



Admission Policy and Procedures September 2024 - August 2025

Admission Policy and Numbers

Students will be admitted at age eleven without reference to general ability or aptitude. The published admission number (PAN) is 216 and governors will offer places up to this maximum. **Additional students are admitted each year to the resourced provision that have 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 recognises its responsibility towards children with special education needs and disabilities (SEND) and students with an Education, Health and Care Plan (EHCP) which names Crofton School, will be admitted to the school and will count towards the admission number of 216.

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 statutory guidance, the Local Authority's Fair Access Protocol may occasionally require the school to admit pupils above the agreed admission number as they 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 any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

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 are defined as those 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).

Previously looked after children are those who were looked after, but immediately after being looked after, became subject to an Adoption Order, Child Arrangements Order or Special Guardianship Order. 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 of 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.

An Adoption Order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child Arrangements Orders are defined in section 8 of the Children Act 1989, as amended by section 12 of 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).

2. Children of staff at the school where:
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
Note: 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step-parent.
3. Children who reside **within** the catchment area of Crofton School and who have a brother or sister (including step-brothers, step-sisters and foster siblings living in the same family unit) already on the roll of the school who will continue to attend the school for the following year.
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 who reside **outside** the catchment area of Crofton School and who have a brother or sister (including step-brothers, step-sisters and foster siblings living in the same family unit) already on the roll of the school who will continue to attend the school for the following year.
7. 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.
8. 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.

Crofton School was primarily created to serve the Stubbington and Hill Head community. The school's location is on the eastern edge and it has therefore always been important for the school to have a nodal point at the heart of the community; the War memorial is the best feature to reflect this.

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 residence 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. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

Admission of children outside their normal age group

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

Tie Breaker

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. ***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 random allocation procedure can be found on the Hampshire County Council website.***

Waiting Lists

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).

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.

The waiting list will be maintained until 31 August 2025, at which point all names will be removed. Should parents wish their child to be considered for a place at Crofton School in the following school year, they should complete and submit a fresh in-year application in the August preceding the new school year.

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.

Main Round Admissions

For the main admissions round for Year 7 in September, please refer to the County Website for information about how to apply and how to access the online application form: www.hants.gov.uk/admissions. Crofton School adheres to Hampshire's co-ordinated scheme whereby the child's name will automatically be included on the waiting list of any school named on the application that was a higher preference than the school where their child was allocated a place.

An Admissions brochure is available upon request by telephoning (0300) 555 1377. Paper copies are also available to parents on request.

In Year Admissions

If parents decide to apply for a place at Crofton School outside of the main round, they must fill in an in-year application form which can be obtained via the County Website www.hants.gov.uk/admissions. Alternatively, in-year application forms are available upon request from the school office.

Right of Appeal

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 Chair of Governors, or a governor nominated by the Chair. The outcome; this governor will not be a member of the Support and Guidance 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.

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 September 2021).