

Admissions Policy

2025-2026

| | |
|---------------------------|----------------|
| Document Number: | ROM002 |
| Version Number: | 1 |
| Responsibility | |
| | ADMIN USE ONLY |
| Approval Date: | 28/11/23 |
| Approval Meeting: | RLGB 23A2 |
| Scheduled Review Meeting: | RLGB 24A2 |

Change Log:

28/11/23

- significant lay out changes
- Addition of Rationale
- Addition of 'how to apply in year
- NO changes to definitions, how to, allocations, oversubscription
- Date of last consultation needs to be checked - 2018
- The PAN has been reduced to 232 for operational reasons
- 8.2 - added in line with Hampshire / Southampton Local Authority in year fair access (IYFA) protocols. .

CONTENTS:

| | |
|--|--------|
| LEGAL FRAMEWORK/ REFERENCES: | Page 4 |
| RATIONALE (purpose of the policy): | Page 4 |
| AIMS (aims/vision of the organisation relative to policy): | |
| DEFINITIONS | Page 4 |
| HOW TO APPLY | Page 4 |
| ALLOCATION OF PLACES | Page 5 |
| OVERSUBSCRIPTION CRITERIA | Page 5 |
| REQUESTS FOR ADMISSIONS OUTSIDE OF THE NORMAL AGE GROUP | Page 6 |
| IN-YEAR ADMISSIONS | Page 6 |
| APPEALS | Page 6 |
| MONITORING ARRANGEMENTS | Page 6 |
| APPENDIX 1 - EQUALITIES IMPACT ASSESSMENT | Page 8 |

1. RATIONALE

1.1. This policy aims to:

- Explain how to apply for a place at The Romsey School
- Set out the school's arrangement for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer a pupil a place

2. LEGAL FRAMEWORK AND REFERENCES

2.1. This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code
- Hampshire County Council Fair Access Protocol

2.2. As an academy, The Romsey School, is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. DEFINITIONS

- 3.1. (a) This criterion provides priority for children 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). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, a child arrangement order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. This has been extended to include children adopted under the 1976 Adoption Act, in line with the Admissions Code Dec 2014. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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).
- 3.2. (b) 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. A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website - www.hants.gov.uk/educationandlearning/findaschool
- 3.3. (c) '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 adoptive brother or sister are living at separate addresses. Criteria 3(a) and 4(b) 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.
- 3.4. (d) '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.
- 3.5. '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.

4. HOW TO APPLY

- 4.1. The governing board of The Romsey School Academy Trust is the admission authority for the school. The admission arrangements are determined by the governing body after statutory consultation. Hampshire County Council, as the local authority for the area, will manage the process on behalf of the school according to the coordinated admissions scheme which is published on the Hampshire County Council website -

www.hants.gov.uk/admissions. The Romsey School works closely with Hampshire County Council to ensure that the admission arrangements and over subscription criteria are complied with.

- 4.2. The county council will consider first all those applications received by the published deadline of midnight on 31 October 2024. Notifications to parents offering a secondary school place will be sent by the County Council on 01 March 2025.
- 4.3. Applications made after midnight on 31 October 2024 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.
- 4.4. This policy will apply to all admissions from 1 September 2025, including in-year admissions. It will be used during 2025-26 for allocating places for September 2025 as part of the main admission round for Year 7. Outside the normal admissions round, Hampshire County Council's Fair Access protocol will be applied alongside this policy to secure the admission of vulnerable pupils from specific groups.
- 4.5. The published admission number (PAN) for The Romsey School for 2025-2026 is 232 plus 2 children to be admitted to the resourced SEN unit for children with Autism Spectrum Disorder (ASD): these children are admitted by the LA's SEND team.

5. ALLOCATION OF PLACES

- 5.1. 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.
- 5.2. 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.

6. OVERSUBSCRIPTION CRITERIA

- 6.1. 1. Looked after children or children who were previously looked after (see (a) in Definitions)
- 6.2. 2. (For applicants in the normal admission round only) 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)
- 6.3. 3. Children living in the catchment area of The Romsey School (see (b) in Definitions)
 - 6.3.1. (i) Children who at the time of application have a sibling (see © in Definitions) on the roll of the school who will still be on roll at the time of admission. [see 4(i) for additional children who may be considered under this criterion].
 - 6.3.2. (ii) Other children living in the catchment area of the school.
- 6.4. 4. Children living out of the catchment area of the school.
 - 6.4.1. (i) Children of staff (see (d) in Definitions) who have, (i) 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 (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - 6.4.2. (ii) Children living out of the catchment area of the school who at the time of application have a sibling (see note c) 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 note e) from the catchment school for their address, the application will be considered under 3, 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 are still living in the catchment area for the school from which they were displaced].
 - 6.4.3. (iii) Children living out of catchment who at the time of application are on the roll of a linked junior or primary school. Ampfield C E Primary School; Awbridge Primary School; Braishfield Primary School; Cupernham Junior School; Oakfield Academy, Totton; Romsey Abbey C E Primary School; Romsey Primary School. Oakfield Academy is part of The Gateway Trust (TGT). The Romsey School is the only secondary school currently in this academy trust.
 - 6.4.4. (iv) Other children.
- 6.5. Tie-breaker

- 6.5.1. If the school is oversubscribed from within any of the above categories or subcategories, 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. If it is still not possible to decide between two applicants who are equidistant, then a draw will be made to allocate a first place.
- 6.6. Additional information
 - 6.6.1. Pupils with an Education, Health and Care Plan (EHCP)
 - 6.6.1.1. The governors will admit any pupil whose EHCP names the school. Where possible such children will be admitted within the PAN unless they are one of the two places allocated to the ASD Resource Base.
 - 6.6.2. Multiple births
 - 6.6.2.1. 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.
 - 6.6.3. In-Year Fair Access placements by the local authority
 - 6.6.3.1. 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 the local authority's In-Year Fair Access protocol. The protocol is based on legislation and government guidance.
 - 6.6.4. School closures
 - 6.6.4.1. 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.
 - 6.6.5. Waiting Lists
 - 6.6.5.1. When all available places have been allocated, waiting lists will be operated by the school. Any places that become available will be allocated to the child at the top of the list at that time. 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.

7. REQUESTS FOR ADMISSIONS OUTSIDE OF THE NORMAL AGE GROUP

- 7.1. Parents may request that their child is admitted outside of 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.

8. IN-YEAR ADMISSIONS

- 8.1. Parents can apply for a place for their child at any time outside of the normal admissions round.
- 8.2. If there are spaces available in the year group you are applying for, your child will be offered a place **in line with Hampshire / Southampton Local Authority in year fair access (IYFA) protocols.**
- 8.3. If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above.

9. APPEALS

- 9.1. Parents seeking admissions for their children, who do not secure a place, have a right to appeal to an Independent Appeals Panel. Details of the procedure will be sent on receipt of the written request to appeal. The appeals time-table will be published on the school website.

10. MONITORING ARRANGEMENTS

- 10.1. The policy will be reviewed and approved by the governing body annually. Whenever changes to admission arrangements are proposed, the governing body will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangement at least once every 7 years. The last public consultation took place in 2018.

11. APPENDIX 1 - EQUALITIES IMPACT ASSESSMENT

| Equalities impact assessment – Admissions policy 2025 -26 | | | | |
|--|---|---|---|--|
| Name of Policy | The Romsey School admission arrangements 2025/2026 including the Admissions Policy | | | |
| Department | Admissions Team | | | |
| Names of people completing assessment | Chris Cove– Deputy Headteacher Admissions officer. | | | |
| Purpose of the policy | There is a statutory duty for authorities to exercise their functions with a view to promoting the fulfilment by every child of their educational potential, and, in the case of admission authorities in England, with a view to ensuring fair access to educational opportunity, as well as with a view to promoting high standards. The authority must exercise its function with a view to securing diversity in the provision of schools and increasing opportunities for parental choice. The admission must be clear, objective and fair and is easy for parents to understand and be in a range of formats. The school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from curriculum continuity between schools serving the same catchment area. | | | |
| What are the main activities? | To undertake the statutory annual consultation about school admission arrangements with all Hampshire schools, neighbouring local authorities, parents, other interested parties To provide advice and assistance to all parents of children of all ages in the area applying for school places, with clear information about admissions and supporting those parents who find it hardest to understand the system. Enabling parents to apply and ensuring that applications are processed according to the published arrangements. To implement the fair access protocol to secure inclusion for vulnerable children. | | | |
| Who is intended to benefit? | Children and families in Romsey and the Rural Areas nearby who are intending to seek a school place in the school. | | | |
| These different customer groups are more likely to be excluded. | Do you know about the breakdown of people who use your services compared to the community profile? | Will some people be unable to use or benefit from this policy? | If any groups are disadvantaged is this likely to be unlawful? | How could the policy improve equality of access? |
| Disabled people Mobility, sight, hearing, speech and language disability or difficulty, mental | Unknown | The admission arrangements contain a medical criterion within the policy, to enable priority for 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, and who request admission on medical grounds and submit appropriate medical or psychological evidence. However, all applications, including those with no medical grounds | No | Ensure that it is published or available in various formats including brail. - |

| | | | | | |
|---|--|--|---|--------------------------------------|---|
| health/distress | | for applying are considered, applying the published arrangements. | | | |
| Age | | The admission arrangements contain no policies that provide different impacts on people with parental responsibility dependent on their age. | | | |
| Gender | | The school is not single sex | | | |
| SEN | | The policy does not apply to children with a statement of SEN, except that these children will, where possible, be admitted within the PAN and who have named the school on the statement. Parents that find the school admissions system difficult to navigate (perhaps because of their own learning needs) can access support through Hampshire County Council's Choice Advice service. | | | |
| Race | | | | | |
| Low or no income | | Low or no income families who live in the Romsey Area and some families out of catchment benefit from the Additional Financial support the school provides for transport to and from the school. | | | |
| What conclusions have you reached about the potential impact | | | | | |
| Possible impact | | Groups affected | Evidence | | |
| 1. Some families need to be advised about the admissions process which is complicated. | | Families with FSM entitlement. | Late applications are most common from families who do not apply on-line. | | |
| 2. Families without access to ICT facilities and the internet and not living close to the school are disadvantaged. | | Low income families in rural areas | Late applications are most common from families who do not apply on-line | | |
| Further Action | | | | | |
| Impact identified | Action | Responsibility | Timescale | Outcomes | Review date |
| Impact 1 | Flyer to all primary students which includes a QR code to the website for applications | Headteacher | each September | Reduced number of late applications. | September 2023 – Completed AHT delivered this to all parents via feeder school during autumn term and will continue to do so. |