

# Admissions Policy

## 2024-2025

**Approved by:** Academy Committee **Date:** 21<sup>st</sup> February 2023

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Following a decision of the Schools Adjudicator (ADA4117), this admission policy was revised, to give effect to that decision. Consequently, the catchment area boundary for the school has been adjusted to include the houses to the North and North East of Brownhill Road, that were previously in the catchment area of The Toynbee School (see *Appendix in Additional Information*).

### 1. Aims

This policy will apply to all admissions from 1 September 2024, including in-year admissions. It will be used during 2023-24 for allocating places for September 2024 as part of the main admission round for Year 7.

Outside the normal admissions round, the authority's Fair Access protocol may be applied alongside the policy to secure the admission of vulnerable students from specific groups.

The policy aims to be clear, fair, and objective and complies with all relevant legislation.

### 2. Admissions Criteria

Thornden School is part of the HISP Multi Academy Trust. The Academy Committee of the school is the admission authority for Thornden School and will consider first all those applications received by the published deadline of **midnight on 31 October 2023. Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2024.**

The published admission number (PAN) for Thornden School for 2024-2025 is **290**.

Applications made after midnight on 31 October 2023 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 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, children who were previously looked after and IAPLAC (Internationally Adopted Previously Looked After Children) (see *(i) in Definitions*).
2. Children or families who have a serious medical, physical, or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support).
3. Children of staff (see *(ii) in Definitions*) living out of the catchment area of the school who have, (1) been employed at the 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 of the school (*see (iii) in Definitions*) who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the 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 the school.
6. Children living **out** of the catchment area of the school who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (*see (v) in Definitions*) 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 the school under this criterion as a consequence of their elder sibling's displacement and they remain living in the catchment area].
7. Children living out of the catchment area of the school who are on the roll of a linked junior or primary school (Hiltingbury Junior School, Knightwood Primary School, Merdon Junior School, Otterbourne Church of England Primary School, Scantabout Primary School, or St Francis Church of England Primary School).
8. Other children living out of the catchment area of the school.

### 3. 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*) at the time of making an application to a school. All previously looked after children, including those children 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*). Previously looked after children are those who were previously 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). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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 (IAPLAC).
- (ii) '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 stepparent.
- (iii) 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 residence 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. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the

child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

- (iv) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister 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 4 and 6 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.
- (v) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admission round having named it on the application and was not offered a higher named preference school. To identify the child's catchment school please use [School Catchment Area Finder](#). Note that some addresses are in catchment for more than one school and in this case, 'displaced' refers to a child who was refused a place at any of their catchment schools.

## 4. Tie-Breaker

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 the 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.

## 5. Additional Information

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

The Academy Committee will admit any student whose final EHCP names the school. Where possible such children will be admitted within the PAN.

### 2. 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.

### 3. 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.

### 4. 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.

### 5. Waiting lists

When all available places have been allocated, waiting lists will be operated by schools on behalf of 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 affect their priority;
- periodically, 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 application decision for a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.

## 6. Admission of children outside their normal age group

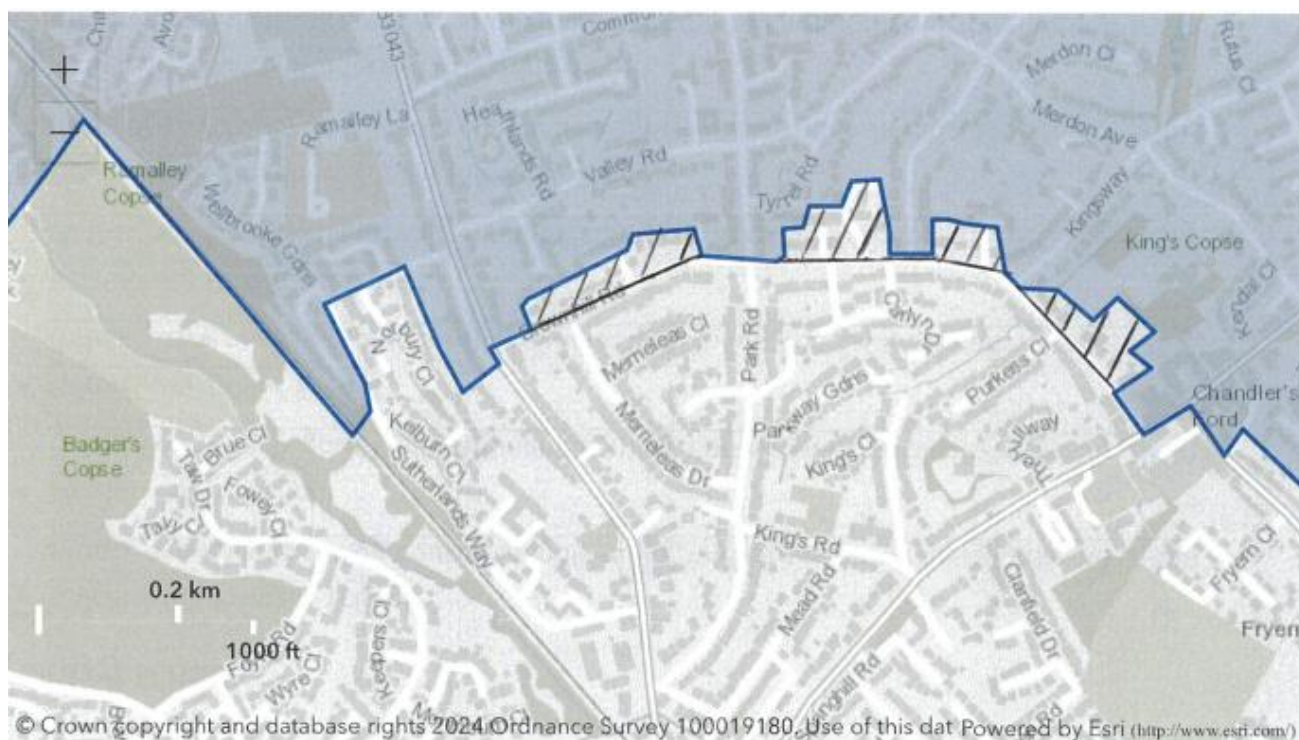
Parents can seek places outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

## 7. Legislation

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).

## 8. Appendix

Alteration to catchment following Office of the Schools Adjudicator ruling:



See the [Catchment Area](#) section of the [school's website](#) for the overall Thornden School catchment map.