Testwood School
Admissions Policy for 2022/2023

Key Responsibility area:	Mr Murphy
Last Review:	February 2021
Next Review:	February 2022

Operable for the intake for September 2022

A) Introduction

At Testwood School we believe that everyone has the right to feel secure in knowing that every child matters.

B) Purpose

The governors give a clear statement to parents about the admissions policy of Testwood School.

C) Responsibilities

The governors are responsible for the implementation of the policy.

D) Rationale

The aims of the principles listed below:

I. to be easy for parents and schools to understand and operate;
II. to promote individual school involvement with the local community served by the school;
III. to minimise long or difficult journeys for students;
IV. to enable siblings to attend the same school
V. to promote high educational standards through curricular and pastoral continuity between schools serving the same designated areas

When Testwood School is oversubscribed (PAN 243) by equal preference applications, places will be offered in the following order of priority:

1. Looked after children or children who were previously looked after (see definitions), after being looked after become subject to an adoption, residence or special guardian ship order. (A letter from Social Services confirming the child's status must be provided) in line with section 46 of the Adoption and Children Act 2002, section 8 of the Children Act 1989 and Section 14A of the Children Act 1989).

2. Children or families who have a serious medical, physical or psychological condition which makes it essential that they attend Testwood School rather than any other. (Appropriate medical or psychological evidence must be provided in support).

3. Children living **within** the catchment area of Testwood School who at the time of application have a brother or sister (including children living as siblings (see definitions) in the same family unit in the same family residence) on the roll of this school and who will still be on roll at the time of the sibling's admission. This includes children who at the time of application have a sibling for whom the offer of a place at Testwood School has been accepted, even if the sibling is not attending. A map of the catchment area can be found on School web site

4. Children living **within** the catchment area of Testwood School who live closest to the school using 'straight lines' criteria from the front entrance of home to the school pupil entrance.

5. Children living **outside** the catchment area of Testwood School who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of Testwood School and who will still be on roll at the time of the sibling's admission.

6. Children living **outside** the catchment area of Testwood School who, at the time of application, attend one of the linked primary schools Abbotswood, Calmore & Oakfield.

7. Other children living **outside** the catchment area of Testwood School who live closest to the school, based on a 'straight lines' criteria from the front entrance of home to the school pupil entrance.

Definitions:

1) 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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
2) Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
3) 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 application. The permanent address 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.
4) "Sibling" refers to the children of parents who are married or co-habiting, 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. Criteria 3 and 5 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Distance Measurement and Tie Breaker

Where the school becomes oversubscribed from within any of the categories above, the distance criterion will be used to prioritise applications. If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the Ordnance Survey point of the school). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. If it 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 is on the Hampshire County Council website.

The governors will admit any pupil whose final statement of special educational needs names the school, where possible such children will be admitted within the PAN.

As an Academy School the Governors are the admission authority and in all cases other than those listed above, will follow the Hampshire Policy & Procedures, including having 'In Year Fair Access Protocol (previously known as HTPP)

How to Apply
All applications to Testwood School must be made on the Local Authority Common Application Form, (CAF) available to complete online via the Local Authority website. Paper forms will be available, from either the students' current school or the Admission Team but only on request. The completed form must be submitted by the deadline of 12 o'clock midnight on **Friday 29th October 2021**
All offers of places will be made on 01 March 2022, by the Local Authority.

Applications made after midnight on **29th October 2021** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

In-Year Applications
The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form. Any parent can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at this school.

Admission of children outside their normal age group
Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.

Waiting List
When all available places have been allocated, waiting lists will be operated by the school. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of length of time on waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised each time
a) a student is added to or removed from the waiting list
b) when a student's changed circumstances affect their priority

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. The waiting list will be maintained until 31 August 2023, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year they should complete and submit a fresh 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.

Appeal
Parents may appeal where their application has been unsuccessful. The School will arrange independent appeals; the Governing Body is responsible for appeal arrangements.
Parents should be aware that the appeal process is entirely separate from the management of the waiting list and submitting an appeal will have no effect on their child's position on the waiting list.

This policy was approved by the Governing Body and will be reviewed annually.

Date policy agreed: February 2021	Date of review: February 2022
Signed Chair of Committee:	Date:
Signed Chair of Governors:	Date: