

# POLICY DOCUMENT

## ACHIEVING EXCELLENCE



<b>Policy Reference Number:</b>	<b>HTCSP 2</b>
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## Admissions Policy 2019/2020

Horndean Technology College (HTC) is an inclusive College, believes that all young people have the right to an education which develops each young person's individual personalities and talents to the full and allows them to access an outstanding education, a right as stated in the UNCRC, Article 29 "Education should develop each child's personality and talents to the full. It should encourage children to respect their parents, and their own and other cultures."

Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations. The student admission arrangements to the ASD unit are operated separately from this policy by Hampshire County Council Children's Department.

The County Council will consider first all those applications received by the published deadline of **midnight on Wednesday 31 October 2018**. Applications made after midnight on Wednesday 31 October 2018 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. **Letters to parents offering a secondary school place will be sent by the County Council on Friday 1 March 2019.**

<b>The published</b> admission number (PAN) for Horndean Technology College (HTC) for 2019-2020 is 275
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For the normal 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 preference will be allocated.

If the College is oversubscribed, places will be offered up to the published admission number (PAN) in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (see (v) in Definitions).
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends HTC rather than any other. (Appropriate medical or psychological evidence must be provided in support.)

3. Children living **in** the catchment area of the College (see (ii) in Definitions).
  - a) Children who at the time of application have a sibling (see (iii) in Definitions) on the roll of the College who will still be on roll at the time of admission. [see 4(a) for additional children who may be considered under this criterion.]
  - b) Other children living in the catchment area of the College.
4. Children living out of the catchment area of the College:
  - a) Children who at the time of application have a sibling (see (iii) in Definitions) on the roll of the College who will still be on roll at the time of admission. [Where a sibling was allocated a place at the College in the normal admission round in a previous year because no places were available at the catchment College for their address, the application will be considered under 3(a) above, subject to the address being the same for both applications. In future normal admissions rounds a younger sibling will be considered to have been displaced where they were allocated a place at the College under this criteria as a consequence of their elder sibling' displacement and the address remains same.]
  - b) Children who at the time of application are on the roll of a linked junior or primary school.
  - c) Children of staff (see (d) in Definitions) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - d) Other children.

## **Definitions**

- (i) 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, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A 'residence 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. 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).
- (ii) 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.
- (iii) '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.

- (iv) 'Staff' includes all those on the payroll of the College. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.
- (v) 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(l) of the Children Act 1989). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A residence 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. 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).

### **Tie-breaker**

If the College is oversubscribed from within any of the above categories or subcategories, straight line distance will be used to prioritise applications; applicants living nearer the College 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 school office). 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 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 is on the council website. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the College's brochure.

### **Additional Information**

1. **Pupils with a statement of special educational needs or an EHCP**  
The governors will admit any pupil whose final statement of special educational needs or Education, Health & Care Plan (EHCP) names the College. 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 College 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 schools on behalf of the local authority. 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 of 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 application decision from the county Council or a school, 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 2018, 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.

#### **6. School specific criteria**

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly indicated. It must be made clear that the criterion is school-specific.

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

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

#### **8. 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 2014).