



# CROOKHORN COLLEGE

## Admissions Policy for the Academic Year 2018 - 2019

**Date of Policy**      February 2017  
**Review Date**        January 2018

### Admission Criteria

Our published admission number (PAN) for the academic year 2018-19 is 155. The admission criteria that will be used in the event of oversubscription are set out below and are outlined in priority order in the criteria listed below.

The governors will admit any child whose final statement of special educational needs or education and healthcare plan (EHCP) names Crookhorn College. Where possible such children will be admitted within the PAN.

1. Any child who is a looked after child or child who was previously looked after but was subsequently subject to an adoption, child arrangement, or special guardianship order. (A looked after child is a child who is in the care of the local authority, or provided with accommodation by that authority, in accordance with section 22(1) of the Children Act 1989). A letter from social services confirming the child's status must be provided.
2. Children who have a medical, physical, or psychological condition which makes it essential that they attend Crookhorn College rather than any other school. (Relevant medical or psychological evidence must be provided in support at the time of the application).
3. Children who at the time of application have a brother or sister (including children living as siblings in the same family unit or foster children) in the permanent residence on the roll of this college and who will still be on roll at the time of the sibling's admission.
4. Children who attend one of our local primary schools Berewood Primary School, Mill Hill Primary School, Padnell Junior School, Queens Inclosure Primary School, Bidbury, Purbrook, Barncroft, Morelands or Springwood Junior School.
5. Children of all staff who have been employed at the College for two or more years at the time at which the application for admission was submitted.
6. All other children that do not meet the criteria of any of the above

If the college is oversubscribed from within any of the above categories, the distance criterion will be used to prioritise applications. The distance measurement will be that taken measured as a straight line from the college's north gate on Stakes Hill Road 'as the crow flies' to the entrance of the property. 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 request. Where a twin or child from a multiple birth is admitted to the College 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.

### **Admission of children outside their normal age group**

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the college.

### **Procedure for Applicants**

- 1) The Hampshire County Council Online Application Form should be completed and submitted as per the online instructions no later than 31 October 2017. A paper copy of the application form, as well as accessible and translated versions can be obtained from the College or by contacting Hampshire County Council's Admissions Team. Guidance on the submission of versions other than the online form should be sought from Hampshire County Council's Admissions Team. The decision to offer a place at the college will be based on the Crookhorn admission criteria, as outlined above, and on applications received by the aforementioned date. Notifications to parents offering a secondary school place will be sent by Hampshire County Council on 1 March 2018. Applications made after 31 October 2017 will be considered after all on time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.
- 2) The college will operate the equal preference system in the allocation of places. All preferences will be considered at the same time and ranked in accordance with the College's admissions criteria.
- 3) The names of late and unsuccessful applicants will be placed on a waiting list and parents will be informed if and when a place becomes available. The waiting list will be updated annually in September; when parents with a child on the waiting list will be contacted and their place reviewed, each time a child is added to or removed from the waiting list and when a child's changed circumstances will affect their priority.

### **Vision and Aims of the College**

Parents should be aware that an application for a place at Crookhorn brings with it an acceptance of and agreement with the ethos of the college in accordance with the Four Cornerstones and the College Code.

### **Appeals**

Crookhorn College is a foundation school and therefore the governors are responsible for any independent appeals arrangements.

Parents seeking admission for their child, who do not secure a place, have the right to appeal to an independent appeals panel. Details will be dispatched on receipt of a written request for appeal. The cut-off date for receipt of appeals will be midnight on 15<sup>th</sup> April 2018.

### **Permanent Residence**

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 difference addresses, will be the address at which they spend most of their time.

### **Background Information**

The college prospectus giving information about the college and details on admissions procedures is published annually in September. We welcome visits by interested parents to the college at the annual open evening. There are also opportunities to visit the college during the day by appointment.

Arrangements for admission are determined by the governing body, which is the accredited admission authority for the college.

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

### **Siblings**

The term sibling is defined as: the children of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family. It may also be applied to situations where a full or half brother or sister are living at separate addresses, or to foster children.

### **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.