



MANOR JUNIOR SCHOOL
ADMISSION POLICY 2011-2012

Date Written:	April 2010
Approved by Governors :	28.4.10
Review Date by:	31.4.11
APN 2011/2012:	90

This policy will apply to all admissions from 1 September 2011, including in-year admissions. The authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2010-11 for allocating places for September 2011 as part of the main admission round for Year 3.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midnight on Saturday 15 January 2011**. Applications submitted after midnight 15 January 2011 but before 4 March 2011 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

Letters to parents offering a primary school place will be sent by the County Council on Thursday 28 April 2011.

The published admission number (PAN) for Manor Junior School for 2011-2012 is 90 (this includes 2 statemented pupils admitted to specialist SEN provision).

For the main 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.

If the school 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:

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)

2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Manor Junior School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living **within** the catchment area of Manor Junior School who at the time of application have a brother or sister (including children living as siblings in the same family unit in the permanent residence) on the roll of Manor Junior School or its linked infant school: Manor Infant School and who will still be on roll at the time of the sibling's admission.
4. Other children living **within** the catchment area of Manor Junior School.
5. Children living **outside** the catchment area of Manor Junior School who at the time of application have a brother or sister (including children living as siblings in the same family unit in the permanent residence) on the roll of Manor Junior School or its linked infant school: Manor Infant School and who will still be on roll at the time of the sibling's admission.
6. Other children living **outside** the catchment area of Manor Junior School.

N.B. School Closures statement.

In the event of a school closure, pupils from the closing school may be given a higher priority (for example this might include the child being treated as in-catchment) within the admission criteria 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 by a particular closure.

Siblings

Criteria 3 and 5 include children who at the time of application have a sibling for whom the offer of a place at Manor Junior School or Manor Infant School has been accepted, even if the sibling is not yet attending.

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. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (from the Ordnance Survey home address point to the school office). Distances from 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. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Multiple births

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

Pupils with statements of special educational needs

The governing body will admit any pupil whose final statement of special educational needs names the school. This is not an oversubscription criterion. Where possible such children will be admitted within the PAN.

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 any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

Waiting list

When all available places have been allocated, a waiting list will be operated by the local authority. 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 will affect their priority;
- at the end of each school year, 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 having their child's name on 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.