

MEON INFANT SCHOOL
SCHOOL ADMISSIONS POLICY
2017-2018

The Governors of the school have adopted Portsmouth City Council's Admission Policy. Parents who wish their child to attend the school should have completed a registration form preferably on-line or obtainable from Admissions Section, Education Department, Civic Offices, Guildhall Square, Portsmouth. PO1 2BQ. Tel. 023 9284 1228 and return it either to the school or direct to the LA by **the deadline date (usually January)**. Applications received after this date will not be considered until after all "on-time" forms have been allocated places.

The school has an admission limit of **60** reception places. In recent years the school has been over-subscribed. For September 2017 not all applicants were successful. If the school is oversubscribed applications will be considered first according to the following priorities in the order set out below (see also Portsmouth City Council Admissions Booklet):

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. All applications received under this category are considered by a multi-disciplinary team of the local authority. (Please see additional information below).
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).
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.)
 - (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. (Please see additional information below). 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 statements of Special Educational Needs or statutory education, health and care 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:

Some parents may apply after the admissions deadline has passed or when their child is older than would normally be the case for admission to a school, for example because they have recently moved into the area. 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.

Waiting Lists:

Waiting lists are now the responsibility of the Admission Service which must maintain them for each oversubscribed school for at least the first term of the academic year. (For new entrants this list will be maintained until July prior to the child starting school). Portsmouth intends to maintain waiting lists for the whole year. Please see PCC Admissions policy for full details.

When a place becomes available at a school with a waiting list for the relevant year group, the place will be offered by the LA to the child at the top of the waiting list at the end of the application batch in which the vacancy is notified to the LA or sooner if possible. The LA will offer the applicant a place in writing. It is the Admissions Service and not the school who must advise the parent that a space has become available.

Appeals:

If a parent is unsuccessful with their application they will have the right of appeal to an independent appeal panel via Portsmouth City Council Admission Service.

In September, 2018 there will be 60 reception class places available at the school.



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	Trevis 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.



REGISTRATION

Applications can be registered on-line or in paper format from 1st November of the year preceding admission. The closing date is in January and all applications will be considered after this date. The date of application does not give priority to admission.



HOME TO SCHOOL TRANSPORT

Parents are responsible for their child's attendance at school, whether or not transport is provided. Information on the Home to School Transport Policy will be published in the P.C.C. admissions booklet.

The full Travel Assistance Policy can be found on www.portsmouth.gov.uk/learning. To be eligible for travel assistance your child must attend the designated catchment school or a nearer school and live more than 2 miles distance from school.



MULTIPLE APPLICATIONS

Some parents may apply to more than one school, including the catchment area school, specifying preference on the registration form. The LA will make the final decision in this matter and may contact parents if necessary for clarification.



ADMISSION ARRANGEMENTS

The statutory position is that parents do not have to send their child to school until the term following their child's 5th 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 5th birthday. The school year starts on 1st September and ends on 31st 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".

ADMISSION ARRANGEMENTS

Children whose birthday is between 1st September and 31st December will become full time during the first three weeks of the Autumn Term. Children whose birthday is between 1st January and 30th April will become full time during the first 4 weeks of the Autumn term Children whose birthday is between 1st May and 31st 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.

Parents who do not accept the part-time provision prior to a full time place at the school must reserve a place at the school by the stated closing date.

Deferred Entry: 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 5th 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

Children in the catchment area will be given priority for attending the school the LA are allocating places for the following school year.

Priority is given to keeping class sizes to 30 children.

Depending on the school budget Governors would wish to keep below these numbers. YR classes will have teaching assistants to at least the minimum requirements of the local authority.

Other classes have a proportion of teaching assistant time during the week if the school budget can fund it. The Governors would aim that this assistant time is at least 1 hour a day but priority would be given to the younger classes if this were not possible. At present 21 hours a week are covered with T.A. support in Years 1 & 2 and full time support in Year R.



GETTING TO KNOW THE SCHOOL

All reception new entry parents are invited into the school for a visit so they know as much about the school as possible. Appointments can be arranged by contacting the school office. The child will also have introductory visits so he/she can feel as relaxed and familiar with his/her start to school.

Parents will also be invited to have a home visit by the teacher with the teaching assistant who will give out a 'home pack' giving further information. This also gives parents the opportunity to discuss other issues they might want to raise about their child.

When the child starts attending school parents are offered a session to come in and share classroom activities with their child. During this time there will be discussion and information sessions about the curriculum with the Headteacher and class teacher.

Children may stay to lunch after they are full time (according to the date stated by the Headteacher) and have become settled in the school situation. Parents, on request, may come in and see how lunch times are organised. The hot meals menu is on view to parents each week in the hall. There is also a copy on the parents' notice board just inside the main door.



LOCAL AUTHORITY

Meon Infant School is maintained by Portsmouth Local Authority. The Strategic Director of Children's Services is:

Alison Jeffery

Floor 2 Core 5, Civic Offices, Guildhall Square, PORTSMOUTH. PO1 2BQ

Tel: 023 9284 1202

Any parent wishing to obtain information about the formal complaints procedure (to the Governing Body or Local Authority) on the curriculum or any related matters should contact the school who will provide the necessary details.

Oct. 17 - 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.

All applications received under this category are considered by a multi-disciplinary team of the local authority.

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.

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 (but not the transfer of Year 6 pupils from primary/junior to secondary schools in September 2017). 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

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. 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 2018, if parents/carers want their child to be on the waiting list for the following academic year they must re-apply.