

**MEON INFANT SCHOOL**  
**SCHOOL ADMISSIONS POLICY**  
**2019-2020**

Meon Infant is an Academy School and part of the Thinking Schools Academy Trust.

The school has an admission limit of **60** reception places. If the school is oversubscribed applications will be considered first according to the following priorities in the order set out below :

1. Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24hrs). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order. (Please see additional information below).
2. Children or families who have a significant medical, physical or psychological or social condition. Evidence must be attached with the application form. Applications under this criterion must be supported by written evidence from an appropriate professional involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate.
3. Children living **within** the school's designated catchment area. (If the school cannot admit all applications from the catchment area, priorities 4 (i) to (iii) below will be used). (Please see additional information below).
4. Children who live **outside** the school's designated catchment areas in the following priority order
  - (i) children who have a brother or sister (living in the same household) already on roll and who will still be attending the school the following academic year.  
*(NOTE – this category includes step-brothers/sisters, adoptive brothers/sisters living within the same household or children whose parents are married or cohabiting and live together within the same household.)* (Please see additional information below).
  - (ii) children eligible for service premium  
*(Note – service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002)*
  - (iii) children of staff employed at the school
    - a. where the member of staff has been employed at the school for 2 or more year at the time at which the application is made and or
    - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - (iv) children who live closest to the school, based on the shortest distance from home to school, measured on a straight line “**as the crow flies**” (this distance will be used where necessary to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. (please see additional information below).  
*(Note: should a school be oversubscribed from within the criteria 4(i) to 4(iii) above then any additional criteria as given in 4(i) to 4(iii) above will be used to prioritise applications within these categories.*



### **Displaced sibling:**

Where the LA is unable to meet the parental preference in relation to a catchment school, the LA will have to allocate a place at a lower preference school or even allocate the next nearest school with places available. Parents may prefer to then try and get a place for another sibling in the same school. In such instances, this school could then be treated as the catchment school for subsequent sibling applications. **Parents would have to notify the LA on application that they consider this exception applies.** If the application was for the actual catchment school this criterion would still be applied. This would be applicable to Portsmouth Schools who have catchment criterion as part of their admissions policy.

### **Pupils with statutory education, health and care (EHC) plan:**

The Admissions code states... *“all children whose statement of special educational need (SEN) or Education Health and Care (EHC) plan names the school must be admitted”*. These children will have priority for admission over and above all other admission applications and will be included in the admissions allocation process.



### **Other Applications:**

Applications can be made for the school for any year group at any time of the year. These are in year applications. All applications will be processed by Portsmouth City Council. If places are available in the child's particular year group, the Admission Service at PCC will notify both the school and parents.



## **APPLICATION DATES**

Applications can be made on-line or in paper format from 1<sup>st</sup> November of the year preceding admission. The closing date is 15<sup>th</sup> January and all on time applications will be considered after this date.



## **ADMISSION ARRANGEMENTS**

The statutory position is that parents do not have to send their child to school until the term following their child's 5<sup>th</sup> birthday. However, most Portsmouth community and controlled infant and primary schools admit Year R pupils on to the school roll before the end of September, in the school year in which the child has his/her 5<sup>th</sup> birthday. The school year starts on 1<sup>st</sup> September and ends on 31<sup>st</sup> August. Children will start part-time initially (part time is up to 5 sessions a week). There is no school for new entry children during the first week of the term as teachers undertake "home visits".

Children whose birthday is between 1<sup>st</sup> September and 31<sup>st</sup> December will become full time during the first three weeks of the Autumn Term. Children whose birthday is between 1<sup>st</sup> January and 30<sup>th</sup> April will become full time during the first 4 weeks of the Autumn term Children whose birthday is between 1<sup>st</sup> May and 31<sup>st</sup> August will be full time during the first 5 weeks of the Autumn Term (depending on start date we aim to have all children in full time by the end of September). A programme will be issued to parents well in advance of the start dates outlining attendance requirements.

The Headteacher reserves the right to modify the above arrangements for individual children.

## DEFERRED ENTRY INTO YEAR R

Where parents do not wish to take the opportunity for early admission they may defer entry of their child to the beginning of either the spring or summer term. Entry cannot be deferred beyond the beginning of the term after the child's 5<sup>th</sup> birthday, nor beyond the academic year for which admission is sought.

It is expected that before being admitted children will:

- be able to use the toilet independently (and usually be dry during the day)
- have some independence in dressing and feeding themselves
- be able to communicate their needs
- be able to cope with the demands of a school setting



### Objections to the OSA (Schools Adjudicator)

Objections to these admissions arrangements can be made to the OSA by **15 May 2019** - see link below

<https://www.gov.uk/guidance/schools-adjudicator-make-an-objection-appeal-or-referral#objections-to-and-referrals-about-determined-school-admission-arrangements>

or contact the OSA

[osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)

OSA, Bishopsgate House, Feethams, Darlington, DL1 5QE



Sep. 19 - reviewed

## ADDITIONAL INFORMATION

### Looked After Children

These are defined as children who are looked after by a local authority i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours.

Children who were previously looked after \*, but ceased to be so because they were adopted or subject to a residence or special guardianship order. A copy of the relevant court order will be required.

\*A child is considered as 'Looked After' as defined in section 22(1) of the Children Act 1989

A child is considered 'adopted' as defined in section 46 of the Adoption and Children Act 2002

Residence order – as defined in section 8 of the Children Act 1989

Special guardianship order – as defined in section 14 of the Children Act 1989



### Medical, physical, psychological or social need

If a child or a family member has a significant medical, physical, psychological or social need that you would like taken into account when places are allocated, applicants should tick the relevant box on the application form and submit supporting evidence to support their request. The evidence must be in writing from a doctor or other appropriate professional involved with the child/family member's health, wellbeing or specific family circumstances. In all cases evidence must show why it is appropriate that the child attends the preferred school and why other schools in the City are inappropriate.



### Catchment Areas

A catchment area is a geographical area defined by the council. The idea of having a catchment area is to give some priority for the admission of children living in the local area of the school. Living in the catchment area does not guarantee a place at the school. Catchment areas are determined by home address (the child's permanent residence). Further details of the individual school's catchment area will be provided on the council's website or by contacting the Admissions Service.

### CURRENT CATCHMENT AREA

All children in our catchment area have a right to attend the school. In general terms our catchment area covers the following roads:

Admirals Hse. 1-21	Crofton Road	Hollam Road	Milton Road 199-295	Towpath Mead
Bertie Road	Cromarty Ave.	Ironbridge Lane 1-7	Morgan Road	Travis Road
Blendworth Road	Dickens Hse.	Locksway Road	Oakdene Road	Velder Avenue 1-50
Bonchurch Road	Dymond Hse.1-33	Longshore Way	Pleasant Road	Warren Avenue 1-85
Broom Close	Edgeware Road	Mayles Road	Posbrooke Road	Waterlock Gardens
Broom Square	Euston Road	Meon Road	Rosetta Road	Weston Avenue
Catisfield Road	Fair Oak Road	Meryl Road	Seaway Crescent	
Cheriton Road	Furze Lane	Milton Locks	Shelford Road	
Church View	Gisors Road 1-103	Milton Park Ave.	Stowe Road	

N.B. New housing developments may also be included in the catchment area in future.

Please see Portsmouth City Council website for more up to date information.



## Sibling Links

A sibling is defined as a child's brother or sister (living in the same household) already on roll and attending the school you have applied to or at an adjacent infant/junior school and who will still be attending the school the following academic year. This category includes step-brothers/step-sisters; adoptive and foster brothers/sisters living in the same household or children whose parents are married or cohabiting and live together within the same household. This does not include siblings who live in a different household. Twins, triplets and other children of multiple birth will be admitted above the admission limit of a school if the limit has been reached by admitting one of the multiple birth children. A sibling link at the school does not guarantee admission to the school.



## Children eligible for service premium

Service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002.

The service premium is designed to support children with parents serving in the regular British armed forces. Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces
- one of their parents served in the regular armed forces in the last three years
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and War Pensions Scheme (WPS)



## Children of staff employed at the school:

- a. where the member of staff has been employed at the school for 2 or more years at the time at which the application is made, and or
- b. the member of staff is recruited to fill a vacant post for which there is a skill shortage.



## Distance measurement

Where it is necessary to prioritise applications the criterion will be prioritised based on the shortest distance from the child's home to school, measured in a straight line 'as the crow flies'. Distances will be measured using the council's Geographical Information System (GIS) department. The Local Land and Property Gazetteer (LLPG) unique property reference co-ordinated will be used to represent the school, while home co-ordinates will be primarily derived from the LLPG, with Ordnances Survey's ADDRESS-POINT® product used as support. Only distances measured by GIS will be taken into account for the purposes of the distance criterion. Should there be two or more identical distances the prioritisation will be done by casting lots. The Admissions Team will arrange for this to be carried out by the LA's Democratic Services who are independent of the school and the admissions process.



## Fair Access Protocol

The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of secondary school age children. This protocol relates to admission applications throughout the year. The protocol takes priority above the school's admission policy for those on a waiting list and the LA may require the school to admit above their published admission number.



## **Appeals**

If a parent is unsuccessful with any of their preferences they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the LA's Admissions Team who administer appeals on behalf of the school.



## **Waiting Lists**

Waiting lists are the responsibility of the Admission Authority for the school, the Academy Trust, but the administration is delegated to the Admissions Service at Portsmouth City Council.

All parents who have been refused a place at the school will have the option to indicate their wish to remain on the waiting list – via a tick box on the allocation response form online or on a paper reply slip. Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list. Children will remain on a waiting list only until the end of the academic year August 2021, if parents/carers want their child to be on the waiting list for the following academic year they must re-apply.



## **HOME TO SCHOOL TRANSPORT**

Parents are responsible for their child's attendance at school, whether or not transport is provided.

The full Travel Assistance Policy can be found on [www.portsmouth.gov.uk/learning](http://www.portsmouth.gov.uk/learning).

