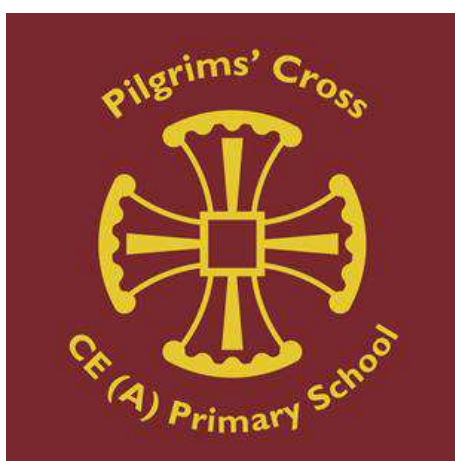


*Learning, to make a difference,  
in God's world*

# Pilgrims' Cross CE Aided Primary School



## Admissions Policy September 2023

Reviewed by	Admissions Policy	Authorised by	FGB
Last review	March 2022	Review Cycle	Annually



# Pilgrims' Cross CE Aided Primary School Admissions Policy from September 2023



## Admissions to Year R

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

The Governing Body of Pilgrims' Cross CE Aided Primary School is the admission authority for **The School**. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for Pilgrims' Cross CE Aided Primary School (**The School**) is **60**. The PAN is the number of places for children available in all year groups.

A guiding principle of admissions to this school is that a church school should serve its local community, defined in the trust deed of 4<sup>th</sup> April 2012 as the ecclesiastical parish of St Mary's Andover. Our catchment area is defined within the attached map. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The governors will admit any pupil whose education, health and care plan names **The School**. Where possible such children will be admitted within the PAN. If **The School** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

### Admission Criteria

1. **Looked after children or children** who were previously looked after but immediately after being looked after became subject to an adoption, arrangement, or special guardianship order. A looked after child is a child who is (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). (see Definition A)

The 2021 School Admissions Code (the Code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English Local Authorities (PLAC). This advice refers to these children as Internationally adopted previously look after children – **"IAPLAC"**

2. **(For applicants in the normal admission round only)** The children or families with an exceptional medical and/or social need (see Definition B). Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.
3. A child **living in the catchment area** of **The School**: (see Definition C)
  - (i) Children who at the time of application have a **sibling** (see Definition D) on the roll of **The School**.
  - (ii) Other children living in the catchment area of **The School**.
4. A child **living out of the catchment area** of **The School**:
  - (i) Children who at the time of application have a **sibling** (see Definition D) on the roll of **The School**.
  - (ii) Other children.



# Pilgrims' Cross CE Aided Primary School Admissions Policy from September 2023



## Definitions

### A **Looked after children or children who were previously looked after**

This criterion provides a 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, child arrangements, 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. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989, as amended by 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). Previously looked after children also includes those 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 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,

### B **Serious medical, physical or psychological condition**

Where a place is requested for a child or family who have a serious social or medical, condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at **The School** is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

### C **The Catchment Area**

The catchment area for Pilgrims' Cross Church of England Aided Primary School is the Ecclesiastical Parish of St Mary's Andover refined to the Local Authority defined catchment area. See attached map. 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 this area forms part of this policy document.

### **Moving home & UK service personnel & crown servants**

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter confirming the relocation date and a unit postal address or quartering address relevant to the application

### D **Siblings**

'Sibling' refers to a brother or sister, half brother or half sister, foster or adoptive brother or adoptive sister, step brother or step sister, and includes children living as siblings in the same family unit. It will also be applied to situations where a full or half brother or sister are living at separate addresses. Categories 3(i) and 4(i) includes 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. Displaced refers to a child who was refused a place at the catchment school in the normal admission round having named it in the application and was not offered a higher named preference school.



# Pilgrims' Cross CE Aided Primary School Admissions Policy from September 2023



## E Time of Application

'Time of application is defined as the academic year relevant to this policy (September 2023).

## F Displaced Children

'Displaced refers to a child who was refused a place at the catchment school in the normal admission round having named it in the application and was not offered a higher named preference school. To identify the child's catchment school please use the link below. 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.

<https://www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfesno=3673>

## Additional Information

### Tie-breaker

If the school is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school reception). 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 random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

### Who can apply

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see [www.hants.gov.uk](http://www.hants.gov.uk) for the prospectus and details of the scheme.

### Offering places

The Governing Body will consider first all those applications received by the published deadline of **midnight on 15th January 2023**. Notifications to parents offering a primary or infant school place will be sent by the County Council on **16th April 2023**.

Applications made after **midnight on 15th January 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 on-time 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.

### Pupils with an education, health and care plan

The governors will admit any pupil whose education, health and care plan (previously a final statement of special educational needs) names **The School**. Where possible these children will be admitted within the PAN.

### 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.



# Pilgrims' Cross CE Aided Primary School

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### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form, available on line at [www.hants.gov.uk](http://www.hants.gov.uk). Any parent with parental responsibility can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at **The School**.

### **In-Year Fair Access placements by the local authority**

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.

### **Waiting lists**

When all available places have been allocated a waiting list will be operated by **The School**. All children not being offered a place will automatically be placed on the waiting list for **The School**.

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 offer of 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 and for as long as they wish.

### **Starting school and deferred entry to Year R**

Pupils born between 1 September 2018 and 31 August 2019 (inclusive) are entitled to full-time schooling from September 2022. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2018 (inclusive) reach compulsory school age on 31 December 2023, and must be in school at the start of the Spring term 2024.
- 1 January and 31 March 2019 (inclusive) reach compulsory school age on 31 March 2024, and must be in school at the start of the Summer term 2024.
- 1 April and 31 August 2019 (inclusive) reach compulsory school age on 31 August 2024, and must be in school at the start of the new school year in September 2024.

Parents of summer born children (those born between) 1<sup>st</sup> April and 31<sup>st</sup> August who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2024. This is called decelerated admission. In making a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interest. It is recommended that parents considering such a request contact the school in the autumn term 2022 to ensure that an informed decision is made.



# Pilgrims' Cross CE Aided Primary School Admissions Policy from September 2023



## Notes on compulsory school age and summer born children

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

## Admission of children outside their normal age group

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. In addition the parents of a summer born child may choose 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. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

## Admission Appeals

If you are unsuccessful in being offered a place for your child at **The School** you will be informed by **The School** in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

## Warning

Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

## Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

## Further Information

If you require further information about applying for a place at Pilgrims' Cross Church of England Aided Primary School, please contact **The School**.

Pilgrims' Cross Church of England Aided Primary School, Picket Twenty Way, Andover, SP11 6TY

Telephone: 01264 365434  
Fax: N/A  
Email: [admin@pilgrimscross.hants.sch.uk](mailto:admin@pilgrimscross.hants.sch.uk)

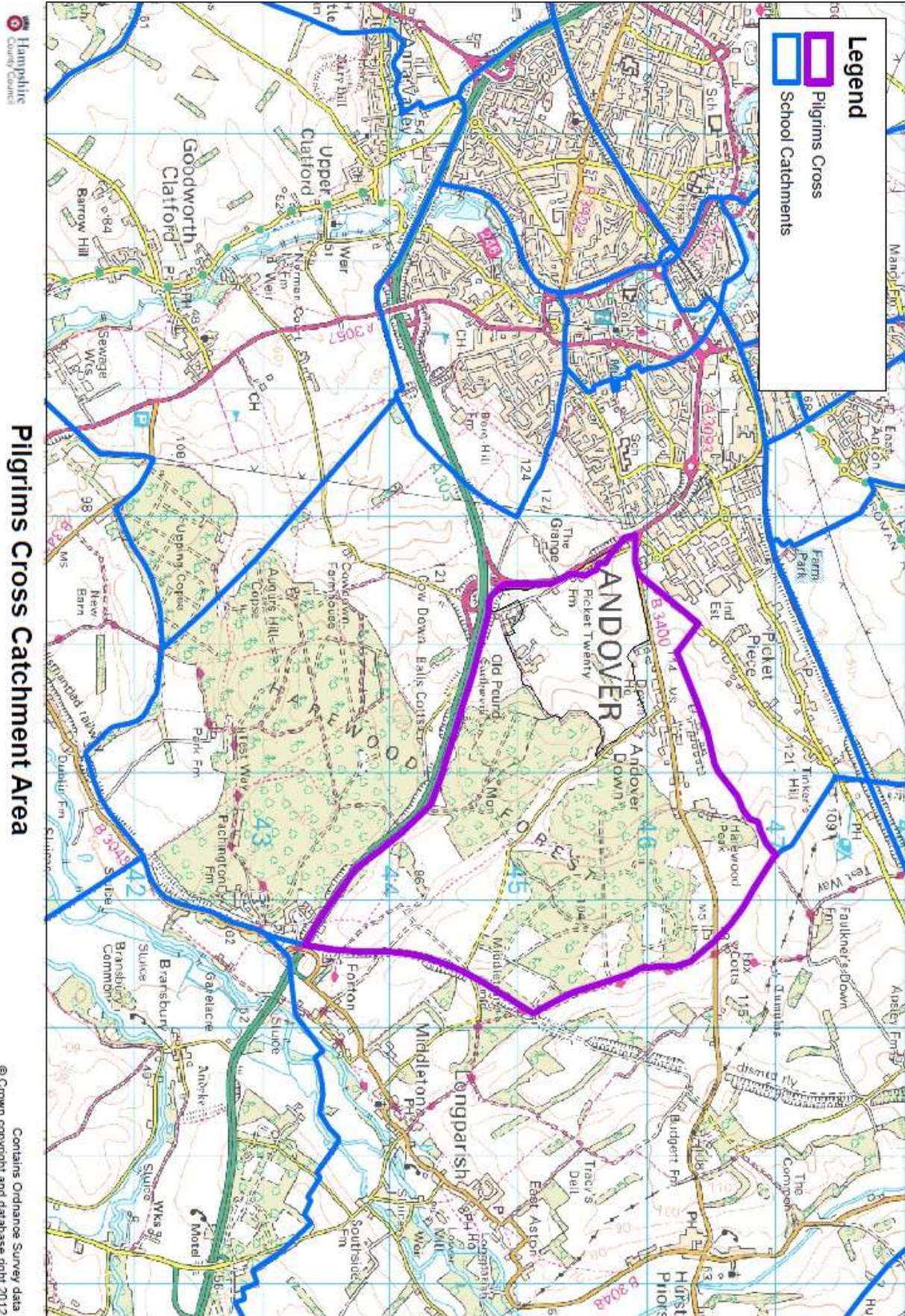




# Pilgrims' Cross CE Aided Primary School Admissions Policy from September 2023



Map of the catchment area of The School.







**Pilgrims' Cross Catchment Area**