



Crofton School Admission Policy and Procedures for September 2014 - August 2015

Admission Policy and Numbers

Students will be admitted at age eleven without reference to general ability or aptitude. The published admission number (PAN) is 216 and governors will offer places up to this maximum. **In addition, 2 students are admitted each year to the resourced provision for students with autistic spectrum disorders. These places are reserved for students with statements of special educational needs and are allocated by the local authority (Hampshire County Council), NOT by the school.**

Crofton operates an equal preference system and governors will firstly consider those applications received by the deadline that name this school.

Crofton recognises its responsibility towards children with special education needs (SEN) and students with a statement of SEN which names Crofton School will be admitted to the school and will count towards the admission number of 216 + 2.

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 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 pupil will be admitted until a place becomes available within the PAN.

In line with statutory guidance, the Local Authority's Fair Access Protocol may occasionally require the school to admit pupils above the agreed admission number as they 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 In-Year 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.

Oversubscription

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

- 1) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. [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 section 46 of the Adoption and Children Act 2002. A 'residence order' is as 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. 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 who reside **within** the catchment area of Crofton School and who have a brother or sister (including step-brothers and step-sisters living in the same family unit) already on the roll of the school who will continue to attend the school for the following year.
- 3) Children who have a significant medical, physical or psychological condition, which makes it essential that they attend Crofton School rather than any other. Appropriate medical or psychological evidence must be provided in support.
- 4) Children who reside **within** the catchment area of Crofton School and who are currently on roll at Crofton Anne Dale or Crofton Hammond Junior Schools.
- 5) Children who reside **within** the catchment area of Crofton School who live closest to the centre of the catchment area (taken to be Stubbington War Memorial – grid reference 50° 49' 32" N, 1° 12' 50" W) measured along the shortest straight line from the closest point of the property boundary to the memorial.
- 6) Children of staff currently employed at the school. 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.
- 7) Children who reside **outside** the catchment area of Crofton School and who have a brother or sister (including step-brothers and step-sisters living in the same family unit) already on the roll of the school who will continue to attend the school for the following year.
- 8) Children who reside **outside** the catchment area of Crofton School and who are currently on roll at one of our linked primary schools, Crofton Anne Dale or Crofton Hammond Junior Schools.
- 9) Children who reside **outside** the catchment area of Crofton School but who live closest to the centre of the catchment area (taken to be Stubbington War Memorial – grid reference 50° 49' 32" N, 1° 12' 50" W) measured along the shortest straight line from the closest point of the property boundary to the memorial.

Notes

The catchment area of Crofton School is as defined by Hampshire County Council; a map is available for inspection in the school office and can be viewed on the Hampshire County Council website.

Applications under criterion 3 must be accompanied by appropriate medical evidence, supported by a doctor's letter, as to why the provision at Crofton School is of greater medical benefit than that available elsewhere.

If the school becomes oversubscribed from **within** any of the above categories the relevant distance criterion (Criterion 5 for within catchment or Criterion 8 for outside catchment), will be used to prioritise applications.

When the admissions limit is reached, prospective students will be placed on a waiting list, at the request of the parents by completion of the appropriate form. If places become available, they will be allocated strictly in accordance with the published admission criteria

above (time spent on the waiting list is not a criterion). At the end of the summer term, the waiting list will be reviewed and parents will be asked if they wish their child's name to be placed on the waiting list for the following school year. Placing a child's name on a waiting list does not affect the statutory right of appeal.

Admission Arrangements

Having read the prospectus parents are invited to visit the school to meet the Headteacher and to view the school in action. They should telephone the school to make an appointment.

Main Round Admissions

For the main admissions round for Year 7 in September, please refer to the County Website for information about how to apply and how to access the online application form: www.hants.gov.uk/admissions. Crofton School adheres to Hampshire's co-ordinated scheme whereby the child's name will automatically be included on the waiting list of any school you named on your application that was a higher preference than the school where your child was allocated a place.

An Admissions brochure is available upon request by telephoning (0845) 603 5623. Paper copies are also available to parents on request.

When places are confirmed we look forward to parents signing and returning the 'Home-School Contract', setting out what parents can expect from the School, and in return, what the school expects from parents.

In Year Admissions

If parents decide to apply for a place at Crofton 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/ad-applyonline. Alternatively, in-year application forms are available upon request from the school office.

In the event of an unsuccessful application parents will be advised of their right of appeal to an independent panel but will also be given the opportunity to ask for a procedural review to ensure that the policy has been applied correctly. The outcome of this review will be verified by the Chairman of Governors, or a governor nominated by him; this governor will not be a member of the Admissions Committee. Details of these procedures are available on request from the school and will automatically be sent to any unsuccessful applicant.

The school hopes these arrangements are reasonably clear and straightforward. If, however, parents have any further queries please do not hesitate to contact the school and ask for the Admissions Officer, Mrs Angela Dell, in the first instance.