*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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).

2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Eggar's School rather than any other. (Appropriate medical or psychological evidence must be provided in support; this should be a letter from a GP or equivalent)
3. Children living in the catchment area of Eggar's School who at the time of application have a sibling on the roll of Eggar's School who will still be on roll at the time of the sibling's admission.*
4. Other children living in the catchment area of Eggar's School.
5. Other children who at the time of application have a sibling on the roll of Eggar's School who will still be on roll at the time of the sibling's admission.*
6. Children who at the time of application attend one of the linked primary or junior schools: Rowledge Church Of England (Controlled) Primary School, Selborne Church Of England Primary School, Bentley Church Of England Primary School, Wootey Junior School, Binsted Church Of England Primary School, Andrews' Endowed Church Of England Primary School.

7. Children of staff who are employed directly by the school itself who have been employed at the school for two more years at the time application is made, and/or is recruited to fill a vacancy for which there is demonstrable skill shortages. ('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.

8. Other children.

* '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 and 5 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.

If parents decide to apply for a place at Eggar's School outside of the main round, they must fill in an in-year application form which can be obtained via the County Website www.hants.gov.uk/admissions Alternatively, in-year application forms are available upon request from the school office. The school will consider those applications against the same criteria as used for the main admissions round, according to the number of spaces available based on the Published admission Number for that year group.

Students with an Education, Health and Care Plan (EHCP)

The governors will admit any student whose Education, Health & Care Plan (EHCP) names the school. Where possible such children will be admitted within the PAN.

School Closures

In the event of a school closure, students 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.

Permanent Residence

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.

Distance Measurement

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 school address point using Hampshire County Council'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 are equidistant, random allocation will be used to allocate the place. Eggar's School will use the Local Authority random allocation procedure published on the County website. <http://documents.hants.gov.uk/education/Random-Allocation.pdf> The Local Authority will carry out the random allocation process on behalf of the school if the situation arises.

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.

In-Year Fair Access Placements by the Local Authority

The local authority must ensure that all students are placed in schools as quickly as possible. It may therefore sometimes be necessary for a student 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.

Waiting Lists

When all available places have been allocated, waiting lists will be operated by the school on behalf of the local authority. In the case of main round application waiting lists these will be retained for the first term after which places have been offered (i.e. until 31st December). In-year applications for places which result in a child being placed on a waiting list will be retained on the waiting list for 6 weeks, after which time then unless the school receives notice from the parent, the child will be removed from the waiting list. The school will keep the local authority advised of any changes made to the waiting list.

Any places that become available to children on a waiting list, 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.

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.

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. 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. Whilst we believe most children are best placed in their chronological year group, decisions will be made based on the circumstances of the case and in the best interests of the child, taking into account the views of the head teacher.

Appeals

Where a child is not offered a place at the school, parents are able to make their appeals. Appeals should be submitted to the Clerk to the Governing Body of the School, via the School Office.

When Eggar's informs a parent, in writing, of a decision to refuse their child a place at the school, it will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. Eggar's will not limit the grounds on which appeals can be made.

Withdrawal of an Offer

Should the school wish to withdraw an offer, the requirements of the Code as specified in 2.13 and 2.14, are adhered to:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf

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 (published by the DfE in 2021).