

# Testwood School Admissions Policy for 2025/2026

Key Responsibility area:	Mr Murphy
Last Review:	February 2024
Next Review:	February 2025



**Operable for the intake for September 2025**

## **Introduction**

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

## **Purpose**

The Academy Trust give a clear statement to parents of the admissions policy of Testwood School.

## **Responsibilities**

The Academy Trust are responsible for the implementation of the policy

## **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 and difficult journeys for students
- (iv) to enable siblings to attend the same school
- (v) to promote high education standards though curricular and pastoral continuity between schools serving the same designated areas

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.

Outside the normal admissions round, the authority's Fair Access protocol may be applied alongside the policy to secure the admission of vulnerable students from specific groups.

## **Admission Criteria**

The Academy Trust of Testwood School is the admission authority for the school. The admission arrangements are determined by the Academy Trust after statutory consultation. Hampshire County Council, as the Local Authority for the area, will manage the process on behalf of the school according to the coordinated admissions scheme which is published on the Hampshire County Council website ([www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions)). Testwood School works closely with Hampshire

County Council to ensure that the admission arrangements and over subscription criteria are complied with.

The County Council will consider first all those applications received by the published deadline of midnight on Thursday 31 October 2024 for admission in September 2025. Applications made after midnight on Thursday 31 October 2024 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. Notifications to parents offering a secondary school place will be sent by the County Council on 01 March 2025.

The published admission number (PAN) for Testwood School for 2025-2026 is 243

For the main admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated. If the school is oversubscribed, after the admission of students with an Education, Health Care plan making the school priority for admission, places will be offered up to the PAN in the following priority order. Places for late applications will be allocated using the same criteria.

1. Looked after children or children who were previously looked after (see (a) in 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. (For applicants in the normal admission round only) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. Appropriate medical or psychological evidence must be provided in support.(see (b) in Definitions).
3. Children living **within** the catchment area of Testwood School (see (c) in Definitions) who at the time of application have a sibling (see (d) in Definitions) on the roll of the school who will still be on roll at the time of admission. [see 5 for additional children who may be considered under this criterion.] This includes children who at the time of the application have a sibling for whom the offer of a place at Testwood School has been accepted, even if the sibling is not attending.
4. Other children living **within** the catchment area of the 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** of the catchment area of the school who at the time of application have a sibling (see (d) in definitions) on the roll of the school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (see (e) in definitions) from the catchment school for their address, the application will be considered under 3, above, subject to the siblings still living in the catchment area for the school from which they were displaced. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the school under this criterion as a consequence of their elder sibling's displacement and are still living in the catchment area for the school from which they were displaced].

6. Children living **outside** the catchment area of the school who at the time of application attend one of the following linked junior or primary schools: Abbotswood Junior School; Calmore Junior School and Oakfield Primary School.

7. Other children living **outside** the catchment area of the 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**

(a) This criterion 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, a child arrangement order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. This has been extended to include children adopted under the 1976 adoption act, in line with the Admissions code Dec 2014. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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.

(b) Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical. 'Medical need' does not include mild medical conditions, such as asthma or allergies. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular 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 one particular school above any other.

(c) 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 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. A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

(d) 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. Criteria 3(a) and 4(b) 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.

(e) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school. To identify the child's catchment school please use this link:

<https://maps.hants.gov.uk/SchoolCatchmentAreaFinder/Nonmap>

Note that some addresses are in catchment for more than one school and in this case, displaced refers to a child who was refused a place at any of their catchment schools.

### **Tie-breaker**

If the school is oversubscribed from within any of the above categories or subcategories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). 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 draw will be made to allocate the final place.

### **Additional Information**

#### **1. Pupils with an Educational Health Care Plan (EHCP)**

The Academy Trust will admit any pupil whose Education, Health & Care Plan (EHCP) names the school. Where possible such children will be admitted within the PAN.

#### **2. Multiple births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

#### **3. In-Year Fair Access placements by the local authority**

The local authority 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 the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

#### **4. School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School

Admissions Code and will be published at the time for the specific schools affected.

## **5. Waiting lists**

When all available places have been allocated, waiting lists will be operated by the school. Any places that become available will be allocated to the child at the top of the list at that time. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the 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 child is added to, or removed from, the waiting list;
- when a child'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. Parents may keep their child's name on the waiting list of as many schools as they wish.

The waiting list will be maintained until 31 August 2026, 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. Schools will send a decision letter within the first 10 days of the new term.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and 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.

## **Appeals**

Parents seeking admission for their children, who do not secure a place, have a right to appeal to an Independent Appeals Panel. The school will arrange independent appeals; the Academy Trust is responsible for appeal arrangements. Parents should be aware that the appeals 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. The appeals time-table will be published on the School's website in the Spring of 2025.

## **Other information**

The school prospectus gives information about the school and details of the Admission Procedures. Parents are encouraged to visit and view the school with their child on the school's Open Evening.

## **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 (DfE 2012 and DfE 2014).

This policy was approved by the Academy Trust and will be reviewed annually.