University of Chichester Academy Trust

Admissions Policy

2028-2029

For admission in September 2028

DRAFT

Review Cycle: Annual

Approved by: Admissions Authority via Curriculum & Standards Committee

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1 Introduction

The University of Chichester Academy Trust (The Trust) is the Admissions Authority for the following academies:

- Arundel Court Primary Academy and Nursery, Portsmouth
- Berewood Primary School, Hampshire
- Bordon Infant School, Hampshire
- Bordon Junior School, Hampshire
- Court Lane Infant Academy, Portsmouth
- Court Lane Junior Academy, Portsmouth
- Fernhurst Primary School, West Sussex
- Highbury Primary School, Portsmouth
- Kingsham Primary School, West Sussex
- Langstone Primary Academy, Portsmouth
- Newlands Primary Academy, Hampshire
- Oakmoor School, Hampshire
- Stamshaw Infant School, Portsmouth
- Stamshaw Junior School, Portsmouth
- The Flying Bull Primary Academy, Portsmouth
- Weyford Nursery and Primary Academy, Hampshire
- Woodlea Primary School, Hampshire

2 Purpose

Our vision is for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

Our mission is to create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

In order to uphold this, we seek to give priority in admissions arrangements which result in our academies being representative of their local communities and that groups that most need access to a high-quality education are most likely to gain a place, where this is allowed within the Code. This includes children with special needs and/or disabilities, looked after, children of service personnel and families facing economic challenge.

3 Legislation & Guidance

The Trust will comply with all relevant provisions of the statutory codes of practice, primarily the School Admissions Code, 2021 and the School Admission Appeals Code, 2021 as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Trust. In particular, the Trust will take part in forums set up by the local authorities (LAs) in which its academies are located, to discuss admissions and have regard to their advice and will participate in the co-ordinated admission arrangements operated by Hampshire County Council, West Sussex County Council and Portsmouth City Council.

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Other related legislation and guidance includes:

- School Standards and Framework Act, 1998
- Equality Act, 2010
- Children and Families Act, 2014
- Human Rights Act, 1998

4 Published Admissions Number (PAN)

- The published admissions number (PAN) for entry to our academies in the following year groups from September 2027 is:

Academy	PAN
Arundel Court Primary Academy and Nursery, Portsmouth	**90**
Berewood Primary School, Hampshire	**60**
Bordon Infant School, Hampshire	**90**
Bordon Junior School, Hampshire	**90**
Court Lane Infant Academy, Portsmouth	**120 Proposed drop to 90**
Court Lane Junior Academy, Portsmouth	**120**
Fernhurst Primary School, West Sussex	**15**
Highbury Primary School, Portsmouth	**60**
Kingsham Primary School, West Sussex	**30**
Langstone Primary Academy, Portsmouth	**90**
Newlands Primary Academy, Hampshire	**45 Proposed drop to 30**
Oakmoor School, Hampshire	**180**
Stamshaw Infant School, Portsmouth	**90**
Stamshaw Junior School, Portsmouth	**90**
The Flying Bull Primary Academy, Portsmouth	**60**
Weyford Nursery and Primary Academy, Hampshire	**90 Proposed to drop to 60**
Woodlea Primary School, Hampshire	**30**

5 Over-subscription criteria

The following oversubscription criteria will be used to allocate places should there be more demand than places available as set out in an academy's published admission number (PAN). Any children with Education, Health and Care Plans that name an academy must be allocated a place even before the over-subscription criteria are applied.

The over-subscription criteria are in order of priority.

1. Looked after Children (LAC). previously Looked After Children (PLAC) looked after by English LA's. and which are internationally adopted previously looked after children (IAPLAC).

Looked after Children-These are defined as Looked after Children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children

who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order[1] or special guardianship order.

2. Children or families with significant, medical, physical, psychological or social need.

Evidence must be attached with the application. 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 local authority are inappropriate (see additional information).

3. Children entitled to the Early Years Premium (or the Service Premium) Grant in academies with Nursery provision (Arundel Court Primary, Highbury Primary School, The Flying Bull Primary Academy, Weyford Primary School, Kingsham Primary School).

This includes all children who are entitled to the Early Years Pupil Premium Grant or the Service Premium.

A child will be eligible for the Early Years Pupil Premium or the Service Premium if:

- The child is eligible for free school meals or ever has been in the last 6 years prior to admission to the school. (***Either parent is in receipt of Universal Credit, Income Support, Income-based Jobseeker's Allowance, supported by Part VI of the Immigration and Asylum Act 1999, the guaranteed element of Pension Credit, Child Tax Credit (with no Working Tax Credit) or annual household income under £16,190 or Working Tax Credit run on.)***
- The child is admitted under oversubscription criteria 1: Looked after child.
- One or both of the child's parents are currently serving in the UK's regular armed forces or has served within the past 3 years at the time of application.
- One or both of the child's parents died while serving in the UK armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

4. Children of staff employed at the school

Children of a member of staff who has been employed at the school for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see additional information).

5. Children with a sibling in the school

Children who have a brother or sister (living within the same household) already on roll and who will still be attending the school or a linked school (see table below) the following academic year.

This does include step-brothers/step-sisters/foster brothers/sisters living within the same household or children whose parents are married or cohabiting and live together within the same household (see additional information).

[1] Child arrangements orders are defined in Section 8 of the Children Act, as amended by Section 12 of the Childrens and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22/4/14 is deemed to be a child arrangements order.

6. Catchment Area

Children living within the school's designated catchment area. If the school cannot admit all applications from the catchment area, priorities 6 (i) to 6 (iii), will be used to allocate places.

7. Out of Catchment Area

Children living outside the school's catchment area in the following priority order:

i) children attending, at the time of application, a named linked school (see table below)

ii) For academies without Nurseries, Children eligible for the service premium at the time of application to the school.

Note - service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002. Proof of eligibility is required as set out in the Additional Information

iii) Children who live closest to the school, based on the shortest distance from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications- see additional information).

Should there be two or more identical distances requiring prioritisation, this will be done by casting lots (see additional information).

Should the academy be oversubscribed from within any of the criteria 6 (i) to 6 (iii) above, then any additional criteria as given in 6 (i) to 6 (iii) will be used to prioritise applications within these categories.

Pupils with a statutory education, health and care plan (EHCP)

The Admissions code states *"all children whose...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.

6 Linked schools

The following schools are linked:

School being applied for:	**Linked school:**
Bordon Junior School	Bordon Infant School
Court Lane Junior Academy	Court Lane Infant Academy
Oakmoor School	Bordon Junior School, Bordon St Matthew's Church of England (Aided) Primary School, Blackmoor Woodlea Primary School The Holme Church of England (Controlled) Primary School Weyford Nursery & Primary Academy
Stamshaw Junior School	Stamshaw Infant School

7 Additional information

Looked after children

A "looked after child" is a child who is in a) the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22 (1) of the Children Act 1989) at the time of making an application to a school.
A child is regarded as being 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.

This includes children who were adopted under the Adoption Act 1976 (Section 12 Adoption orders) and children adopted under the Adoption and Children Act 2002 (Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act, 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 22/4/14 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/s.

Children of UK service personnel and crown servants

Families of service personnel with a confirmed posting, or crown servants returning from overseas. We will allocate a school place for families of UK Service personnel returning from overseas to live in their area, in advance of the family arriving in the area, even if there is no confirmed address, provided their application is accompanied by an official letter declaring a relocation date. If the academy is oversubscribed then places will be allocated in accordance with the oversubscriptions criteria. Where a parent is unable to provide any confirmation of a relocation address, they are advised to provide an indication of area, narrowed down as far as possible, to which the family intend to return. Parents should keep the admission authority informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, the school may not be able to confirm the allocation of a place.

Children eligible for Service Premium

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 3 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 the War Pensions Scheme (WPS).

Medical, physical, psychological or social need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This 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.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

We reserve the right to refer medical evidence to our designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

If your 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, please tick the relevant box on the application form and attach supporting evidence to your form.

Failure to attach supporting evidence will delay the progress of your application and result in it not being considered under this criterion. It is your responsibility to provide the necessary evidence to support your application. All information given will be treated confidentially. If you are in any doubt about whether or not to include details, please contact the Admissions Service for further advice.

8 Catchment areas

A catchment area is a geographical area defined by the Trust. 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. Please note: living in the catchment area does not guarantee a place at the school. Your catchment area is determined by your home address (the child's permanent residence).

You can find details of catchment areas at the following sites for:

- Portsmouth: Find a school near you | Portsmouth City Council
- Hampshire: Find a school - Hampshire County Council
- West Sussex: Search for a school - West Sussex County Council

9 Sibling links

A sibling link 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/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. If you have twins, triplets, etc in the same household who are due to transfer into the same year group, please be aware that should the admission limit of a school be reached by admitting one child, your other child(ren) will be offered a place at the same school.

Please note: a sibling link at the school does not guarantee admission to the school.

10 Staff and children of staff

'Staff' includes all those on the payroll of the Trust and applies only to the academy at which the member of staff is primarily deployed. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident stepparent.

To be eligible, a member of staff must have been employed at the academy for two or more years at the time at which the application for admission to the school is made, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

11 Distance criterion

Where it is necessary to prioritise applications the criterion will be prioritised based on the methodology adopted by the Local Authority.

In Hampshire and Portsmouth, 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). 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 Hampshire County Council website

In West Sussex, a straight line distance is used as a tie-break. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey data within the curtilage of the property.

12 Fair Access Protocol

Each Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year

(but not the transfer of Year 6 pupils from primary/junior to secondary schools in September). 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.

13 Appeals

All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with the School Admissions Appeal Code.

Appellants in the normal admissions round should contact the University of Chichester Academy Trust by 21th May 2028. In-Year applicants can contact the University of Chichester Academy Trust at any time having received a refusal letter from the academy. Information on how to appeal and the timetable for the appeals process is on the Trust website at https://www.chimat.uk/ . The exception to this is those appealing for a school in Portsmouth LA who should contact Portsmouth City Council Admissions.

14 Waiting lists

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, except for children in Hampshire County Council Local Authority, where children refused a place and not offered a higher preference are automatically added to the Hampshire County Council waiting list.

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 2028. If parents/carers want their children to be on the waiting list for the following academic year, they must reapply. The academy works in conjunction with the LA's Admission Service to administer.

15 Deferring/Decelerating

Deferring This is when children who are below compulsory school age defer entry into school. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the final term of the school year for which it was made. Where the parents request and with the agreement of the Headteacher, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Decelerating This is when a child is educated in a lower year group than their chronological age. This may be due to ill health or in addition the parents of a summer born child may chose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group– to Reception rather than Year 1. 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 to 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 interest of the child.

Authorisation for both deferring and decelerating a child will be given by the UniCAT Admissions Authority.

16 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 to 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 interest of the child.

17 Appeals

The University of Chichester Academy Trust is the admission authority for its schools and the timetable for Admissions Appeals is available on its website along with further Appeals Information. All academies within the Trust participate in the co-ordinated admission arrangements operated by the local authority where they are located.

18 Policy Approval

This policy is a Trust wide policy and approved by the Curriculum and Standards Committee acting as Admissions Authority.

Each academic year our Admissions policy is reviewed in line with the Admissions Code.

19 Links with other policies

Trust Policies

- Equality Objectives
- Equality, Diversity and Inclusivity Policy
- Data Protection Policy

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