Admissions Arrangements for Penbridge Junior School (2027-2028)

Penbridge Junior School

Part of the Thinking School's Academy Trust

Date of determination: September 2027

Review Date: September 2028

Introductory statement

Penbridge Junior School is a 7-11 Junior School, coeducational, nonselective academy, part of the Thinking Schools Academy Trust.

Published Admission Number (PAN)

The school has an admission number of 120 for Year 3. It will admit this number of pupils if there are sufficient applications. If fewer than 120 applications are received, all applicants will be offered a place. If more than 120 applications are received, the oversubscription criteria below will be used to determine which applicants can be offered a place.

Main admissions round application process

Admissions to the School are part of the co-ordinated admissions scheme of Portsmouth City Council. Parents wishing to apply for a place should put the school down as a preference on the common application form. Further information about this process can be found here: School admissions - Portsmouth City Council

Applications for year 3 must be submitted via the Portsmouth City Council website by the national closing date of 15 January 2027. Late applications will be processed by Portsmouth City Council.

In-year admissions process

In-year school admissions for the whole school will be dealt with by the Portsmouth City Council. Information on how to complete an in-year admission are available on the council's website (In-year applications - Portsmouth City Council) and

this will be processed by Portsmouth City Council's Admissions Team. If you child is already on role with us and you wish to transfer to another school, you will need to complete this form (In-year application Portsmouth School transfer form) and bring it in to be stamped by the team. Parents who do not have access to the internet, can request a hard copy form via the school office.

Oversubscription criteria

The school will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children (for definitions, see notes below)
2. Children who have an exceptional medical or social need that means there is a significant need for them to attend this school rather than another e.g. if it is their nearest school and they have an illness which means it would be extremely difficult for them to travel to a further school. Children who have an exceptional social or medical need which means they should attend this school rather than any other or whose parents have such a need. Your application must be supported by evidence, for example from a medical specialist or social worker, of the [child's/parent's] need and why it means the child needs to attend this school. Applications that are submitted without supporting evidence cannot be considered under this criterion.

3. Siblings (for definitions of siblings – see notes below) - Siblings of pupils who at the time of admission have a sibling attending the school or our linked school Penbridge Infant School.
4. Children who attend the following infant schools that are part of the Thinking Schools Academy Trust namely Penbridge Infant School & Nursery, Moorings Way Infant School and Meon Infant School.
5. Children who attend Manor Infant School. If the school cannot admit all children from the named feeder infant schools, applicants will be ranked within this category in accordance with priorities 5,6,7.
6. Priority will next be given to children of staff at the school, in either of the following circumstances:
    a. The member of staff has 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
    b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

6. Children living within the school's designated catchment area. (If the School cannot admit all applications from the catchment area, applicants will be ranked within this category in accordance with priorities in 7. below.
7. Children living outside the school's catchment area in the following priority order:

i. Children eligible for service premium

Note - service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002 *ii.* Children who live closest to the school, based on the shortest distance from home to school, measured on straight line 'as the crow flies'. (This distance will be used where necessary to prioritise applications).

Note: Should the school be oversubscribed from within any of the criteria above then any additional criteria will be used to prioritise applications within these categories. In priority order as listed above.

Tie-break

If a tie-break is necessary for distance, random allocation will be used to determine which child will be offered a place. This will be verified by someone independent from the school who will conduct the random allocation.

Multiple Birth Siblings

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for a place. They will all be offered a place and we will exceed our admission number.

Admission of children outside their chronological age group

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should make their

request to the school, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests.

The academy trust will make a decision on the basis of the circumstances of the case and whether it may be in the child's best interests, taking into account the views of the headteacher and any information provided by the parent. The school will notify parents of the decision and set out clearly for the parent the reasons for their decision.

Parents who are unhappy with the decision in respect of an application out of chronological age group can make a complaint about that decision in accordance with the school's complaints policy.

Waiting list

All parents who have been refused a place at the School will have the option to indicate their wish to remain on the waiting list. Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

The list will be re-ranked each time another child is added to the list.

Appeals

If a parent is unsuccessful with any of their preferences, they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the LA's Admissions Team.

Objections to the OSA (Schools Adjudicator) Objections to these admissions arrangements can be made to the OSA by 15 May 2026 - see link below https://www.gov.uk/guidance/schools-adjudicatormakeanobjection-appealor referral#objections-to-andreferralsaboutdetermined-school-admission-arrangements or contact the OSA osa.team@schoolsadjudicator.gov.uk OSA, Bishopsgate House, Feethams, Darlington, DL1 5QE

Monitoring Arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Board will publicly consult on these changes. If nothing changes, it will publicly consult on the School’s admission arrangements at least once every 7 years.

Notes

Term	Definition
"Home" address	• A child's home is the place where they normally live. Where children are living with split residence, the applicant will nominate the admissions address for the child.
Sibling	• A natural brother or sister, or half brother or sister • A legally adopted brother or sister, or half brother or sister • A step brother or sister • Other child living in the same household as part of the same family where they are living at the same address as the applicant on the date of the application.
Looked after children	• Children in the care of a local authority as set out in Section 22 of the Children Act 1989.

Previously looked after children	• Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangements order or special guardianship order. Also children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.