



## HIGHBURY PRIMARY SCHOOL

Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

### University of Chichester Academy Trust Consultation on 2020 Admissions

#### **Context**

We are a successful, growing Trust of 13 academies across three local authorities with more joining us each year. As the Admissions Authority for our academies we are seeking to harmonise admissions procedures across the Trust. In doing this we aim to ensure our strong inclusive values remain at the forefront of our admissions arrangements. This consultation applies to our existing open academies:

- Arundel Court Primary Academy and Nursery, Portsmouth
- Berewood Primary School, Hampshire
- Bordon Junior School, Hampshire
- Court Lane Infant School, Portsmouth
- Court Lane Junior School, Portsmouth
- Fernhurst Primary School, West Sussex
- Frogmore Junior School, Hampshire

- Highbury Primary School, Portsmouth
- Kingsham Primary School, West Sussex
- Langstone Infant School, Portsmouth
- Langstone Junior Academy, Portsmouth
- Mill Chase Academy, Hampshire
- The Flying Bull Primary Academy, Portsmouth

## Consultation

The Trust will consult with stakeholders in the areas relevant for our academies between 26<sup>th</sup> November and the 6<sup>th</sup> January 2019. If you have any comments please address them to: [admissionsconsultation@chi.ac.uk](mailto:admissionsconsultation@chi.ac.uk). We will publish our determination by the 31<sup>st</sup> January 2019.

## Key Points

- From September 2020 we propose all our academies operate under a common admissions policy
- We will participate in the coordinated admissions scheme run by each academy's relevant local authority for admissions into YR, Y3 and Y7 where relevant.
- The proposed changes mainly affect over-subscription criteria. These are set out below with a table outlining changes affecting specific academies.

## POLICY

**The University of Chichester Academy Trust is the admissions authority for its academies. 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 give priority in admissions arrangements 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. This includes children with special needs, looked after, children of service personnel and families facing disadvantage. In order to ensure the highest quality education we encourage the children of our staff to attend our academies.**

## Number of Admissions

**The published admissions number (PAN) for entry to our academies in the following year groups from September 2020 is:**

Arundel Court Primary Academy and Nursery, Portsmouth	75
Berewood Primary School, Hampshire	45
Bordon Junior School, Hampshire	60
Court Lane Infant School, Portsmouth	120
Court Lane Junior School, Portsmouth	120
Fernhurst Primary School, West Sussex	30
Frogmore Junior School, Hampshire	67
Highbury Primary School, Portsmouth	60
Kingsham Primary School, West Sussex	45
Langstone Infant School, Portsmouth	90
Langstone Junior Academy, Portsmouth	90
Mill Chase Academy, Hampshire	150
The Flying Bull Primary Academy, Portsmouth	60

## **Admissions Arrangements**

### **Over-subscription criteria**

The Trust proposes the following oversubscription criteria to allocate places should there be more demand than places available as set out in an academy's pupil 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.

#### **1. Children being looked after by a local authority**

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 immediately following being looked after became subject to an adoption order, residence or special guardianship order. Please see additional information.

#### **2. Children or families with significant, 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. Please see additional information.

### **3. 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.

### **4. Children with siblings in the school**

4.1 Children living within the school's designated catchment area who have a brother or sister (living within the same household) already on roll and who will still be attending the school 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).

4.2 As 4.1 with a sibling in a school's named linked infant or junior school (see table below).

### **5. 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 (v), will be used

### **6. Out of Catchment Area**

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

i) Children who have a brother or sister (living within the same household) already on roll and who will still be attending the school the following academic year:

Note: this category 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).

ii) 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 a 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

iii) 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

iv) Children eligible for Pupil Premium or EYFS Pupil Premium

Those eligible under this criterion are:

- For admission to YR: as of 15 January 2020 have been identified by the LA as eligible for Early Years Pupil Premium at any point from the age of three onwards
- For admission to Y3: as of 15 January 2020 have been in receipt of Free School Meals at any point during the last three years.
- For admission to Y7: as of 31<sup>st</sup> October 2019, or have been in receipt of Free School Meals at any point during the previous six years.

v) 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 (v) above, then any additional criteria as given in 6(i) to 6 (v) will be used to prioritise applications within these categories.

### **Displaced Sibling**

Where the LA is unable to meet a 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 at 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.

### **Pupils with a statement 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.

### **Linked schools**

The following schools are linked:

Bordon Junior School	Bordon Infant School
Frogmore Junior School	Frogmore Infant School
Court Lane Junior School	Court Lane Infant School
Langstone Junior Academy	Langstone Infant School

Mill Chase Academy	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 School
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### Table of changes

Academy	Summary of changes
Arundel Court Primary Academy and Nursery, Portsmouth	Slight broadening of definition in 2 Children of staff moved up to 6ii from 7 Introduction of 'children eligible for early years premium or pupil premium' at 6iv
Berewood Primary School, Hampshire	Slight broadening of definition in 2 Introduction of 'Children Eligible for Service Premium' at 6iii Introduction of 'children eligible for early years premium or pupil premium' at 6iv
Bordon Junior School, Hampshire	Slight broadening of definition in 2 Introduction of 'Children Eligible for Service Premium' at 6iii Introduction of 'children eligible for early years premium or pupil premium' at 6iv
Court Lane Infant School, Portsmouth	Slight broadening of definition in 2 Children of staff moved up to 6ii from 7 Introduction of 'children eligible for early years premium or pupil premium' at 6iv
Court Lane Junior School, Portsmouth	Slight broadening of definition in 2 Children of staff moved up to 6ii from 7 Introduction of 'children eligible for early years premium or pupil premium' at 6iv
Fernhurst Primary School, West Sussex	Slight broadening of definition in 2 Introduction of 'children of staff' at 6ii

	<p>Introduction of 'Children Eligible for Service Premium' at 6iii</p> <p>Introduction of 'children eligible for early years premium or pupil premium' at 6iv</p>
Frogmore Junior School, Hampshire	<p>Slight broadening of definition in 2</p> <p>Introduction of 'children of staff' at 6ii</p> <p>Introduction of 'Children Eligible for Service Premium' at 6iii</p> <p>Introduction of 'children eligible for early years premium or pupil premium' at 6iv</p>
Highbury Primary School, Portsmouth	<p>Slight broadening of definition in 2</p> <p>Children of staff moved up to 6ii from 7</p> <p>Siblings - introduction of linked infant school</p> <p>Introduction of 'children eligible for early years premium or pupil premium' at 6iv</p>
Kingsham Primary School, West Sussex	<p>Slight broadening of definition in 2</p> <p>Children out of catchment with sibling now higher than children in catchment with no sibling.</p> <p>Introduction of 'children eligible for early years premium or pupil premium' at 6iv</p>
Langstone Infant School, Portsmouth	<p>Slight broadening of definition in 2</p> <p>Children of staff moved from 7 to 3</p> <p>Introduction of 'children eligible for early years premium or pupil premium' at 6iv</p>
Langstone Junior Academy, Portsmouth	<p>Slight broadening of definition in 2</p> <p>Children of staff moved up to 6ii from 7</p> <p>Introduction of 'children eligible for early years premium or pupil premium' at 6iv</p>
Mill Chase Academy, Hampshire	<p>Slight broadening of definition in 2</p> <p>Children of staff moved up to 6ii from 7</p> <p>Introduction of 'children eligible for early years premium or pupil premium' at 6iv</p>
The Flying Bull Primary Academy, Portsmouth	<p>Slight broadening of definition in 2</p> <p>Children of staff moved up to 6ii from 7</p>

	Introduction of 'children eligible for early years premium or pupil premium' at 6iv
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## 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<sup>1</sup>. 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 a of the Children Act 1989*

### Medical, physical, psychological or social need

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. All evidence must be sent together with the application form. The evidence must be in writing from your doctor or other appropriate professional involved with your child's health, wellbeing or your specific family circumstances. In all cases evidence must show why it is appropriate that your child attends your 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. 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.

### 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. 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).

### 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 or more children 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.

### **Distance criterion**

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-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the LLPG, with Ordnance Survey's ADDRESS-POINT® product used as support. Should there be two or more identical distances, the prioritisation will be done by casting lots. The Admissions Service 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 2018). 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**

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 21<sup>st</sup> May 2019. 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 [www.unicat.org.uk](http://www.unicat.org.uk).

### **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 2020f parents/carers want their children to be on the waiting list for the following academic year, they must reapply. The school delegate this function to the LA's Admission Service to administer.

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.