



Crofton School Admission Policy and Procedures for September 2013 - August 2014

Admission Policy and Numbers

Students will be admitted at age eleven without reference to general ability or aptitude. The admission limit is 216 and governors will offer places up to this maximum. **In addition, 2 students are admitted each year to the resourced provision for students with autistic spectrum disorders. These places are reserved for students with statements of special educational needs and are allocated by the local authority (Hampshire County Council), NOT by the school.**

Crofton operates an equal preference system and governors will firstly consider those applications received by the deadline that name this school.

Crofton School recognises its responsibility towards children with special educational needs and all applications on behalf of such children will be treated in accordance with our published admission criteria.

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no pupil will be admitted until a place becomes available within the PAN.

In line with government statutory guidance, the Local Authority's policy on 'In Year Fair Access' may occasionally require the school to admit pupils above the agreed admission number.

Oversubscription

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

- 1) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, 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). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as 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. 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).]

- 2) Children who reside **within** the catchment area of Crofton School and who have a brother or sister (including step-brothers and step-sisters living in the same family unit) already on the roll of the school who will continue to attend the school for the following year.
- 3) Children who have a significant medical, physical or psychological condition, which makes it essential that they attend the preferred school rather than any other. Appropriate medical or psychological evidence must be provided in support.
- 4) Children who reside **within** the catchment area of Crofton School and who are currently on roll at Crofton Anne Dale or Crofton Hammond Junior Schools.
- 5) Children who reside **within** the catchment area of Crofton School who live closest to the centre of the catchment area (taken to be Stubbington War Memorial – grid reference 50° 49' 32" N, 1° 12' 50" W) measured along the shortest straight line from the closest point of the property boundary to the memorial.
- 6) Children of staff currently employed at the school.
- 7) Children who reside **outside** the catchment area of Crofton School and who have a brother or sister (including step-brothers and step-sisters living in the same family unit) already on the roll of the school who will continue to attend the school for the following year.
- 8) Children who reside **outside** the catchment area of Crofton School and who are currently on roll at one of our linked primary schools, Crofton Anne Dale or Crofton Hammond Junior Schools.
- 9) Children who reside **outside** the catchment area of Crofton School but who live closest to the centre of the catchment area (taken to be Stubbington War Memorial – grid reference 50° 49' 32" N, 1° 12' 50" W) measured along the shortest straight line from the closest point of the property boundary to the memorial.

Notes

The catchment area of Crofton School is as defined by Hampshire County Council, a map is available for inspection in the school office and can be viewed on the Hampshire County Council website.

Applications under criterion 3 must be accompanied by appropriate medical evidence, supported by a doctor's letter, as to why the physical facilities at Crofton School are of greater medical benefit than those available elsewhere.

If the school becomes oversubscribed from **within** any of the above categories the relevant distance criterion (Criterion 5 for within catchment or Criterion 8 for outside catchment), will be used to prioritise applications.

When the admissions limit is reached, prospective students will be placed on a waiting list, at the request of the parents by completion of the appropriate form. If places become available, they will be allocated strictly in accordance with the published admission criteria above (time spent on the waiting list is not a criterion). At the end of the summer term, the waiting list will be reviewed and parents will be asked if they wish their child's name to be placed on the waiting list for the following school year. Placing a child's name on a waiting list does not affect the statutory right of appeal.

Admission Arrangements

Having read the prospectus parents are invited to visit the school to meet the Headteacher and to view the school in action. They should telephone the school to make an appointment.

If parents decide to apply for a place at Crofton School they must fill in the Hampshire Common Admission Form and return it to their primary school as soon as possible. When places are confirmed we look forward to parents signing and returning the 'Home-School Contract', setting out what parents can expect from the School, and in return, what the school expects from parents.

In the event of an unsuccessful application parents will be advised of their right of appeal to an independent panel but will also be given the opportunity to ask for a procedural review to ensure that the policy has been applied correctly. The outcome of this review will be verified by the Chairman of Governors, or a governor nominated by him; this governor will not be a member of the Admissions Committee. Details of these procedures are available on request from the school and will automatically be sent to any unsuccessful applicant.

The school hopes these arrangements are reasonably clear and straightforward. If, however, parents have any further queries please do not hesitate to contact the school and ask for the Admissions Officer, Mrs Angela Dell, in the first instance.

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