



# **ADMISSIONS POLICY**

**Statutory**

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Last Reviewed: 6 October 2016  
Ratified by governors: 16 November 2016  
Next Review Date: Autumn 2017

## ADMISSION ARRANGEMENTS

The school's Admissions Policy is the responsibility of the Governing Body and arrangements for the admission of pupils, except Initial Admissions, is made through the Admissions Secretary at the school. *All Hampshire parents who wish a school place for Year 7 in September 2018 will be required to complete a Common Application Form (CAF), which is available from your child's primary/junior school [Hampshire] or for parents of pupils in Hampshire independent schools from The County Admissions Team, Children's Services Department, The Castle, Winchester, Hampshire, SO23 8UG or apply online at [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions)*

*Applications must be made online or on the Hampshire CAF and submitted to the County Admissions Team or the child's current primary or junior school by 31 October 2017. The offer date will be Wednesday 1 March 2018. Offers will be made by the County Admissions Team.*

Parents living outside Hampshire but wishing to apply to Cams Hill School should use their home Local Authority (LA) CAF, returning it to the address indicated on that form, *or online system.*

**In-year applications** (Years 8-11) may apply directly to the school or via Hampshire's on-line system.

**Admission of children outside their normal age group** - Parents can seek places for their child/children outside their normal age group by approaching the Admissions Secretary in the first instance. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in the child's normal age group at the school. The final decision is at the Headteacher's discretion.

At the beginning of the Autumn Term we hold an Open Evening at the school at which parents and pupils of Year 6 are given an insight into what Cams Hill School has to offer pupils. Parents from any state or independent school are welcome to attend. There is also an opportunity to tour the school in groups during the working day.

All 'new' pupils for the coming Year 7 will have had the opportunity to come and experience lessons and to get to know the school through our extensive Induction Programme. For all pupils, other than those entering Year 7, admission arrangements are made individually by the school and parents are invited to see the school during the working day.

### ADMISSION POLICY AND NUMBERS

Pupils will be admitted at age 11 without reference to ability. Our present Published Admissions Number (PAN) for each Year Group is 240. The number of applications is always considerably in excess of places available. Cams Hill School operates an 'Equal Preference' system, which means that we offer places based on our own Admissions Criteria rather than the parental ranking on the Application Form.

This policy will apply to all admissions from 1 September 2018, including In-Year admissions. It will be used during 2017-18 for allocating places for September 2018 as part of the main admission round for Year 7.

**Admission Criteria to be used in the event of Over-Subscription (In Priority Order)**  
**To be used for Admission to Year 7 in September 2018**

- a. Children who are or were previously in the care of the local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from Social Services confirming the child's status must be provided.)
- b. Children, or parents, who have a serious medical, physical or psychological condition which makes it essential that the child attend Cams Hill School rather than any other. (Appropriate medical or psychological evidence must be provided in support)
- c. Children of staff.
- d. Siblings of children who are attending the school at the time of the application (for definition of sibling see below).
- e. Children on the roll of Curriculum Linked Schools, viz, **Harrison County Primary School, Uplands County Primary School and Wicor County Primary School** and who live within the catchment areas of Harrison County Primary or Uplands County Primary (as designated in September 1998) or within that part of the Wicor County Primary catchment area historically designated to Cams Hill School by the Hampshire LA and marked on the map which is held at the school and can be viewed by any interested party on request.
- f. Children on the Roll of Curriculum Linked Schools, viz, **Harrison County Primary School, Uplands County Primary School and Wicor County Primary School** but who do not live within the catchment areas of Harrison County Primary or Uplands County Primary or within that part of the Wicor County Primary catchment area historically designated to Cams Hill School by the Hampshire LA and marked on the map which is held at the School and can be viewed by any interested party on request.
- g. Children living at addresses historically designated by the Hampshire LA to Cams Hill School but not covered by any of the above criteria.
- h. Proximity of the child's home to the school with those nearest being accorded the highest priority.

Notes:

1. Criterion a. provides 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 order, child arrangements order, or special guardianship order. An adoption order is an order under section 12 of the Adoption Act 1976 and/or section 46 of the Adoption and Children Act 2002. A 'child arrangements 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, as amended by section 12 of the Children and Families Act 2014. 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. Under Criterion b., supporting evidence from a doctor or appropriate professional should show specifically and conclusively why a child should attend this school rather than any other. This criterion is used for initial admissions to Year 7 only.
3. Under Criterion c., where 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 the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
4. Under Criterion d., 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 is living at separate addresses.
5. When, within any one criterion, all other determining factors are equal, the child or children living nearest to the school will then be accorded priority. Distances are measured electronically using Hampshire Local Authority 'Distance to School' calculator. Distances to multiple dwellings are given priority to the ground floor over the first floor and so on. 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 may be obtained directly from the school.
6. The school reserves the right to determine that the address of residence given for any child applying to the school is, in fact, the usual domicile of that child and his/her parent(s) or guardian(s). If any application giving an address that on investigation is found to be that of any other person, whether a close relative or not, then that application shall be disqualified. Where a child lives with parents with shared responsibility, each for part of a week, the home address which applied at the primary school will continue to be applied to the application for a place at Cams Hill School.
7. If the last pupil to be offered a place with 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 other pupil will be admitted until a place becomes available within the PAN.

## **WAITING LIST**

When all available places have been allocated the school will operate a waiting list to be established on 15 March 2018. Parents who wish their child to be included on the waiting list must inform the school in writing after their initial application has been refused. 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. Late applicants (applications received after the closing date of 31 October 2017) will be considered after the initial allocation of places. Parents wishing their child to be included on the waiting list, although they named another school on their application, must inform the LA in writing.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from the waiting list;
- at the end of each school year, 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.

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.

## **SPECIAL EDUCATIONAL NEEDS**

The Governors will admit any pupil whose final Statement of Special Educational Needs or Educational Health Care Plan names this school.

## **WITHDRAWING OFFERS OF PLACES**

Places that have been offered will only be withdrawn in the following circumstances:

- the place was offered on the basis of a fraudulent or intentionally misleading application;
- the place was offered by the Local Authority in error;
- a parent has not responded to the offer of a place despite reminders.