



## **Admissions Policy 2024/25**

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| Approved by:   | GFM Board   | Date:            | 20 February 2023 |
| Maintained by: | Becky Brice | Next review due: | February 2024    |

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**Gosport and Fareham Multi Academy Trust**  
**Bay House School, Brune Park School, Gomer Junior School and Rowner Junior School**  
**Admissions Policy 2024/25**

This policy will apply to all admissions from 1 September 2024, including in-year admissions. The link school criteria will only apply to main round applications. Pupils will be admitted, normally at the age of 7 or 11 dependent on school phase, without reference to ability or aptitude. The MAT board of trustees is committed to trying to ensure that the admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social, racial or faith group, or a child with a disability or special educational needs and that other policies around, for example, school uniform or school trips do not discourage parents from applying for a place for their child. The Mat board of trustees will allocate places up to the published admissions number. Applications for schools within the GFM are made to an individual school and not the GFM body. Where the number of applications exceeds the PAN (Gomer Junior – 60, Rowner Junior – 60, Brune Park – 300, Bay House – 350) for the school of application the following over-subscription criteria will be used to prioritise applications. The PAN is for entry year 3 at Gomer and Rowner year 7 at Bay House and Brune Park. School refers to the school of application – not the GFM. E.g. Bay House, Brune Park, Gomer Junior or Rowner Junior.

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

1. Looked after children or children who were previously looked after {i}.
2. Children of members of staff of GFM Academies {ii} who have been employed at the school of application for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children living in the School's designated catchment area. Should applications in this category exceed the number of places available, the order of priority will be:
  - a. children who have a sibling {iii} on the 11-16 roll of the school of application and who will still be on the 11-16 school roll at the time of admission.  
children who have a sibling {iii} on the 7-10 roll of the school of application and who will still be on the 7-10 school roll at the time of admission or the roll of the linked infant school; Gomer infant or Rowner infant school who will still be on the roll at the time of admission.
  - b. children who are attending a Linked school {iv} at the time of application for 7-10. 11-16 linked school criteria for main round admissions only
  - c. children living closest to the School {v}
4. Other children living outside the School's designated catchment area. Should applications in this category exceed the number of places available, the order of priority will be:
  - a. Children living outside the School's designated catchment area who have a sibling {iii} on the 11-16 roll of the school of application and who will still be on the 11-16 school roll at the time of admission.  
Children living outside the school's designated catchment area who have a sibling {iii} on the 7-10 roll of the school of application and who will still be on the 7-10 school roll at the time of admission or the roll of the linked infant school; Gomer Infant or Rowner infant school who will still be on roll at the time of admission.
  - b. children who are attending a Linked School {iv} at the time of application for 7-10. 11-16 linked school criteria for main round admissions only.
  - c. children living closest to the School {v}

If applications within any of the above categories exceed the number of places available, the distance measurement criterion {v}, as detailed in this Policy, will be used to prioritise applications.

Outside the normal admissions round, the Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

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## 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 order, child arrangements order, 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. Child arrangements orders are defined in 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).]

{ii} Children of members of staff who are on the payroll of the school of application and have been employed at the school of application for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage. The member of staff must be the natural parent, the legal guardian or a resident step parent.

{iii} Criterion includes 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. 'Sibling' refers to brother or sister and also half-brother/sister, adoptive brother/sister, step brother/ sister and foster brother/sister where these children are living as siblings in the same family unit.

{iv} Linked schools refer to: Gomer Junior – Gomer Infant School. Rowner Junior – Rowner Infant School.

Bay House - Alverstoke C of E Junior School, Gomer Junior School, Leesland C of E Junior School, Lee-On-The-Solent Junior School and Haselworth Primary School.

Brune Park – Brockhurst Primary School, Alver Valley School, Elson Junior School, Leesland C of E Junior School, Newtown C of E Primary School, St Mary's Catholic School., St John's C of E Primary School

{v} 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 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 available on the Hampshire County Council Website.

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## Additional Information

### *Permanent Residence*

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. For main round admissions where shared living arrangements are in place the address used should be the address where the child spends most of their time. For in year applications, where a child's address is difficult to determine, for example in the case of shared living arrangements, the address of the parent/carer claiming child benefit will be used.

### *Multiple births*

Where a twin or child from a multiple birth is admitted 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.

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

Parents can seek places outside their normal age group. Additional supporting documentation may be required for requests of this nature. 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.

### *False and or Misleading Applications*

Where parents/carers are found to make a false or misleading application for a school place, for example, by providing an incorrect address the school may withdraw that offer of a school place in accordance with the school admission regulations and the School Admissions Code. Where parents/carers are found to make a false or misleading application for a school place and

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the School decides not to withdraw that place in the best interest of the child, should a school place be sought for any other sibling or siblings the criteria that provides a priority for a school place for siblings will not be applied.

#### *Waiting Lists*

When all places have been allocated for admission to the School in Year 3 or year 7, the School will operate a waiting list to be established fourteen days after the single notification date in April or March. A child will automatically be placed, by Hampshire County Council (HCC), on the waiting lists of any schools that were higher preference on their application form than the School they have been allocated. Any places that subsequently become available will be allocated to pupils on the waiting list according to the School's Admissions Policy criteria, with no account being taken of the length of time on the waiting list.

Where an application is made for admission in a year group that is already in the School and there are no places available in the relevant year group, as well as being informed of their statutory right of appeal, parents will be given the opportunity to place their child's name on a waiting list for the relevant year group. As and when places become available these will be offered to pupils on the waiting list, according to the Admissions Policy criteria.

The School will periodically write to all parents whose child is on the waiting list requesting that they return the 'request to remain on the waiting list' slip otherwise their child's name will be removed. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

#### *In-Year Fair Access placements*

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 or Academy 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. If an admission under the Protocol raises the number on roll above the PAN, no further pupil will be admitted until a place becomes available within the PAN.

#### *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).