

# Castle Hill Primary School Admission Policy 2022-2023

This policy will be used during 2021/2022 for allocating places for September 2022 as part of the main admission round for entry to Year R at the Rooksdown Campus and Year 3 at the Greenbank Campus. It will also apply to in-year admissions during 2022/23. It does not apply to those being admitted to nursery provision.

Hampshire County Council is the admission authority for Castle Hill Primary School. The admission arrangements are determined by the County Council, after statutory consultations.

Castle Hill Primary School is a dual site school made up of the Greenbank campus and the Rooksdown campus. Parents apply for a place at the school, rather than a specific site. The Greenbank campus accommodates children in Year 3 to Year 6 with two classes for each year group. The Rooksdown Campus is a new extension to the school that teaches children in Year R through to Year 6. The children in Year 2 progress into Year 3 on the same site. Therefore, it is the case that children in Year R to Year 2 will always attend the Rooksdown campus. Applicants applying for a Year 3 place in the main admissions round will attend the Greenbank campus. For in-year admissions, the placement of children into Year 3 to Year 6 at a particular site is at the headteacher's discretion (*see additional information*).

## Published Admission Number (PAN)

Each school has a published admission number (PAN)<sup>1</sup> for entry.

The PAN for Year R at Castle Hill Primary School (Rooksdown Campus) for 2022-23 is **60**.

The PAN for Year 3 at Castle Hill Primary School (Greenbank Campus) for 2022-23 is **60**.

The school will admit this number of children if there are sufficient applications. Where there are fewer applications than the published admission number, places will be offered to all applicants.

## Admissions Process

The deadline for applications to Year R is **midnight on Saturday 15 January 2022**.

The deadline for applications to Year 3 is **midnight on Saturday 15 January 2022**.

The County Council will consider first all those applications received by the published deadline.

**Notifications to parents offering a school place will be sent by the County Council on 19 April 2022 for both Year R and Year 3 applicants.**

Applications made after the deadline 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.

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<sup>1</sup> The PAN applies to the relevant year\* only. For other year groups at the school, different admission limits may be applied. Please ask the school or local authority for details.

\* The relevant year is the age group at which pupils are or will normally be admitted to the school i.e. reception, year 3, year 7 and year 12 where the school admits external applicants to the sixth form (Section 142 of the SSFA 1998).

## Pupils with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan naming Castle Hill Primary School will be admitted. Where possible such children will be admitted within the PAN.

## Oversubscription Criteria for Rooksdown Campus – Year R

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after (*see definition i*).
2. (For applications in the normal admission round only) Children or families with an exceptional medical and/or social need (*see definition ii*). Supporting evidence from a professional is required 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(s) makes it essential that the child attends Castle Hill Primary School rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.
3. Children of staff (*see definition iii*) who have, (1) been employed at Castle Hill Primary School for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area (*see definition iv*) of Castle Hill Primary School who at the time of application have a sibling (*see definition v*) on the roll of Castle Hill Primary School who will still be on roll at the time of admission. [See 6 for additional children who may be considered under this criterion.]
5. Other children living **in** the catchment area of Castle Hill Primary School.
6. Children living **out** of the catchment area of Castle Hill Primary School who at the time of application have a sibling (*see definition v*) on the roll of Castle Hill Primary School who will still be on roll at the time of admission. [Where a sibling was allocated a place at Castle Hill Primary School in the normal admission round in a previous year because the child was displaced (*see definition vi*) from the catchment school for their address, the application will be considered under 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at Castle Hill Primary School under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].
7. Other children.

### Tie-breaker

If Rooksdown Campus is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the Rooksdown Campus have priority. Distances will be measured from the Ordnance Survey home address point to the Rooksdown Campus 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. An explanation of the random allocation procedure is available on the County website.

## Oversubscription Criteria for Greenbank Campus – Year 3

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following priority order:

1. Looked after children or children who were previously looked after (*see definition i*).
2. (For applications in the normal admission round only) Children or families with an exceptional medical and/or social need (*see definition ii*). Supporting evidence from a professional is required 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(s) makes it essential that the child attends Castle Hill Primary School rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.
3. Children of staff (*see definition iii*) who have, (1) been employed at Castle Hill Primary School for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area (*see definition iv*) of Castle Hill Primary School who at the time of application have a sibling (*see definition v*) on the roll of Castle Hill Primary School or the linked infant school, Castle Hill Infant School, who will still be on roll at the time of admission. [See criterion 7 for additional children who may be considered under this criterion.]
5. Children living **out** of the catchment who were allocated a place at the linked infant school, Castle Hill Infant School, in the normal admission round in a previous year because the child was displaced (*see definition vi*) from the catchment school for their address, and they remain living in the catchment area.
6. Other children living **in** the catchment area of Castle Hill Primary School.
7. Children living **out** of the catchment area who at the time of application have a sibling (*see definition v*) on the roll of Castle Hill Primary School or the linked infant school, Castle Hill Infant School, who will still be on roll at the time of admission. [Where a sibling was allocated a place at Castle Hill Primary School or Castle Hill Infant School in the normal admission round in a previous year because the child was displaced (*see definition vi*) from the catchment school for their address, the application will be considered under criterion 4, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school or linked infant school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].
8. Children living **out** of the catchment area who at the time of application are on the roll at the linked infant school, Castle Hill Infant School.
9. Other children

### **Tie-breaker**

If Greenbank Campus is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the Greenbank Campus have priority. Distances will be measured from the Ordnance Survey home address point to the Greenbank Campus 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. An explanation of the random allocation procedure is available on the County website.

## **Definitions**

(i) 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 in the exercise of their social services functions (see the 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 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 arrangements 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 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). Previously looked after children also includes 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(ii) 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 wish for their application to be considered under medical / social need. 'Medical need' does not include mild medical conditions, 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 or ability 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 a 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 and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

(iii) 'Staff' includes all those on the payroll of Castle Hill Primary School who (specific to clause (1)) have been an employee continuously for two years at the time of application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

(iv) A map of the school's catchment area is available on the school's details page of the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(v) '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 adopted brother or sister are living at separate addresses. Criteria 4 and 6 (criterion 7 for Year 3) include children who at the time of application have a sibling for whom the offer of a place at Castle Hill Primary School or the linked infant school, Castle Hill Infant School, has been accepted, even if the sibling is not yet attending.

(vi) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

## **Additional Information**

### **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.

### **Multiple births**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Fair Access placements by the local authority**

Outside the normal admission round, it may 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 Hampshire County Council's Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year R, the waiting list will be maintained centrally by the local authority until 31 August 2022. At all other times, and for other year groups, waiting lists will be operated by schools on behalf of the local authority.

Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered 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;

For entry to Year R, the waiting list will remain open until 31 August 2023, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

### **Allocation of Year 3 pupils to the Greenbank and Rooksdown campuses**

There are Year 3 classes on the Rooksdown Campus as well as the Greenbank Campus. From 13 June 2022, all new applications for admission into Year 3 for September 2022 will be considered for a place at both the Rooksdown and Greenbank Campuses. Where a place is offered, regardless of whether it is at the campus the applicant wanted to secure, there will be no right of appeal.

Where there are no places available, the applicant will be advised of their right of appeal against the refusal and their child's name will automatically be added to the Year 3 waiting list for both campuses. The waiting list for a place at Rooksdown will be ordered as described in the Rooksdown Tie-breaker paragraph with applicants living nearer the Rooksdown Campus having priority. The waiting list for a place at the Greenbank Campus will be ordered as described in the Greenbank Tie breaker paragraph with applicants living nearer the Greenbank Campus having priority. This means that an applicant is very likely to hold a different position on each waiting list, dependent on the proximity of their home to each campus.

### **Starting school**

Pupils born between 1 September 2017 and 31 August 2018 (inclusive) are entitled to full-time schooling from September 2022. 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). Children can also attend part-time until 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 2017 (inclusive) reach compulsory school age on 31 December 2022, at the start of the spring term 2023.
- 1 January and 31 March 2018 (inclusive) reach compulsory school age on 31 March 2023, at the start of the summer term 2023.
- 1 April and 31 August 2018 (inclusive) reach compulsory school age on 31 August 2023, at the start of the new school year in September 2023.

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 2023. 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 2021 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](http://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.

### **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 schools affected.

### **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).