

Lymington Church of England (Aided) Infant School

Admissions Policy from September 2019

This policy will apply to all admissions from 1 September 2019, including in-year admissions.

The Governing Body of Lymington Church of England (Aided) Infant School is the admission authority for the school. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admissions Number (PAN) for Lymington Church of England (Aided) Infant School is 60. The PAN is the number of places available in Year R for September 2019.

Children with statements of special education needs (SEN / Education, Health and Care Plans (EHCP) that name the school

The governors will admit any pupil whose final statement of SEN or EHCP names Lymington Church of England (Aided) Infant School. These children will be admitted to the school, even if it is full, and are therefore outside the normal admissions arrangements. Where possible such children will be admitted within the PAN.

Admissions Criteria

Applications submitted by 15 January 2019 will be dealt with first. If the number of applications submitted by 15 January 2019 is greater than the Published Admission Number (PAN) for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children (see Definition A).
2. Children who live in the school's designated catchment area (see Definition B).

If the school is oversubscribed within categories 1-2 above then priorities (i) to (iv), as set out in 3. below will be used to determine which children will be offered places.

3. Children who live outside the school's designated catchment area, in the following order:
 - (i) Children who have a serious medical, physical or psychological condition which makes it essential that the child attends Lymington Church of England (Aided) Infant School rather than any other. Applications **must** be supported by appropriate medical or psychological evidence (see Definition C).
 - (ii) Children who, at the time of application, have a sibling on the roll of Lymington Church of England (Aided) Infant School, who will still be on roll at the time of the sibling's admission (see Definition D).
 - (iii) Children who, at the time of application have a sibling on the roll of Lymington Junior School, who will still be on roll at the time of the sibling's admission (see Definition D).
 - (iv) Other children.

If the school is oversubscribed from within any of the criteria 3(i) – 3(iv), then distance, as defined in Definition E below will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.

Late applications

The closing date for applications is 15 January 2019. Applications received after that date will be late applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Waiting lists

If a place cannot be offered at Lymington Church of England (Aided) Infant School, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn. The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. Each time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria above. The waiting list will be held until 31st July 2020. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

DEFINITIONS

A Children in public care (looked after children) and previously looked after children

Children in public care are defined children who are (a) in the care of the local or 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). 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).

B Catchment Area

The catchment area for Lymington Church of England (Aided) Infant School is defined by the road list attached to this policy as Appendix A and available on the school's website. The child's permanent residence is where they live, normally including weekend and 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.

C Serious medical, physical or psychological condition

Where a place is requested for a child who have a serious medical condition, you **must** supply supporting independent evidence at the time of application confirming the reason(s) why attendance at Lymington Church of England (Aided) Infant School is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of the Governing Body, who will endeavour to reach a fair and equitable decision.

D Siblings

'Sibling' refers to a brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster siblings and includes children living as siblings in the same family unit. It will also be applied to situations where a full or half brother or sister are living at separate addresses.

E Distance

Distance is measured in a straight line using the Local Authority's Geographical Information System (GIS) which measures from the Ordnance Survey home address point to the school address point. Children living closest to the school will get a higher priority. Multiple dwellings (e.g. block of flats) will all have the same distances and lots will be cast to prioritise these applications.

ADDITIONAL INFORMATION

Who can apply

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the children, as set out in the Children Act 1989.

How to apply

The Local Authority operates a co-ordinated admissions scheme which processes all main round (ordinary) admission applications. They also publish a composite prospectus which details all admission arrangements for schools within the Local Authority. Please see www.hants.gov.uk for the prospectus and details of the scheme. You must complete a Local Authority application form available from the website www.hants.gov.uk. Parents can also request a paper form from the school office.

Moving home & UK service personnel & crown servants

Places can only be offered based on future moves if one of the following can be provided:

- A letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- A tenancy agreement confirming the renting of a specific property relevant to the application;
- A letter from a housing association confirming the parent(s) will be living at a specific address relevant to the application; or
- In the case of UK service personnel and Crown servants, an official government letter (MOD, FCO, GCHQ) declaring a relation date and a unit postal address or quartering address.

To be considered, all evidence must be submitted at the time of application.

Closing date and offering places

The deadline for applications is midnight on 15th January 2019. The Governing Body will consider first all applications received by the deadline. Notifications to parents offering a place will be sent by the Local Authority on 16th April 2019. Applications made after the deadline has passed will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. All on-time 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 available preference will be allocated.

Multiple births

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

In-year applications

The allocation of any places which may become available during the year will be made based on the current admission criteria. There are no deadline dates for in-year applications. Applications should be made using the Local Authority admission form available on line at www.hants.gov.uk. Any parent with parental responsibility 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.

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 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.

Starting school and deferred entry to Year R

Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear in their arrangements that, where they offered a child a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Additionally, parents of a summer born child may choose not send their child to school until the term following their fifth birthday and may request that they are admitted outside the normal age group. It is recommended that parents considering such a request contact the school as early as possible to ensure that an informed decision is made.

Notes on compulsory school age and summer born children

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

Admission of children outside their normal age group

Parent of summer born children or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision based on the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

Admission Appeals

If you are unsuccessful in being offered a place for your child at Lymington Church of England (Aided) Infant School you will be informed by the Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

Warning

Places are withdrawn every year because parents give false information on applications forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Body's attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

Legislation

This policy takes account of all relevant legislation on sex discrimination, race relations and disability, together with all relevant regulations and the School Admissions Code.

Further information

If you require further information about applying for a place at Lymington Church of England (Aided) Infant School, please contact the school as follows:

Lymington Church of England (Aided) Infant School

Avenue Road, Lymington, SO41 9GP

Telephone: 01590 673355

E-mail: admin@lymington-inf.hants.sch.uk

Appendix A – Catchment Road List

Road Name	House No./Name
Abbots Brook	
Ainslie Place	
Alexandra Mews	
Alexandra Road	
All Saints Road	
Almansa Way	
Ambleside Road	
Ambrose Corner	
Anchorage Way	
Ashley Lane	
Avenue Road	
Bankhill Drive	
Bankside	
Bankview	
Bath Road	
Belmont Drive	
Belmore Lane	
Belmore Road	
Bingham Drive	
Boradmead Close	
Brackens Way	
Bramble Walk	
Brambley Close	
Bridge Road	
Broad Lane	
Brook Road	
Broomfield Lane	
Brunswick Place	
Buckland Dene	
Buckland Gardens	
Burrard Grove	
Campion Way	
Cannon Street	
Captains Row	
Carpenter Close	
Cavendish Place	
Chequers Green	Woodside House only
Church Lane	
Church Mead	
Clinton Road	
Colborne Close	
Conference Place	
Courtenay Place	
Daniells Close	

Daniells Walk	
Ditchbury	
Earley Court	
East Hill	
Eastern Road	
Ellery Grove	
Emsworth Road	
Fairfield Close	
Fairlea Road	
Farnleys Mead	Homefield only
Fennel Gardens	
Field Walk	
Filton Road	
Flushards	
Fromond Close	
Garrow Drive	
Gold Mead Close	
Gosport Street	
Grove Pastures	
Grove Place	
Grove Road	
Grovesnor Gardens	
Grovesnor Mews	
Harvester Way	
Haydens Court	
High Street	
Highfield	
Highfield Avenue	1-19 (odds), 2-10 (evens)
Hillcroft Close	
Hillditch	
Hives Way	
Hollywood Lane	
Howlett Close	
Jonathan Close	
Keel Gardens	
Kings Close	
Kings Crescent	
Kings Road	
Kings Saltern Road	
Kingsfield	
Leigh Park	
Lemana Place	
Lower Buckland Road	
Lower Woodside	Creek Cottage, Oxey Barn
Lytic Place	
Madeira Walk	
Maiden Lane	

Mariners Court	
Marlborough Place	
Marram Close	
Marsh Lane	
Marsh Lane	
Maturin Close	
May Avenue	
Mayflower Close	
Melbury Close	
Middle Road	
Mill Lane	
Mosbach Place	
Nelson Place	
New Street	
New Street Mews	
Normandy Lane	
North Close	
Oakfields	1, 2, 6 only
Oaklands	
Old Farm Walk	2-4 (evens), 17-19 (odds)
Old Farmhouse Mews	
Old Orchards	
Paddock Gardens	
Pamplyn Close	1-7 (odds), 2-8 (evens)
Park Avenue	
Park Road	
Peartree Court	
Pilgrim Place	
Pippin Close	
Platoff Road	
Priestlands Place	
Princess Royal Close	
Quay Hill	
Quay Road	
Quay Street	
Queen Elizabeth Avenue	
Queen Katherine Road	
Queen Street	
Rashley Mews	
Redwood Close	
Ringbury	
Roundhouse Court	
Rowans Park	
Russett Close	
Samber Close	
Samphire Close	
Sarum Walk	

Saxon Place	
School Lane	
Seaton Close	
Shrubbs Avenue	
Solent Avenue	
Solent Close	
South Grove	
Southampton Road	74-106 evens
Southampton Road	1-181 (odds), 2-132 (evens)
Southampton Road	Baynton House, Oak House, Maple House
Southern Road	
Spartina Drive	
Spring Road	
Springfield Close	
St Anne's Gardens	
St Thomas Park	
St Thomas Street	
Stanford Hill	Concord, Granny's, High Bank, Silver Birches, The Rise
Stanford Road	
Stanley Road	
Station Street	
Stratford Place	
Sway Road	Aldon, Barnsdalenew Cottages, Buckland Manor, Buckland Rings Cottage, Buckland Stead, Cedar Holm, Easter Close, Field Croft, Kingfisher Lodge, Lavenham, Little Orchard, Little Rings, Paper Bag Cottage, Pear Tree Cottage, Salvanew Cottages, Seisdon, Tucker Mill, Willowtree Farm, Woodside
The Old Maltings	
The Rampart	
The Rings	
Tithe Barn	
Trafalgar Place	
Tranmere Close	
Tylers Close	
Union Place	
Victoria Place	
Vinery Road	
Viney Road	
Vitre Gardens	
Waterford Close	
Waterford Lane	
Waterloo Road	
West Hayes	

Western Road	
Westfield Road	
William Road	
Winton Close	
Woodley Gardens	
Woodside Avenue	
Woodside Close	
Woodside Lane	Hawthorn House, April Cottage, Avoca, Cedars Coppice Lee, Dover Cottage, Gretel Cottage, Hurst, Manor Bank, Maxcroft, Oaklee, Primrose Cottage, Rosedene, Saltern, Sheepfold, Thornlea House, Worsley, Manor Cottage, Plum Tree Cottage
Worcester Place	
Wykeham Place	