



# PENBRIDGE JUNIOR ADMISSIONS POLICY

2025-2026

Penbridge Infants & Junior School



CHILD FIRST – ASPIRE – CHALLENGE – ACHIEVE

# PENBRIDGE JUNIOR SCHOOL ADMISSIONS POLICY 2025-2026

## Rationale

Admission of children to Penbridge Junior School is based on the accommodation, resources and budget available, to ensure a quality education can be provided for all pupils.

This policy will apply to all admissions for the academic year 2025/26 including in-year applications. All admissions will be handled by the School Admissions Department at the City Council.

## Aims

- To facilitate a formal and structured admissions framework that is in line with the statutory guidance in the Schools Admission Code
- To make available 120 places for Year 3 children annually in accordance with the school's published admission number.

## GUIDELINES

Details of the school's catchment area will be provided on Portsmouth City Council's website:

[www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions)

Parents of pre-school children can apply online (or paper application) by 15<sup>th</sup> January each year. Further information on the application process can be obtained at [www.portsmouth.gov.uk/school](http://www.portsmouth.gov.uk/school)

This policy will apply to all admissions for the academic year 2025/2026 including in-year applications.

If the school is oversubscribed, applications will be considered first according to the following priorities in the order set out below.

As we are part of The Thinking Schools Academy Trust children who attend Penbridge Junior School are given some priority at The Portsmouth Academy according to their admission policy.

The Portsmouth Academy is considered to be our link secondary school as we are part of the same academy and have a shared educational pedagogy.

## CRITERIA

This policy will apply to all admissions for the academic year 2025/26 including in-Year applications.

If the school is oversubscribed, applications will be considered first according to the priorities in the order set out below: -

1. These are defined as Looked after Children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted . 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. See Additional information below.

2. Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application form. Applications under this criterion must be supported by written evidence from an appropriate professional involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate. Please see "Additional Information" below.

3. 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 4(i) to (iv) below.)

4 Children living outside the school's catchment area in the following priority order: -

- i. Children who have a brother or sister (living within the same household) at the school who will be still attending the school the following academic year;

Note – this category includes step-brothers/step-sisters, adoptive brothers/sisters living within the same household or children whose parents are married or cohabiting and live together within the same household.

- ii. Children eligible for service premium

Note - service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002

- iii. Children of staff employed at the school (or school on an adjacent site)

- a) where the member of staff has been employed at the school for 2 or more years at the time at which the application is made, and or
- b) the member of staff is recruited to fill a vacant post for which there is a skill shortage

- iv. Children who live closest to the school, based on the shortest distance from home to school, measured on a straight line 'as the crow flies'. (This distance will be used where necessary to prioritise applications).Should there be two or

more identical distances enquiring prioritisation, this will be done by casting lots. Please see "Additional Information" below.

Note: Should a school be oversubscribed from within any of the criteria 4(i) to 4 (iii) above, then any additional criteria will be used to prioritise applications with in these categories.

### **Displaced Sibling**

Where the LA is unable to meet a parental preference in relation to a catchment school, the LA will have to allocate a place at a lower preference school or even allocate the next nearest school with places available. Parents may prefer to then try and get a place for another sibling at the same school. In such instances, this school could then be treated as the catchment school for subsequent sibling applications. **Parents would have to notify the LA on application that they consider this exception applies.** If the application was for the actual catchment school this criterion would still be applied. This would be applicable to Portsmouth schools who have catchment criterion as part of their admissions policy.

### **Pupils with a statutory education, health and care plan**

The Admissions code states *"all children whose Education Health and Care (EHC) plan names the school must be admitted"*. These children will have priority for admission over and above all other admission applications and will be included in the admissions allocation process

## **Additional Information**

### **Looked after children**

A "looked after child" is a child who is in a) the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions ( Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as being 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.

This includes children who were adopted under the Adoption Act 1976 (Section 12 Adoption orders) and children adopted under the Adoption and Children Act 2002(Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act, as amended by Section 12 of the Children's and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22/4/14 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/s.

## **Medical, physical, psychological or social need**

If your child or a family member has a significant medical, physical, psychological or social need that you would like taken into account when places are allocated, please tick the relevant box on the application form and submit supporting evidence to support their request. The evidence must be in writing from your doctor or other appropriate professional involved with your child/family members health, wellbeing or specific family circumstances. In all cases evidence must show why it is appropriate that your child attends your preferred school and why other schools in the city are inappropriate.

## **Catchment Areas**

A catchment area is a geographical area defined by the council. The idea of having a catchment area is to give some priority for the admission of children living in the local area of the school. Please note - living in the catchment area does not guarantee a place at the school. Your catchment area determined by your home address (the child's permanent residence). Further details of the individual school's catchment area will be provided on the council's website or by contacting the Admissions Team.

## **Sibling link**

A sibling link is defined as a child's brother or sister (living in the same household) already on roll and attending the school you have applied to or at an adjacent infant/junior school and who still be attending the school the following academic year. This category includes stepbrothers/step-sisters; adoptive brothers/sisters living in the same household or children whose parents are married or cohabiting and live together within the same household. This does not include siblings who live in a different household.

Twins, triplets, or other children of multiple birth will be admitted above the admission limit of a school if the limit has been reached by admitting one of the multiple birth children. Please note: a sibling link at the school does not guarantee admission to the school.

## **Children eligible for service premium**

Service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002.

The service premium is designed to support children with parents serving in the regular British armed forces. Children attract the premium if they meet the following criteria:

- One of their parents is serving in the regular armed forces.
- One of their parents is serving in the regular armed forces in the last three years.
- One of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

## **Children of Staff employed at the school**

- a) Where the member of staff has been employed at the school for 2 or more years at the time at which the application is made , and or
- b) The member of staff is recruited to fill a vacant post for which there is a skill shortage.

## **Distance measurement**

Where it is necessary to prioritise applications the criterion will be prioritised based on the shortest distance from the child's home to school, measured in a straight line 'as the crow flies'. Distances will be measured using the councils Geographical Information system (GIS) department. The Local Land and Property Gazetter (LLPG), unique property reference

Co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the LLPG, with Ordnance Surveys ADDRESS-POINT product used as support. Only distances measured by GIS will be taken into account for the purposes of the distance criterion. Should there be two or more identical distances, the prioritisation will be done by casting lots. The Admissions Team will arrange for this to be carried out by the LA's Democratic Services who are independent of the school and the admissions process

## **Fair Access Protocol**

The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of secondary school age children. This protocol relates to admission applications during the year (but not the transfer of Year 6 pupils from primary/junior to secondary schools in September). The protocol takes priority above the school's admission policy for those on a waiting list and the LA may require the school to admit above their published admission number.

## **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 Service on behalf of the school.

## **Waiting lists**

All parents who have been refused a place at the school will have the option to their wish to remain on the waiting list – via a tick box on the allocation response form online or on a paper reply slip. 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 join or other applicants come off the waiting list. Children will remain on a waiting list only until the end of the academic year August 2026, if parents/carers want their children to be on the waiting list for the following academic year, they must reapply.

## **Requests for Admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Parents are expected to write to the Headteacher to request admission outside the normal age group. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and where appropriate, provide what evidence they have to support this.

When we receive a request the school will contact the parents to discuss the content of the application.

There is no requirement for additional information to be presented by parents in order for the request to be considered. However, decisions can only be made based on the information received. The onus is on parents to provide any information they deem to be important. This should relate directly to your child.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed above.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to.

Parents do not have a right to appeal the decision made following the request for admission outside the normal age group.