

# CAMS HILL SCHOOL

## ADMISSIONS POLICY 2025-2026



### **Statutory**

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## Admission Arrangements

This policy will be used during the 2024-25 academic year for allocating places in the main admission round for entry to Year 7 in September 2025. It will also apply to in-year admissions during 2025-26.

The School's Admissions Policy is the responsibility of the Cams Hill School Governing Body and arrangements for the admission of pupils, except Initial Admissions, are made through the Admissions Secretary at the School.

All Hampshire parents/carers who wish a school place for Year 7 in September 2025 will be required to apply on Hampshire's Common Application Form (CAF), available no later than 6 weeks before the relevant national closing date. Parents/carers can apply online at [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions) or using a paper form, available on request from any publicly funded school in Hampshire or the LA. Paper applications can be submitted to Hampshire County Council by sending direct to the County Admissions Team or by handing into any Hampshire maintained school, who will forward the application to the County Admissions Team for processing. If a second on-time application is received from the same parent/carer for the same child, only the later one will be processed.

The national deadline for the secondary admission round is 31 October 2024. The online form will close at midnight on this date. The offer date will be 3 March 2025. Offers will be made by Hampshire County Council who will send e-mails or letters to all Hampshire parents/carers who applied on-time, informing them of the outcome of their application.

Parents/Carers 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 County Council's online system.

## Admission of Children Outside Their Normal Age Group

Parents/carers can seek places for their child/children outside their normal age group - to do so, parents/carers should include a request with their application, specifying why outside the normal age group is being requested and to which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child, and will take into account the views of the Headteacher; parents/carers may be offered a place in the child's normal age group at the School.

At the beginning of the Autumn Term, we hold an Open Evening at the School where parents/carers and pupils of Year 6 and Year 5 are welcomed into school and given an insight into what Cams Hill School has to offer pupils. Parents/carers 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 Transition Programme. For all pupils, other than those entering Year 7, admission arrangements are made individually by the School and parents/carers 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 entry to Year 7 in 2025 is 250. 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 2025, including In-Year admissions. It will be used during 2024-2025 for allocating places for September 2025 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 2025

- 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 families with an exceptional medical, physical and/or social need which makes it essential that the child attends Cams Hill School rather than any other.
- 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 - Harrison Primary School, Uplands Primary School and Wicor Primary School.
- f) Children living at addresses historically designated by the Hampshire LA to Cams Hill School but not covered by any of the above criteria.
- g) Proximity of the child's home to the School with those nearest being accorded the highest priority.

#### Notes:

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 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 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). 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.

Under Criterion b), supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends this school rather than any other. Applications will only be considered under this criterion if on the application form (online or paper) the appropriate box has been ticked explicitly indicating that the parent/carer wishes for their application to be considered under medical/social need and supporting evidence has been submitted with the application.

'Medical need' does not include common medical conditions supported in mainstream school, such as asthma or allergies. 'Social need' does not include a parent's/carer's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements.

Providing evidence does not guarantee that a child will be given priority at the school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

Under Criterion c), where the member of staff is on the pay roll and has been employed at the School continuously 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.

Under Criterion d), the term 'sibling' is defined as the brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister, living as one family unit at the same address. It may also be applied to situations where a full or half or adoptive brother or sister are living at separate addresses.

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.

The School reserves the right to determine that the address of permanent residence given for any child applying to the School is, in fact, the usual domicile of that child and their parent(s) or carer(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. 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 the most time. Where a child's time is evenly divided between the parents, the 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 the 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, the address registered for child benefit and the address registered with the child's GP.

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/carers 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 up to two weeks after 3 March 2025. Parents/carers 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 Admissions Policy, with no account being taken of the length of time on the waiting list or priority order expressed as part of the main admission round. Late applicants (applications received after the closing date of 31 October 2024) will be considered after the initial allocation of places. Parents/carers 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;
- when a child's changed circumstances affect their priority;
- at the end of each school year, when parents/carers 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/carers who want their child to be considered for a place at the school in the following year must submit a new in-year application in the August preceding the new school year. A decision letter will be sent within the first 10 days of the new term.

Parents/carers may keep their child's name on the waiting list of as many schools as they wish.

## Special Educational Needs

The Governors will admit any pupil whose final 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/carer has not responded to the offer of a place despite reminders.