

# Admission to primary and secondary schools

Information for parents 2017/18

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





# Key dates for admissions process

## Secondary Transfer 2017

**Friday 9 September 2016** – Application process starts

**Monday 31 October 2016** – Applications closing date

**Friday 6 January 2017** – Any changes to the application e.g. address change and subsequent preference changes may be considered up until this date

**Friday 6 January 2017** – Late applications received after closing date can be requested to be considered on time with evidence of significant and exceptional circumstances for the late application up until this date

**Wednesday 1 March 2017** – National Offer Day\*

## Transfer to Junior 2017

**Monday 7 November 2016** – Application process starts

**Sunday 15 January 2017** – Applications closing date

**Friday 3 March 2017** – Any changes to the application e.g. address change and subsequent preference changes may be considered up until this date

**Friday 3 March 2017** – Late applications received after closing date can be requested to be considered on time with evidence of significant and exceptional circumstances for the late application up until this date

**Tuesday 18 April 2017** – National Offer Day\*

## Starting School 2017

**Monday 7 November 2016** – Application process starts

**Sunday 15 January 2017** – Applications closing date

**Friday 3 March 2017** – Any changes to the application e.g. address change and subsequent preference changes may be considered up until this date

**Friday 3 March 2017** – Late applications received after closing date can be requested to be considered on time with evidence of significant and exceptional circumstances for the late application up until this date

**Tuesday 18 April 2017** – National Offer Day\*

\* National Offer Day - Emails sent for online applicants. Letters sent to paper applicants and online applicants requesting a letter. Allocations cannot be notified over the phone.

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# Dear parent or carer

We are delighted that you are considering sending your child to a Portsmouth school in September 2017.

Portsmouth City Council is committed to working in close co-operation with school staff, governors and parents to make sure that all children in Portsmouth have an exciting, rewarding and successful experience in school. To this end we are ambitious for Portsmouth's children and we are working with schools:

- to improve exam results for all pupils
- encourage more schools to become 'good' and 'outstanding' schools
- to improve pupils' attendance at school

As a parent or carer you have an important role to play in your child's education. We strongly encourage and hope that you will get involved in supporting your child's school as this will, in turn, benefit your child's education.

In this booklet you will find:

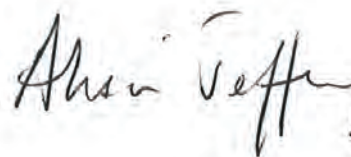
- the application and admission process for infant, primary, junior and secondary schools
- the admission policies for infant, junior, primary and secondary schools
- general information

If you have any questions or concerns, please contact either the school you have applied to or the Admissions Team at the Civic Offices on **023 9268 8008** who will be happy to help you.

We wish your child every success at a Portsmouth school.



**Councillor Young**  
Cabinet Member for Education



**Alison Jeffery**  
Director of Children's Services

# How to use this book

This book contains application information for primary and secondary school admission applications. The information has been colour coded to help you find the relevant sections easily.



Information relevant to all applications is contained in the blue sections titled 'Application information'.



Information relating to primary schools only is contained in the green sections titled 'Primary schools'.



Information relating to secondary schools only is contained in the pink sections titled 'Secondary schools'.



Useful information and contact details.



# Transfer to secondary school

## September 2017 open evenings

### Admiral Lord Nelson School

**Tuesday 20 September 2016**

From 6.30pm to 8.30pm

### Charter Academy

**Wednesday 19 October 2016**

From 5.00pm to 7.30pm

### King Richard School

**Monday 3 October 2016**

From 4.00pm to 7.00pm

### Mayfield School

(secondary open evening)

**Wednesday 5 October 2016**

From 6.30pm

### Miltoncross Academy

**Wednesday 21 September 2016**

From 6.00pm to 8.00pm

### The Portsmouth Academy

**Wednesday 12 October 2016**

From 6.00pm to 8.00pm

### Priory School

**Thursday 22 September 2016**

From 6.00pm to 8.00pm

### Springfield School

**Thursday 6 October 2016**

From 6.00pm to 8.00pm

### St Edmund's Catholic School

**Thursday 29 September 2016**

From 6.00pm to 8.00pm

### Trafalgar School

**Tuesday 4 October 2016**

From 6.00pm to 8.00pm

### University Technical College (UTC) Portsmouth

**For Year 9 applicants to start in Year 10**

**Thursday 15 September 2016**

From 4.30pm to 6.30pm at Portland Building,  
University of Portsmouth

**Saturday 8 October 2016**

From 10.00am to 1.00pm at Trafalgar School

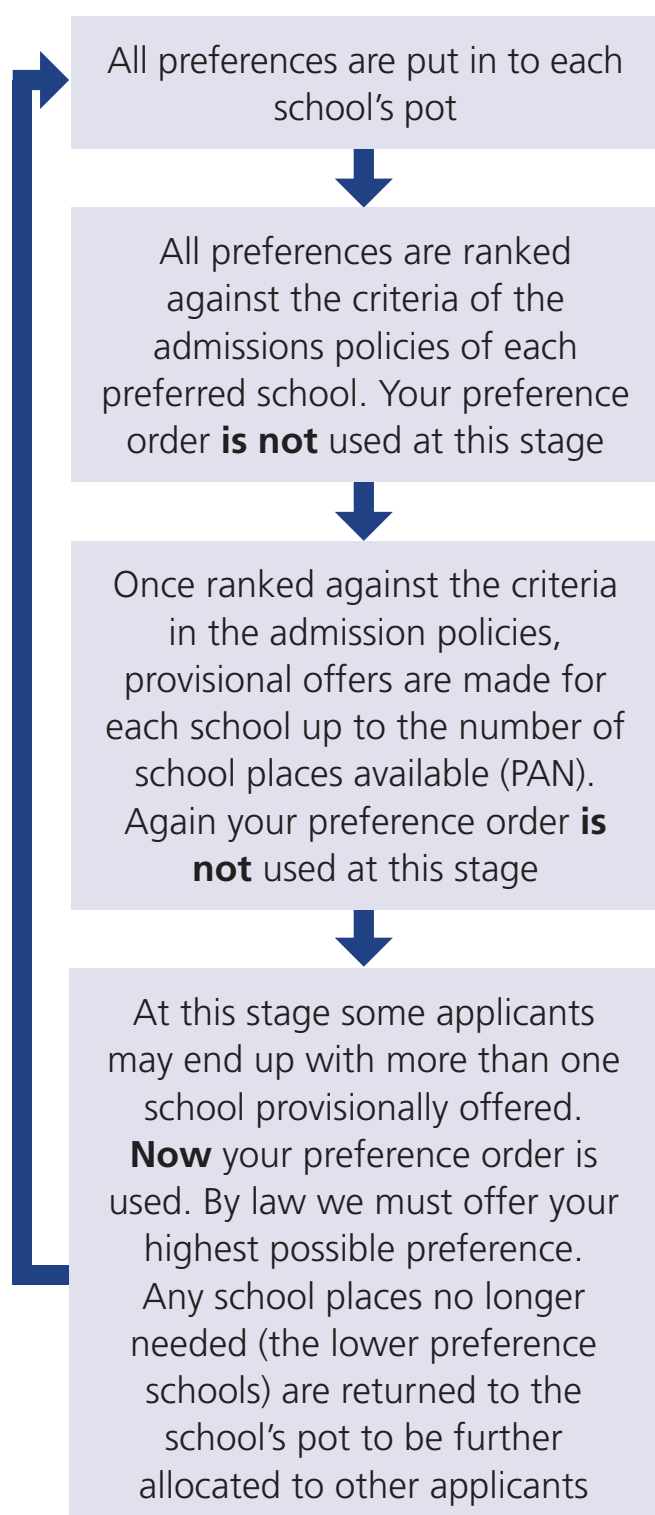
### Infant/Junior/Primary School Visits and Open days

**Please note** arrangements for visiting infant/junior and primary schools will vary between schools. Please contact schools direct for information or check the school website.

Mayfield All Through School has an open day for starting school on **Thursday 6 October 2016** from 9am.

# Equal preference flow chart

(This is how school places are allocated)



The admissions policies with the criteria are on pages 22–52, as well as information regarding the pattern of applications the previous year on pages 63–68.

**For example:** you may be a regular worshipping Catholic applying for a Catholic school and be offered that school, you may also have applied for your catchment school and be offered that school, you may have applied for an undersubscribed school where you have no criteria and be offered, ending up with three potential offers at this stage.

**Example A.** You have not been offered preference 1 but have been provisionally offered preference 2 **and** preference 3. The LA **must** discard preference 3, offer (allocate) preference 2 and invite you to join the waiting list for preference 1 for which you have been unsuccessful.

**Example B.** You have been provisionally offered all three preferences. The LA **must** discard preferences 2 and 3 and offer (allocate) preference 1.

# Applying for a school place

This section will help you understand the process of applying for a school place

## Co-ordinated admissions process

Portsmouth City Council (PCC) and other local authorities (LAs) are required to take part in a cross-border co-ordinated admission scheme for main round admissions. This allows parents to complete one application form from their home local authority, regardless of the school and the area they wish to apply for a place in.

This is known as a 'Common Application Form' (CAF).

Portsmouth operates an 'Equal Preference' admissions scheme (see flow chart opposite) in line with government requirements. Further information is contained in the 'How are places allocated?' section on page 13.

## How to contact us

The information in this book is issued by:

- Admissions Team  
Portsmouth City Council  
Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2EA
- Tel: **023 9268 8008**
- Email: **admissions@portsmouthcc.gov.uk**

## How to apply for a school

As part of a co-ordinated admission scheme, parents need to complete only one application form for each child.

You can either apply online or by completing a paper application form. This booklet provides information for Portsmouth residents:

- applying for starting school
- transferring to junior school (Year 2 to 3), and
- transferring to secondary school (Year 6 to 7)
- transferring to Year 10 at UTC Portsmouth (see p51)

Non-Portsmouth residents should contact their home local authority or visit their website for information on applying for a school and the admissions process.

## In-year applications

If you wish to apply for a school place at any other time, please look at the information sheet 'In-year applications – applying for a school place at other times during the school year' and the 'Admission to primary and secondary schools – information for parents 2016-17' booklet.

These are available on our website (**[www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions)**) or on request from the Admissions Team.

## Closing dates and allocation dates

There are different closing dates and allocation dates for starting school applications/junior transfer applications and secondary transfer applications.

The closing date for secondary transfer applications is **Monday 31 October 2016** and allocation date for these applications is **Wednesday 1 March 2017**.

The closing date for starting school and junior transfer applications is **Sunday 15 January 2017** and the allocation date for these applications is **Tuesday 18 April 2017**.



## Applying online

### Secondary transfer

From **Friday 9 September 2016** until **Monday 31 October 2016** you can apply online at **[www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions)**

### Starting school/junior transfers

From **Monday 7 November 2016** until **Sunday 15 January 2017** you can apply online at **[www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions)**

All you need is access to the Internet and an email address. If you don't have access to the Internet at home you can access the Internet at any city library or at the civic offices.

### What are the benefits of applying online?

- quick and easy
- you can make changes to your application up to the closing date
- no risk of the application getting lost in the post
- an email acknowledgement of your application as soon as you have submitted it
- an email advising you of the outcome of your application on allocation day
- facility to accept your allocated place straight away
- links to other useful information and websites

## Application forms

If for any reason you are unable to apply online you can obtain an application form from us or from any infant, primary or junior school in Portsmouth. You may use this form to apply for any school whether it is in your own or another local authority area.

### Non-Portsmouth residents

Non-Portsmouth residents who wish their child to attend a Portsmouth school need to contact their home local authority for an application pack. See contact details on page 80.

## Starting school

### Portsmouth residents

Parents who have children starting school should apply online or request an application pack from the council OR from the nearest infant or primary school. Application packs will be available from **Monday 7 November 2016**.

Please contact us again (see page 9) if you do not receive your application pack within two weeks of your request.

## Transferring from Infant to Junior School

### Portsmouth residents whose child currently attends a Portsmouth infant school

In mid October you will receive a letter via your infant school advising you how to apply.

### Portsmouth residents whose child currently attends a school outside Portsmouth

In mid October you will receive a letter advising you how to apply.



## Transferring to secondary school

Portsmouth residents whose child currently attends a Portsmouth school

In September you will receive a letter via your child's school advising you about applying.

Portsmouth residents whose child currently attends a school outside Portsmouth

In September you will receive a letter advising you how to apply online or request an application form.

## Transferring from an infant school (Year 2) to a primary school (Year 3)

**You cannot apply for a place in year 3 for a primary school as a junior transfer application (except for 15 places in Year 3 at Copnor Primary School, which are allocated through the junior transfer process). You must apply under the in-year process (see 'In-year applications' on page 9).**

As children attending primary schools automatically move into year 3, we will not know whether there are vacancies until after the allocation date for junior schools. Therefore if your child is in an infant school you are strongly advised to apply for a junior place for your child to ensure they have a school place for Year 3.

## Where can I get help to complete the application?

If you require help or would like advice about completing your application please contact us.

## What are my rights?

You have the right to express a preference for a school. However, this is not a free and open-ended choice. The law says that the local authority must do everything it can to meet your preference within the limits of 'efficient education and the efficient use of resources'.

Whether or not a place can be offered will depend upon the number of other applicants who want places at the school and the number of places available.

If a place is not offered at any of your preferred schools, your child's name will automatically be added to the waiting list for the schools. You will then be asked to confirm if you wish to remain on any waiting lists. You also have a right to appeal to an independent panel.

You can use pages 63–68 as a guide to expressing realistic preferences based on your individual criteria for a school.

## How should I decide on my preferred schools?

Parents submit only one application form stating up to **six** preferences for starting school or up to **three** preferences for junior and secondary. **If parents submit more than one application form then the application with the latest signature and date will be used as the admissions application.** It is therefore important to gain as much information as you can to decide which school to put on your application.

Contact schools direct for a copy of their individual prospectus or view their website (see pages 56 to 60) and for dates of any open days or evenings (see page 7). Copies of inspection reports by the Office for Standards in Education (OFSTED) are available from schools, libraries and from the OFSTED website **[www.ofsted.gov.uk](http://www.ofsted.gov.uk)**. School performance tables can also be viewed on the Department for Education (DfE) website **[www.education.gov.uk](http://www.education.gov.uk)**

**You need to be aware that many schools in the city are heavily oversubscribed and this is important to remember when deciding on your preferred schools.**

In previous years, at a number of schools in Portsmouth, it has not been possible to meet all preferences. If a school is oversubscribed by the number of applications for places available, the admission policy is used to allocate the places. When considering your preferred schools, you are strongly advised to look at the school's admission policy criteria and consider which category you would come under.

It is important when applying for a school place:

- to understand the order in which places are allocated if a school is oversubscribed by reading the admission policy for the school
- to be aware of your designated catchment school and consider whether this needs to be one of your preferences (it doesn't have to be your first preference school). Please note that transport assistance can only be considered if you have applied for, and been refused a place at your catchment school.

## Who can apply?

Applications must be made by a parent or carer who holds legal parental responsibility for a child. Only one application should be made per child. Any dispute will have to be resolved between the parties before the LA can process the application.



# The admissions process

This section will help you understand how places are allocated

## Proof of address

We will check the address on your application against the records we hold for your child's current school/nursery and against council tax records. We may also require you to submit proof of address including council tax bills, utility bills, Child Benefit or other specified address evidence on request.

## What are my chances of getting my preferred school place?

This can be difficult to assess as the pattern of applications changes from year to year for each school. It would be unwise to assume that your child is guaranteed a place at a particular school based upon the pattern of applications in previous years. Generally, if a school has been oversubscribed you will need to consider if your child would meet any of the admission policy criteria and the priority of that criterion.

For information on previous years' applications see pages 62 – 68.

- ! **Living in the catchment area does not automatically guarantee a place in a school.**
- ! **A sibling link at the preferred school does not automatically guarantee a place.**
- ! **If your child is transferring from infant to junior school or to a secondary school, they are not automatically guaranteed a place if they attend a linked feeder school (see pages 62 for feeder schools).**
- ! **If you are successful in gaining a place at an infant school which is not your catchment school, you may not gain a future place at the junior school that it feeds into as catchment is a higher criteria than feeder.**

**This is the same for many of the junior/primary schools who are feeders for secondary schools.**

- ! **For children starting school, attendance at a nursery – even on a school's premises – is not a criterion and does not guarantee a place in the school.**

## How are places allocated?

We use an 'Equal Preference Scheme'. This means at the first stage, each of your preferences is considered for that school regardless of your preference order. If a school is oversubscribed by the number of applications, places will be allocated strictly according to the admission criteria stated in the admission policy for that school. If a school is undersubscribed then places can be offered to all applicants.

If we are able to potentially offer a place at more than one of your preferences, the place will be allocated at the school which you have ranked the highest.

If a place cannot be offered at any of the preferred schools, a place will be offered at the catchment area school (**if places remain available**), or the next nearest school with places available. Parents will also be advised of alternative schools with places available at that time. Please refer to the 'Equal preference flow chart' on page 8.

Please do not name the same school more than once as this will not increase your chance of obtaining a place at the school and will limit your number of preferences.

**If you do not apply to your catchment area school as one of your preferences, you will not automatically be offered a place there if you are unsuccessful with your other preferences**



**(as your catchment area school may already have filled with preference requests). You need to consider whether your catchment school should be one of your preferences.**

**Please be aware that you may not be eligible for transport assistance to school if you have not applied for your catchment school.**

## What is an admission policy?

Each school in the city has an admission policy. The policy will describe the order in which places are allocated when there are more applications than places i.e. if a school is oversubscribed.

The admission policies are on pages 22 to 52.

## Home address for allocation

The address used in the admissions allocation process is the child's permanent residential address on the closing date.

Only one address can be used on the application form and considered as your child's residence for allocation purposes.

## Children residing within a split family

Parents must nominate one of their addresses as the child's address for the application if the child spends part of the week with each parent. This must be the address of a parent not another family member.

Address checks will be carried out and we may require further evidence (see page 15). In the event of a dispute, the LA will determine residence based on the information it holds and/or where the child benefit is paid. The same address will be used for subsequent applications and waiting lists.

## Informal residence arrangements

Informal residence arrangements with family and friends will not generally be accepted unless there are exceptional circumstances, for which independent supporting evidence will be required, as specified by the authority.

## What happens if I move house during the application process?

Where families are moving home or have moved recently, it will be necessary to prove that the new address is their main dwelling. Parents will need to produce evidence to confirm occupancy, for example:

- that contracts have been exchanged for the purchase of a residential property
- details of a lease on such a property or proof of tenancy for a period extending for at least the first school term for which admission is required
- council tax bill AND gas, electric or water/ sewage bill

The address used on the application form must be the child's permanent address on the application closing date – **Monday 31 October 2016** for secondary transfer applicants, and

**Sunday 15 January 2017** for starting school and junior transfer applicants. Future addresses will be taken into account for the admissions process if you have exchanged contracts on a property or signed a lease rental agreement before **Friday 6 January 2017** for secondary applications and **Friday 3 March 2017** for starting school and junior transfer applications, but you must contact us to advise us of your change of address and provide evidence as stated above. If we receive information from the child's school or other sources that



your address has changed before the start of the allocation process, we will contact you to confirm the address we will be using for allocation purposes.

Parents who are moving house but who are unable to provide evidence of this move by the closing date are advised to submit their application on time using their current address and address evidence. The local authority will then amend the application to the new address, if the relevant evidence is received by **Friday 6 January 2017** for secondary applications or by **Friday 3 March 2017** for starting school and transfer to junior applications. However, if evidence is received after this date, as the allocation process will have begun, the allocation will be based on the previous address. If your application is unsuccessful, your new address will be used if you confirm you wish to remain on the school's waiting list. It is the parent's responsibility to ensure the evidence is received by us by the dates specified.

We will determine the matter of residence, if necessary, and must be satisfied with the evidence provided for an address to be accepted for the purpose of a child's admission to school. Admissions staff will also verify addresses by checking council tax records and by requesting further address evidence direct from parents. We may monitor residency details if claimed addresses including temporary addresses cause concern. **Please note places can be withdrawn if the address given is not the child's permanent residence.**

## Children of UK service personnel

For service families moving into the area a letter from the Drafting Officer or an MOD 1132 will be sufficient providing it is received by **Friday**

**6 January 2017** for secondary applications or by **Friday 3 March 2017** for starting school and junior transfer applications. Please ensure you indicate on your application that you are a service family. This is important even if you are applying for a school/s which do not give priority for children eligible for service premium.

If you are making a late application, see page 17.

## Evidence requests and false information

Evidence supplied at the request of the Admissions Team must be recent. Evidence will not be accepted unless it is received by the required date.

If requests for evidence are not responded to by the required date, the application will either not be considered under that criterion or, if a change of address, the application may be considered using the old address.

Checks are made on the information provided and we will also investigate any allegations of fraudulent addresses. If it is established that false or misleading information has been used in order to gain a place at a school, the law allows local authorities to withdraw places. An example of false information would be the use of an address which is not the child's normal residence. A child's place may be withdrawn even if the child has started at the school. If the child were allowed to remain at the school, any subsequent children within the same household would not benefit from the sibling link criterion.

**! It is an offence to give false information to obtain a place at a school.**



## Pupils with an Education Health and Care (EHC) Plan

If a child has a Education Health and Care Plan (previously known as statement of special educational needs) the local authority has a legal duty to consult with the governing body of the parent's preferred school to determine if the school can meet those needs.

The admission limit of each school includes the number of EHCP. These applicants are usually allocated places before the mainstream application process is completed. However, if the EHCP is not completed until after allocation day, the law requires the named school to admit these children over number if necessary.

Further information about SEND and the admissions arrangements for children with an EHCP is available on page 73, or:

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

Phone: **023 9284 1238**

Email: [sen.education@portsmouthcc.gov.uk](mailto:sen.education@portsmouthcc.gov.uk)

## Make sure you apply by the closing date

Your online application or application form must be submitted by the relevant closing date.

Secondary transfer

**Monday 31 October 2016**

Starting school and junior transfer

**Sunday 15 January 2017**

**! Failure to apply on time will seriously affect your child's chances of being offered a place at your preferred school.**

## Applying online

You will receive an email confirming that you have applied. If you do not receive an email you may not have submitted your application. Please go back into your application and submit, or check your spam/junk/trash folder before contacting the Admissions Team.

## Where do I return my application form?

### Applications for children starting school

If you are unable to apply online, you can complete a paper application form and return it to your first preference school if it's a Portsmouth school. The school will log your application and send it to us via the internal courier service. Alternatively you can return it directly to us at the address on page 9.

### Applications for children transferring to junior school or transferring to secondary school

Applications should be completed online. If you need to complete a paper application form, return it to your child's present school if it's a Portsmouth school. The school will log your application and send it to us via the internal courier service or you can return it directly to us at the address on page 9.

Parents (resident in Portsmouth) of children attending schools outside of the city or independent infant/primary schools should return the form to us at the address on page 9.

**! If you are posting your form we recommend you obtain proof of posting. If you hand deliver your form to the civic offices please obtain a receipt.**



## Non-Portsmouth residents applying for a Portsmouth School

Parents should apply online through their home local authority's website or return their applications as advised to their home local authority.

For example, if you live in Havant and want to apply to a Portsmouth school you will need to apply to Hampshire County Council and follow their instructions. You can include Portsmouth or other area schools, not just schools from your home local authority.

## How do I know if my application has been received?

If you have applied online, you will receive a confirmation email straight away. If it has been necessary to complete a paper application before the closing date, you will receive a letter to acknowledge receipt of your application form. Please contact us if you do not receive an acknowledgement by **January 2017** for secondary transfer applications, or by **March 2017** for starting school and junior transfer applications.

## What happens if my application is late? (Received after the relevant closing date)

You will not be able to apply online after the closing date.

All applications received by the closing date will be considered first. Late applications will only be considered after all those applications received on time have been considered and allocated places.

A late application, even to your catchment area school, is unlikely to be successful if your preferred schools have been oversubscribed with on time applications. Late applications will also mean that you will have a delay in going onto the school's waiting list as you will have to wait for your application to be processed before this can happen.

If you consider you have significant and exceptional reasons for your late application you will need to put your reasons in writing to us for consideration before **Friday 6 January 2017** for secondary transfer or **Friday 3 March 2017** for starting school or junior transfer.

Late applications will be processed in batches within timeframes determined by the LA. Each batch will be allocated under the equal preference scheme (see page 8).

## Children of UK service personnel

Applications from service families moving into Portsmouth will be accepted as on time until **Friday 6 January 2017** for secondary applications and **Friday 3 March 2017** for starting school or junior transfer providing there is proof of drafting/MOD 1132.

If your application is late and you are applying for a starting school place (Year R), the School Admissions Code allows for admission authorities to consider admitting your child to a school even if it is full (as an excepted pupil). This decision will be based on all the circumstances including those relevant to your family and child and the impact on the school, including the 'efficient education and efficient use of resources'.

The current guidance is that an excepted pupil can only be admitted from the top of the waiting list.



## Can I change my preferences?

### BEFORE the closing date

If you are applying online, you can change your preferences online and resubmit your application. You will receive an email confirmation that your application has been resubmitted. We will process the latest application.

If you have submitted a paper application and wish to change the original preferences made on your form before the closing date, you should put your request in writing to us.

### AFTER the closing date

You are not able to change your preferences after the application closing date. Only additional preferences received in writing may be added which will be considered as late preferences and processed after all the on-time applications.

If you feel you have significant and exceptional reasons for changing your preferences after the closing date you will need to put your reasons in writing to us for consideration before **Friday 6 January 2017** for secondary applications and before **Friday 3 March 2017** for starting school and junior applications.

## When will I know whether my application has been successful?

You will receive an email on allocation day if you have applied online and requested this option.

Other applicants will have a letter sent out to the home address on allocation day.

Emails or letters will also be sent by us on behalf of the governing body of voluntary aided, foundation schools and academies to parents on that date.

Parents need to ensure that the Admissions Team holds the correct address details.

! **Allocation details will NOT be given over the telephone.**

! **Only parents who have applied online will be able to be notified by email.**

## What do I do when I receive notification of allocation?

Parents are required to confirm their acceptance of the place offered via the online response or in writing by the deadline in your offer information.

If a parent does not confirm their acceptance of the place offered within the time specified, the offer of the place may be withdrawn.

## What can I do if I am not successful in gaining a place at my preferred school(s)?

You can confirm that you wish your child's name to remain on the waiting list and make an appeal to an independent appeal panel.

### Waiting lists

If you have not gained a place at one or more of your preferred schools, we will place your child's name on the school's waiting list and ask you to confirm that you wish your child's name to remain on the waiting list for that academic year. Your child's position on the waiting list will be prioritised



according to the admissions criteria in their admissions policies.

Note: there is no distinction between on time applicants and late applicants on the waiting list.

**It is important to note that a child's position on the waiting list can change, moving both up or down, as children either join or are removed from the waiting list. No priority is given based on the length of time on the waiting list. They must be ordered by oversubscription criteria.**

If you wish your child to remain on a school waiting list please indicate this on your online response or on the response form received with your allocation letter and return it to us by the date specified as places can become available at any time.

Please note: you can have your child's name on more than one waiting list and at the same time as making an appeal to the school.

We manage all waiting lists for starting school, junior transfer and secondary transfer until the end of each academic year (31 August). We also maintain all waiting lists for in-year year groups except for Lyndhurst Junior School, St. Edmund's Catholic School and Charter Academy. For these schools, please contact them directly with waiting list queries.

### Appeals process

If we are unable to offer you a place at any of your preferred schools, you have the right of appeal to an independent panel, which is set up under Section 94 of the School Standards and Framework Act 1998. This right of appeal may be for more than one school. You may only appeal where you have applied and have been refused admission to a school. You have 20 school days within which to

state that you intend to appeal or by the specified deadline date given in your letter.

If your appeal form is received after the deadline date, we cannot guarantee that your appeal will be heard on time. Appeals for admissions in September are usually heard in April and May for secondary schools and June and July for starting school and junior transfers.

The appeals process is independent and separate from the process followed by the Admissions Team for the allocation of places and for the operation of waiting lists. Successful appellants are allocated a place in a school above the published admission limit by the appeals panel.

Please refer to page 70 for information on the number of appeals upheld for junior transfer last year and previous years. Please refer to page 71 for the number of appeals upheld for secondary transfer last year and previous years.

Please carefully consider and review your grounds for appeal before submitting it.

### Appeals for admission to infant classes

If you are applying for admission at Key Stage 1 (year groups R, 1 and 2), your grounds for appealing are **limited** because of legislation on statutory legal class size limits. The law only allows a Key Stage 1 appeal to be upheld where one or more of the following grounds are established:

Ground A: The admission of additional children would not breach the infant class size limit.

Ground B1: The admission arrangements do not comply with admissions law.

Ground B2: The school's admissions arrangements were not correctly and impartially applied.



To be successful under grounds B1 and 2, your child must have been disadvantaged and would otherwise have been offered a place.

Ground C: The decision not to admit your child was a decision that no reasonable authority would make in the circumstances.

**The appeal panel are limited to a review of the decision of the LA to refuse a school place based on the information available at the time, so it is important to be clear about your grounds for appeal.**

Please refer to page 69 for information on the number of infant appeals upheld for starting school last year and in previous years.

Please carefully consider and review your grounds for appeal before submitting it.

### Where can I get my appeal form?

Please request a form from the Admissions Team.

### How many times can I appeal for a particular school?

If your appeal is unsuccessful, you cannot appeal for a place at the same school in the same academic year again unless there is a significant and material change in your circumstances. A significant and material change in your circumstances would be, for example, if you moved into the designated catchment area for your preferred school or if a brother or sister of the child you have made an application for, is offered a place in another year group at the school. You would need to notify the Admissions Team of any change in circumstances prior to lodging a further appeal.

You can, of course, remain on the waiting list for a school even if your appeal was unsuccessful.

# Schools and admissions policies

This section gives information on schools in Portsmouth and their admissions policies

## Types of school

### Community schools

These are maintained by Portsmouth City Council as the local authority. These are run by the headteacher and governors in partnership with the city council. The council is responsible for the admission policy and admissions.

### Voluntary controlled schools

These were originally set up by bodies such as the Church of England or Roman Catholic Church but are now maintained by Portsmouth City Council as the local authority. These are run by the headteacher and governors in partnership with the city council. The council is responsible for the admission policy and admissions.

### Voluntary aided schools

These were originally set up by bodies such as the Church of England or Roman Catholic Church and are jointly funded by the Church Diocesan Boards and the city council. The governors are responsible for their admission policy and admissions.

### Foundation schools

These were formerly grant maintained schools but are now maintained by the council. The governors are responsible for their admission policy and admissions.

### Academies

Academies are publicly funded, non-selective schools that operate within the state system although they are independently governed. Academies are responsible for their admission policies and admissions.



## Enquiries for more information

All schools are pleased to receive enquiries and can provide an individual prospectus. They are happy to meet parents you must arrange an appointment first. There is also lots of information on individual schools on their websites.

**The LA is required to coordinate all admissions applications for the main point of entry in September for Year R, Year 3 (Infant - Junior only) and Year 7.**

# Infant, primary and junior schools admissions policies

This section contains information on schools' admissions policies for 2017/18

## Infant Schools (including academies)

This policy will apply to all admissions for the academic year 2017/18 including in-year applications. For details of Published Admission Numbers (PAN's) for each community infant school please refer to list on pages 56–59.

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

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 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. All applications received under this category are considered by a multi-disciplinary team of the local authority.
- 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 or an adjacent junior school in the academic year commencing September 2017; 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 demonstrable 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 requiring prioritisation, this will be done by casting lots.



Note: should the school be oversubscribed from within any of the criteria 4(i) to 4(iii) above, then any additional criteria as given in 4(i) to 4(iv) will be used to prioritise applications within 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 statement of special educational needs or education, health and care plan

The Admissions code states “all children whose statement of special educational need (SEN) or 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.

See page 53 for additional information and a guide to criteria.

## All Community and Voluntary Controlled Primary Schools and the following Academies: Flying Bull Primary, Gatcombe Park Primary and Westover Primary

This policy will apply to all admissions for the academic year 2017/18 including in-year applications. Please see a list of primary schools and their published admission numbers (PAN's) on pages 56–59.

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

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 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. All applications received under this category are considered by a multi-disciplinary team of the local authority.
- 3) Children whose parents have a religious conviction for attending St Jude's Church of England Primary School only. Supporting evidence must be submitted with the application on the supplementary form provided, signed by the appropriate religious leader. Applicable to St Judes CE Primary only.
- 4) 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 6(i) to (iv).
- 5) Children whose parents have a religious conviction for attending St George's Beneficial Church of England Primary School only. Supporting evidence must be submitted with the application on the supplementary form provided, signed by the appropriate religious leader. Applicable to St Georges Beneficial CE School only.
- 6) 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) already on roll and who will still be 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
    - 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 demonstrable skill shortage

- iv) 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 a school be oversubscribed from within the criteria above then distances as given in 6 (iv) will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

NOTE: Should the school be oversubscribed from within any of the criteria 4(i) to 4(iii) above, then any additional criteria as given in 4(i) to 4(iv) will be used to prioritise applications within 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 statement of special educational needs or education, health and care plan

The Admissions code states "all children whose statement of special educational need (SEN) or 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.

See page 53 for additional information and a guide to criteria.

## Ark Ayrton Primary Academy/Ark Dickens Primary Academy

Admissions policies relating to admissions to these academies in the academic year 2017/18 (for a full copy of the policy and explanatory notes please go to the academy's website)

Each academy has an agreed PAN of 60 pupils in the Reception year. After the allocation of reception places, the academy will admit 'rising fives', i.e. all children with places can be admitted to the reception year at school in the September following their fourth birthday but before reaching compulsory school age.

### Oversubscription criteria

Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to the primary school is greater than the PAN, applications will be considered against the criteria and order set out below:

- a) Looked After Children and children who have been previously looked after (pursuant to the Admissions Code).
- b) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
- c) Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-brother/-sister or an adopted child resident at the same address. In respect of applications to the primary school, the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority.
- d) Children of staff in the school – Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.
- e) Children living in the schools designated catchment area. A map of the area is available at the academy. A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence. Where it is necessary to prioritise applications within this category the shortest distance from the child's home to school, measured in a straight line distance will be used.
- f) Children living outside the catchment area – A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.

- i) in those cases where the relevant LA measures distance on behalf of Ark Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.
- ii) in those cases where Ark Schools is required to carry out the measurement itself, priority will be given to those children who live closest to the school using a straight line measurement taken from Ordnance Survey Data from the academy building's main reception to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the academy building's main reception to the main entrance of the building in which the flats are located.

### Tie breaker

If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

## Beacon View Primary Academy and The Victory Primary Academy

For a full copy of the policy and explanatory notes please go to each academy's website

This policy will apply to all admissions for the academic year 2017/18 including in-year applications. The Published Admission Number (PAN) for these academies is 60. If the schools are oversubscribed, applications will be considered first according to the following priorities in the order set out below:

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 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. All applications received under this category are considered by a multi-disciplinary team of the local authority.
- 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 (ii).
- 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) already on roll and who will still be attending the school the following 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 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). Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

NOTE: Should the school be oversubscribed from within any of the criteria 4(i) to 4(iii) above, then any additional criteria as given in 4(i) to 4(iv) will be used to prioritise applications within these categories

### Displaced Sibling

Where the LA is unable to meet a parental preference in relation to 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 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 statement of special education needs or education, health and care plan

The Admissions code states “all children whose statement of special education need (SEN) or 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.

## Catholic primary schools

For a full copy of the policy and explanatory notes please visit each school's website.

Corpus Christi, St John's, St Paul's and St Swithun's are voluntary aided schools in the trusteeship of the Diocese of Portsmouth. They are maintained by Portsmouth Local Authority (LA). The schools were founded by and are part of the Catholic Church. The schools are conducted as Catholic schools in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Portsmouth. The schools offer a Catholic education serving the Catholic communities in the Portsmouth Pastoral Area incorporating the parishes of St John's Cathedral, Corpus Christi with St Joseph, Our Lady of Lourdes and St Swithun and St Colman with St Paul. Although Catholic children have priority of admission, the governing bodies of Corpus Christi, St John's, St Paul's and St Swithun's also welcome applications from those of other denominations and faiths who support the religious ethos of the schools.

The admissions process for all schools in the city is co-ordinated by the LA. However, the Governing Body of each Catholic school is its own Admission Authority and is responsible for determining the School's admission policy. The four Catholic primary schools work closely with each other and with the support of the LA and Diocese have agreed the following policy for 2017-2018.

The Governing Body of each school will admit children, who will attain the age of 5 years during the school year **1 September 2017 to 31 August 2018**, up to its published admission number (PAN).

The PAN for each school is as follows:

Corpus Christi	45
St John's	30
St Paul's	60
St Swithun's	45

### Corpus Christi Catholic Primary School, St John's Cathedral Catholic Primary School, St Swithun's Catholic Primary School

Should there be more applications than places available at any one of the schools Corpus Christi, St. John's or St. Swithun's the governing body of that school will admit children in the following category order:

- 1) Baptised Catholic looked after children (see explanatory notes\*).
- 2) Baptised Catholic children of parents who have attended **Sunday** Mass weekly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed.
- 3) Baptised Catholic children of parents who have attended **Sunday** Mass at least monthly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed.
- 4) Baptised Catholic children of parents who have attended **Sunday** Mass less than monthly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed.
- 5) Looked after children who are not baptised Catholic (see explanatory notes\*).
- 6) Other children who are not baptised Catholic of a baptised Catholic parent who has attended



**Sunday** Mass weekly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed (see explanatory notes\*).

- 7) Other children who are not baptised Catholic of a baptised Catholic parent who have attended **Sunday** Mass at least monthly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed (see explanatory notes\*).
- 8) Other children who are not baptised Catholic of a baptised Catholic parent who have attended **Sunday** Mass less than monthly in a Catholic community for the last year at the point at which the Supplementary Information Form is signed (see explanatory notes\*).
- 9) Siblings of children at the school at the intended time of entry (see explanatory notes\*).
- 10) Children who are active members of other Christian denominations (see explanatory notes\*).
- 11) Children who are active members of other faith traditions.
- 12) Other applications.

Should there be more applicants than places available in any one of the above categories priority will be given in the following order:

- m) Siblings (see explanatory notes\*).
- n) Distance (see explanatory notes\*).

### St Paul's Catholic Primary School

Should there be more applications than places available at St Paul's School, the governing body will admit children in the following category order:

- 1) Baptised Catholic looked after children (see explanatory notes\*).
- 2) Baptised Catholic children (see explanatory notes\*).
- 3) Looked after children who are not baptised Catholic (see explanatory notes\*).
- 4) Other children who are not baptised Catholic of a baptised Catholic parent (see explanatory notes\*).
- 5) Siblings of children at the school at the intended time of entry (see explanatory notes\*).
- 6) Children who are members of other Christian denominations (see explanatory notes\*).
- 7) Children from other faith traditions.
- 8) Other applications.

Should there be more applicants than places available in any one of the above categories priority will be given in the following order:

- i) Siblings (see explanatory notes\*).
- j) Distance (see explanatory notes\*).

**\*To view each school's explanatory notes please visit their individual website or contact the Admissions Team.**

## All Community Junior Schools and the following Academies, Stamshaw Junior and Court Lane Junior

This policy will apply to all admissions for the academic year 2017/18 including in-year applications. Please see list of junior schools and their published admission numbers (PAN's) on pages 56–59.

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

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order,
- 2) Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached. 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. All applications received under this category are considered by a multi-disciplinary team of the local authority.
- 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 (v).
- 4) Children living outside the school's catchment area in the following priority order:
  - i) children who have a brother or sister (living in the same household) at the school or an adjacent infant school on the academic year commencing September 2017.

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 demonstrable skill shortage
- iv) children attending, at the time of application, a named feeder Infant school; Please see list of feeder infant schools at the end of this document.
- v) children who live closest to the school, based on the shortest distance from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications)..  
Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

NOTE: Should the school be oversubscribed from within any of the criteria 4(i) to 4(iv) above, then any additional criteria as given in 4(i) to 4(iv) will be used to prioritise applications within 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 statement of special educational needs or education, health and care plan

The Admissions code states “all children whose statement of special educational need (SEN) or 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.

See page 53 for additional information and a guide to criteria.

## Isambard Brunel Junior School (Academy) Newbridge Junior School (Academy)

For a full copy of the policy and explanatory notes please go to the academy's website.

This policy will apply to all admissions for the academic year 2017/2018 including in-year applications. The Published Admission Number (PAN) is 90 for Isambard Brunel Junior and 150 for Newbridge Junior.

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

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 2) Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. 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. All applications received under this category are considered by a multi-disciplinary team of the local authority.
- 3) Children living within the school's designated catchment area. If the school cannot admit all applications from the catchment area, priorities 4i to 4iii, will be used.
- 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) already on roll and who will still be attending the school the following academic year:  
Note: this category does include 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 (see additional information on page 50).
- ii) children attending at the time of application a named feeder infant school
- iii) children who live closest to the school, based on the shortest distance from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications- see additional information). Should there be two or more identical distances requiring prioritisation, this will be done by casting lots (See additional information).

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

### Pupils with a statement of special educational need or education, health and care plan

Admission of pupils who have been issued with a statement of special educational need or Education, Health and Care plan is through a different process. Pupils with statement or a plan naming a particular school are taken account of and given priority in the allocation process.

## Lyndhurst Junior School (Academy)

For a full copy of the policy and explanatory notes please go to the academy website.

Lyndhurst Junior School is an academy with an admission number of 120 for the year 2017-2018. Although the school is an academy it participates in the local authority co-ordinated scheme for admissions and all dates and procedures within that scheme will apply.

We are an inclusive school and welcome all applications. There is no guarantee of a place for children living in the catchment area or attending feeder infant schools and you must make an application to attend Lyndhurst Junior School (Academy). We will admit from outside the area if there are spaces available.

Admission to our school is not dependent on ability or voluntary financial contribution. Children are expected to take part in all National Curriculum subjects including R.E.

If the school is oversubscribed, applications will be prioritised in order of the criteria below:

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 2) 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 3(i) to (v) below.) 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.
- 3) Children living outside the school's catchment area in the following priority order:
  - i) children who have a brother or sister (living in the same household) already on roll and who will still be attending the school or on roll or offered a place for September 2017 at College Park Infant school the following 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) where

- a) the member of staff has been employed at the school for 2 or more years when the application is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- iv) children attending, at the time of application, College Park Infant School.
- v) children who live closest to the school, based on the shortest distance from home to school, measured '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 3(i) to 3(iii) above, then any additional criteria as given in 3(i) to 3(iv) will be used to prioritise applications within these categories.

### Pupils with a statement of special educational needs or education, health and care plan

The Admissions code states "all children whose statement of special educational need (SEN) or 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.

## Mayfield All Through School

This policy will apply to all admissions for the academic year 2017/18 including in-year applications. Mayfield has a published admission number (PAN) of 60 for entry into Year R and 200 for Year 7.

There are two points of main phase entry for this school in 2017/18 to Year R and to the secondary phase in Year 7. This policy applies to both cohorts.

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

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 2) Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. Applications under this criterion must be supported by written evidence from an appropriate professional person involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate. Applications received under this category are considered by a multi-disciplinary team of the local authority.
- 3) Children of staff employed at the school where
  - a) the member of staff has been employed at the school for 2 or more years when the application is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage



- 4) Children eligible for service premium  
Note: service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002
- 5) 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 6 (i) to (iii) below.)
- 6) 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) already on roll and who will still be attending the school the following academic year;  
Note: this category does include 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 attending a feeder junior/primary school; Please see a list of feeder junior/primary schools. Please note this criterion is only available to secondary transfer applications.
  - iii) children who live closest to the school, based on the shortest distance from home to school, measured on a straight line (This distance will be used where necessary to prioritise applications).

Note: Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Should the school be oversubscribed from within any of the criteria 6(i) to 6(ii) above, then any additional criteria as given in 6(i) to 6(iii)

will be used to prioritise applications within these categories.

### Displaced Pupil

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 sibling at the same school at a later stage. 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 statement of special educational needs or education, health and care plan

The Admissions code states "all children whose statement of special educational need (SEN) or 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.

See page 53 for additional information and a guide to criteria.

# Secondary school admissions policies

This section contains information on each school's admissions policy

## Admiral Lord Nelson School

For a full copy of the policy and explanatory notes please go to the academy website. The Published Admission Number (PAN) is 200.

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

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 2) Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. 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. All applications received under this category are considered by a multi-disciplinary team of the local authority.
- 3) Children living within the school's designated catchment area. If the school cannot admit all applications from the catchment area, priorities 4i to 4iv, will be used.
- 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) already on roll and who will still be attending the school the following academic year,

Note: this category does include 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 attending a feeder junior/primary school (Copnor Primary, Westover Primary and Gatcombe Park Primary)
- iii) children who are eligible for service premium  
Note: service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002:
- iv) children who live closest to the school, based on the shortest distance from home to school, measured '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 4i to 4iii above, then any additional criteria as given in 4i- iv, will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

### Pupils with an education, health and care plan

Admission of pupils who have been issued with a statement of special educational need or education, health and care plan is through a different process. Pupils with a plan naming a particular school are taken account of and given priority in the allocation process.

Also refer to Guide to Criteria and additional information on admission policies on pages 53–55.

## Trafalgar School

For a full copy of the policy and explanatory notes please go to the academy's website.

The published admission number (PAN) is 200 and both boys and girls are welcome to apply for Year 7 in September 2017/18. For in-year applications made during the academic year 2017/18, Years 7, 8 and 9 are co-educational and years 10 and 11 are boys only.

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

- 1) Children who are looked after by the Local Authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 2) Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application.



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. All applications received under this category are considered by a multi-disciplinary team of the local authority.

- 3) Children living within the school's designated catchment area (shared with Mayfield School). If the school cannot admit all applications from the catchment area, priorities 4i to 4iv, will be used.
- 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) already on roll and who will still be attending the school the following academic year:  
Note: this category does include 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 (see additional information).
  - ii) children attending a feeder junior/primary school (Isambard Brunel Junior, Lyndhurst Junior, Newbridge Junior, Northern Parade Junior, Stamshaw Junior),
  - iii) children who are eligible for service premium.  
Note: service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002.

- iv) children who live closest to the school, based on the shortest distance from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications, see additional information).

Note: should the school be oversubscribed from within any of the criteria 4i to 4iii above, then any additional criteria as given in 4i-iv, will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots (See additional information).

### Pupils with an education, health and care plan

Admission of pupils who have been issued with a statement of special educational need or education, health and care plan is through a different process. Pupils with a plan naming a particular school are taken account of and given priority in the allocation process.

## Charter Academy

For a full copy of the policy and explanatory notes please go to the academy website.

The academy has an agreed PAN of 120 pupils in Year 7.

The PAN for external Year 12s is five. Those students already attending the academy and achieving the minimum academic entrance requirements will transfer to the sixth form.

- 1) The minimum academic entrance requirements for admission to the post-16 provision will be published in the academy sixth-form prospectus which will be available on request and also published on the academy website. These requirements will relate to both internal and external applicants.
- 2) Young people may apply on their own.
- 3) Students will be informed in writing whether or not they have been allocated a place.

### Secondary oversubscription criteria

Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to the secondary school or sixth form is greater than the PAN, applications will be considered against the criteria and order set out below:

- 1) Looked After Children and children who have been previously looked after (pursuant to the Admissions Code).

- 2) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
- 3) Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-brother or -sister or an adopted child resident at the same address.
- 4) Children of staff in the school – Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.
- 5) Pupils who live in the catchment area for the academy, which is defined as: south of and including both sides of Kingston Crescent; west of centre of Kingston Road and Fratton Road; west of and excluding Victoria Road North; west of centre of Victoria Road South, Lennox Road South and Clarence Parade down to Jack Cockerill Way then south of Clarence Parade

and part of South Parade. A map of the area is attached to this policy and will be available at the academy and on the website.

- i) where there are more applicants than available places in the catchment, priority will be given to children attending a feeder school listed in 6 below.
  - ii) children will then be ordered by straight line distance.
- 6) Children living outside the catchment area but currently attending one of the following primary schools children will be prioritised by straight line distance between home address and Charter Academy:
- i) Ark Ayrton Primary Academy
  - ii) Ark Dickens Primary Academy
  - iii) Arundel Court Primary School
  - iv) Cottage Grove Primary School
  - v) Flying Bull Primary Academy
  - vi) St George's Beneficial CE Primary School
  - vii) St Jude's CE Primary School
- 7) Distance measurement – A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.
- i) Portsmouth City Council measures distance on behalf of Ark Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.
  - ii) in those cases where Ark Schools is required to carry out the measurement

itself, priority will be given to those children who live closest to the school using a straight-line measurement taken from Ordnance Survey Data from the academy building's main reception to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the academy building's main reception to the main entrance of the building in which the flats are located.

Tie breaker: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

### Pupils with a statement of special educational needs or education, health and care plan

The Admissions code states 'all children whose statement of special educational need (SEN) or Education Health and Care (EHC) Plan names the school must be admitted'. These children have priority over and above all other applications and will be included in the admissions allocation process.

### Post-16 oversubscription criteria

Where the sixth form is oversubscribed, priority will be given to those qualifying applicants following the oversubscription criteria as described in secondary section.

## King Richard School

For a full copy of the policy and explanatory notes please go to the school's website.

The Published Admission Number (PAN) is 200. If the school is oversubscribed, applications will be considered first according to the following priorities in the order set out below:

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 2) Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. 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. All applications received under this category are considered by a multi-disciplinary team of the local authority.
- 3) Children living within the school's designated catchment area. If the school cannot admit all applications from the catchment area, priorities 4i to 4iii, will be used.
- 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) already on roll and who will still be 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 attending a feeder junior/primary school;
- iii) children who live closest to the school, based on the shortest distance from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications). Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

NOTE: should the school be oversubscribed from within any of the criteria 4(i) to 4(iii) above, then any additional criteria as given in 4(i) to 4(iv) will be used to prioritise applications within these categories.

### Pupils with a statement of special educational needs or education, health and care plan

The Admissions code states 'all children whose statement of special educational need (SEN) or Education Health and Care (EHC) Plan names the school must be admitted'. These children have priority over and above all other applications and will be included in the admissions allocation process.



## Miltoncross Academy

For a full copy of the policy and explanatory notes please go to the academy website.

This policy will apply to all admissions for the academic year 2017/18 including in-year applications.

The Published Admission Number (PAN) is 200. If the school is oversubscribed, applications will be considered first according to the following priorities in the order set out below:

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 2) Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. Applications under this criterion must be supported by written evidence from an appropriate professional person involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate. Applications received under this category are considered by a multi-disciplinary team of the local authority.
- 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 (iii) 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) already on roll and who will still be attending the school the following 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 attending a feeder junior/primary school;
- iii) children who live closest to the school, based on the shortest distance from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications).  
Note: Should a school be oversubscribed from within any of the criteria 4 (i) to 4 (ii) above, then any additional criteria as given in 4 (i) to 4 (iii) will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

### Pupils with a statement of special educational needs or education, health and care plan

The Admissions code states 'all children whose statement of special educational need (SEN) or Education Health and Care (EHC) Plan names the school must be admitted'. These children have priority over and above all other applications and will be included in the admissions allocation process.

## The Portsmouth Academy

For a full copy of the policy and explanatory notes please go to the academy website.

The Portsmouth Academy (formerly Portsmouth Academy for Girls and part of the Thinking Schools Academy Trust) is a co-educational school from September 2017 (Years 8-11 will remain as single sex for 2017-18). It has no defined catchment area; applications are welcome from anywhere in Portsmouth and the surrounding area.

Where the Academy is named on a student's Statement of Special Educational Needs or Education, Health and Care Plan, the student will be admitted by the Academy.

If the number of applications for admission to the Academy is greater than the Published Admissions Number (PAN) of 200, places will be allocated in the following priority order:

- 1) Looked After Children and children who have been previously looked after, but following being looked after became subject to an adoption order, residence order or special guardianship order\*.
- 2) Children who, at the time of the admission, have a sibling who attends the Academy. For this purpose, "sibling" means a whole, half or step-sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household. In the case of multiple births or siblings in the same year group, where there is only one place available in the Academy, the other child/ children will be offered place above PAN.

- 3) Children who attend Newbridge Junior School (part of the Thinking Schools Academy Trust), which has an annex for Year 6 children on the Academy site.
- 4) Children who attend Isambard Brunel Junior School (part of the Thinking Schools Academy Trust).
- 5) Children of staff at the school where there is a demonstrable skill shortage – priority will be given to the children of members of staff if the staff member is filling a post for which there is a demonstrable skill shortage. TSAT will be required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage.
- 6) Children of staff at the school: priority will be given to the child of a person who has been employed in the Academy for two or more years at the time the application is made.

If the school is over-subscribed from within any of the above categories (1) to (6) then distance as described in Category (7) will be used to prioritise applications.

- 7) Children who live closest to the school. Distance will be based on the shortest distance from home to school, measured in a straight line, using the LA Geographical Information System. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots by an independent party such as the LA Admissions Team.

\*\*Looked after Children are defined as being in the LA's care or provided with accommodation by the authority for a continuous period of more than 24 hours

## Priory School (Academy)

For a full copy of the policy and explanatory notes please go to the academy website.

The Published Admission Number (PAN) is 250.

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

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- 2) Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. 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. All applications received under this category are considered by a multi-disciplinary team of the local authority.
- 3) Children living within the school's designated catchment area. If the school cannot admit all applications from the catchment area, priorities 4i to 4iii, will be used.
- 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) already on roll and who will still be 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 attending a feeder junior/primary school;
- iii) Children who live closest to the school, based on the shortest distance from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications). Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

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

### Pupils with a statement of special educational needs or education, health and care plan

The Admissions code states 'all children whose statement of special educational need (SEN) or Education Health and Care (EHC) Plan names the school must be admitted'. These children have priority over and above all other applications and will be included in the admissions allocation process.

## St Edmund's Catholic School (voluntary aided)

For a full copy of the policy and explanatory notes please go to the academy website.

The Published Admission Number (PAN) for 2017/18 is 189.

Should there be more applicants than places available based on the evidence provided with each application, the governors will use the criteria for admission to place every applicant in one of the categories listed below. The order of the categories listed below determines the order of priority for admission. Applicants who qualify for more than one category will be placed in the highest one in which they appear.

### Admission categories:

- 1) Baptised Catholic Looked After Children and previously looked after children
- 2) Baptised Catholic children
- 3) Non-Catholic Looked After Children and previously Looked After Children
- 4) Children being prepared to be received into the Catholic Church (RCIA)
- 5) Children whose parent(s) are baptised Catholic
- 6) Children attending Portsmouth Cluster Catholic Feeder Schools at the time of the application
- 7) Children with siblings at the School at the intended time of entry
- 8) Children who are members of Eastern Orthodox Churches
- 9) Children from families who are members of other Christian churches
- 10) Children of staff employed at the school

11) Children from other Faiths

12) Other applicants

### Tiebreakers:

Oversubscription within the above criteria.

Should there be more applicants than places available in any of the above criteria, priority will be given in order of:

- 1) Category 2:
  - i) Religious Practice
  - ii) Distance
  - iii) Random allocation
- 2) All other categories:
  - i) Distance
  - ii) Random allocation

### Pupils with a statement of special educational needs or education, health and care plan

The Admissions code states 'all children whose statement of special educational need (SEN) or Education Health and Care (EHC) Plan names the school must be admitted'. These children have priority over and above all other applications and will be included in the admissions allocation process.

## Springfield School

This policy will apply to all admissions for the academic year 2017/18 including in year applications. Springfield has a PAN of 227.

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

- 1) Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence 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. Applications under this criterion must be supported by written evidence from an appropriate professional person involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate. Applications received under this category are considered by a multi-disciplinary team of the local authority.  
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 4(v) 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) already on roll and who will still be attending the school the following academic year;  
Note – this category does include step-brothers/step-sisters, adoptive and foster 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 attending a feeder junior/primary school; Please see a list of feeder junior/primary schools at the end of this document.
  - iv) children who live closest to the school, measured as a straight line (this distance will be used where necessary to prioritise applications). Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.  
Note – should a school be oversubscribed from within any of the criteria 4(i) to 4(ii) then any additional criteria in 4(i) to 4(iv), will be used to prioritise applications within these categories.

### Displaced Sibling

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 sibling at the same school at a later stage.

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.

See page 53–55 for additional information and guide to criteria.

### Pupils with a statement of special educational needs or education, health and care plan

The Admissions code states “all children whose statement of special educational need (SEN) or 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.



## University Technical College (UTC) Portsmouth

For a full copy of the policy and explanatory notes please go to the UTC Portsmouth website.

The PAN for academic year 2017/18 is 75 for year 10 and 100 for year 12.

UTC Portsmouth is a state funded, co-educational school, for 14-19 year-olds. It delivers the core national curriculum with an additional focus on electrical and mechanical engineering and advanced manufacturing. The UTC will operate for 40 weeks a year with a school day typically running from 8.30 am to 5.00 pm in order to prepare young people for the demands of a working day. Due to this longer day it is expected that traditional 'homework' will be completed during the school day through independent study periods. UTC Portsmouth will encourage applications from all young people, male and female, who are willing to make this commitment and who express an interest in Science, Technology, Engineering and Maths.

The aim of the UTC is to serve young people across the Solent region and our admissions policy will ensure that fair criteria and transparent processes will apply in the event that the UTC is oversubscribed.

### Applications procedures

Students have the option to join the UTC at the beginning of either year 10 or year 12. For entry to year 10, applicants will apply to Portsmouth City Council. Applications to join UTC Portsmouth in year 12 will be made directly to the UTC.

#### Year 10 applications procedure

The application deadline for year 10 is the **31 October 2016**, and offers are made on **1 February 2017**. The UTC will consider all applications for places and where there are fewer

than the PAN for year 10, an offer of a place will be made to all applicants.

If more applications are received than there are places available, then places will be allocated in line with the UTC Portsmouth's oversubscription criteria below.

#### Year 12 applications procedure

Applications for year 12 will be made directly to UTC Portsmouth, either online on UTC Portsmouth's website (**[www.utcportsmouth.org](http://www.utcportsmouth.org)**) or via the paper form, which will be available on request. The UTC will consider all applications for places and where there are fewer applicants than the PAN for year 12, a conditional offer of a place will be made to all applicants who are predicted to achieve the minimum academic requirements. (Exceptions to this rule will be made where an applicant has previously been permanently excluded twice from any schools and the date of the last permanent exclusion is within two years of the application closing date as set out in section 3.8 of the School Admissions Code.)

The application deadline is 15 January. All supplementary information to support your application will be required to be received by UTC Portsmouth by the 7 February; conditional offers based on our minimum academic requirements, will be made on the 15 February, these places will be confirmed the **Monday** after the GCSE results day, provisionally **21 August 2017**.

The minimum requirements for entry onto any Level 3 course (90 places) are 5 GCSEs at A\*-C, including maths GCSE and at least grade D in English language GCSE. Subjects to be studied at A level will require at least GCSE grade B to have been achieved in that subject. Entry criteria for individual



courses/pathways will be published via the prospectus and online.

There will also be 10 places available on a one year Level 2 course to prepare students for Level 3 study in Y13. The minimum criteria for this will be 5 GCSEs at A\*-E, including at least a grade D in maths, E in English language and D in at least one science subject. Students that apply to a Level 3 course but subsequently do not achieve the required grades may be offered a place on this course subject to availability.

### Procedures where UTC Portsmouth is oversubscribed

If the UTC is oversubscribed, applicants with statements of Special Educational Needs (SEN) or Education, Health and Care Plans (EHCP) where the UTC is named on the statement or EHCP will be admitted first. Thereafter, in the event of oversubscription, the following criteria will be applied in the order in which they are set out below:

1. Looked after children and previously looked after children.
2. Children eligible for the pupil premium, including the service premium. See 'further information and definitions' below for guidance on who this applies to.
3. Remaining places will be allocated randomly (via computer generated allocation programme) within each zone as follows:

- i) 33.4% of remaining places allocated to applicants resident at postcodes in Zone A, which will include all postcodes in the City of Portsmouth and Havant.
- ii) 33.3% of remaining places allocated to applicants resident at postcodes in Zone B, which will include all postcodes in Fareham, Gosport, Southampton and Eastleigh.
- iii) 33.3% of remaining places allocated to applicants resident at postcodes in Zone C, which will include all postcodes in The Isle of Wight, Chichester, East Hants, Winchester and Arun.
- iv) If any zone(s) is/are undersubscribed then remaining places will be split evenly between the remaining zone(s).

- 4) Any remaining places will be allocated to children who live outside the main zones and will be prioritized to those who live closest to the UTC, based on the shortest distance from home to school, measured on a straight line. (See 'further information and definitions' for further information on distance measurement.)

### Tie-break

Should there be a need for a tie breaker for two or more applicants that cannot be otherwise separated, the decision will be made by independently verified random selection (drawing of lots) to determine which applicant is offered a place.

# Guide to criteria and additional information on admission policies

**NOTE:** Not all schools have the criteria below. You must check the schools policy. If the criterion is not in the policy then it cannot be considered in allocating places eg. medical evidence cannot be considered for schools without this criterion.

## Looked After Children

These are defined as children who are looked after by a local authority, i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours.

Children who were previously looked after\*, but ceased to be so because they were adopted or subject to a residence or special guardianship order. A copy of the relevant court order will be required.

\*A child is considered as 'Looked After' as defined in section 22(1) of the Children Act 1989. A child is considered 'Adopted' as defined in section 46 of the Adoption and Children Act 2002. Residence order- as defined in section 8 of the Children Act 1989. Special guardianship order – as defined in section 14 a of the Children Act 1989

## Medical, physical, psychological or social need

If your child or a family member has a significant medical, physical, psychological or social need which relates to your school application, please tick the relevant box on application form and attach supporting evidence to your form. All evidence must be sent together with the application form. The evidence must be in writing from your doctor or other appropriate professional involved with your child's health, wellbeing or your 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.

Please note that many children experience anxiety linked to changing schools or leaving friendship groups and this will not usually be considered a significant medical or psychological need.

All applications received under this category are considered by a multi-disciplinary team of the local authority.

Failure to attach supporting evidence will delay the progress of your application and/or result in it not being considered under this criterion. It is your responsibility to provide the necessary to support your application. All information given will be treated confidentially. If you are in any doubt about whether or not to include details, please contact the Admissions Team for further advice.

## 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 is provided on the council's website.

## 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 step-brothers/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. If you have twins, triplets or more children in the same household who are due to transfer into the same year group, please be aware that should the admission limit of a school be reached by admitting one child, your other child(ren) will be offered a place at the same school.

Please note: a sibling link at the school does not guarantee admission to the school.

### Feeder schools

Junior schools have named feeder infant schools.

Secondary schools have named feeder junior/primary schools, see pages 62–63.

Attendance at a feeder school does not guarantee admission to a linked 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. Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces
- one of their parents served in the regular armed forces in the last 3 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).

Evidence may be required if none available from current educational setting.

### 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

### 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 council's Geographical Information System (GIS). The Local Land and Property Gazetteer (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 Survey's 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.

### Pupil premium: applicable to Portsmouth UTC only

Children given priority under this criterion fall into the following categories:

- Children currently registered as eligible for free school meals
- Children who have been registered as eligible for free school meals any time in the last six years



- Children whose parent(s) are serving in the regular UK armed forces
- Children of ex-regular UK armed forces personnel who were serving in the last three years
- Children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS). Parents/guardians may be required to provide evidence of eligibility on request.

### Subsequent sibling applications

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.

### Fair Access Protocol

The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of children. This protocol relates to admission applications during the year (but not the transfer of year 6 pupils from primary/junior to secondary schools or transfer of year 2 pupils from infant to junior schools in September 2017). 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.

# List of schools

## School types

**COM:** Community  
**VA:** Voluntary Aided  
**VC:** Voluntary Controlled  
**ACAD:** Academy

PAN = Published Admission Number, i.e the number of places available for September 2017 entry.

Name of school	Address	Tel	Type	PAN
<b>ARK Ayrton Primary Academy (part of ARK Schools Academy Trust)</b>	Somers Road, Southsea, Portsmouth, PO5 4LS Executive Headteacher: Ms Waelend Headteacher: Mrs Chapman <b>www.arkayrtonprimary.org</b>	9282 4828	ACAD	60
<b>ARK Dickens Primary Academy (part of ARK Schools Academy Trust)</b>	Turner Road, Portsmouth, PO1 4PN Executive Headteacher: Ms Waelend Headteacher: Mr Duncan <b>www.arkdickensprimary.org</b>	9282 6514	ACAD	60
<b>Arundel Court Primary School</b>	Northam Street, Landport, Portsmouth, PO1 1JE Headteacher: Ms Stocks <b>www.arundelcourt.com</b>	9282 4893	COM*	75
<b>Beacon View Primary Academy (part of United Learning Academy Trust)</b>	Allaway Avenue, Paulsgrove, Portsmouth, PO6 3PS Headteacher: Miss E Sykes <b>www.beaconviewprimary.co.uk</b>	9237 5302	ACAD	60
<b>College Park Infant School</b>	Lyndhurst Road, Portsmouth, PO2 0LB Headteacher: Mrs Anderson <b>www.collegeparkinfantschool.co.uk</b>	9266 2823	COM	120
<b>Copnor Primary School</b>	Copnor Road, Portsmouth, PO3 5BZ Headteacher: Mr Brawley <b>www.copnorprimary.co.uk</b>	9266 1191	COM	90 (yr R) 15 <sup>a</sup> for yr 3 junior transfer
<b>Corpus Christi Catholic (aided) Primary School</b>	Gladys Avenue, North End, Portsmouth, PO2 9AX Executive Headteacher: Mrs Schouller <b>www.corpuschristi.portsmouth.sch.uk</b>	9266 1818	VA	45
<b>Cottage Grove Primary School</b>	Chivers Close, Southsea, Portsmouth, PO5 1HG Headteacher: Mrs Honeychurch <b>www.cottagegrove.co.uk</b>	9234 1133	COM	60
<b>Court Lane Infant School</b>	Hilary Avenue, Cosham, Portsmouth, PO6 2PP Executive Headteacher: Mrs Ramshaw <b>www.courtlane-inf.portsmouth.sch.uk</b>	9237 8890	ACAD	120

\*due to convert to an academy during the academic year  
<sup>a</sup> PAN for years 3-6 is 105 so there are an additional 15 places to allocate in the junior transfer process.

Name of school	Address	Tel	Type	PAN
<b>Court Lane Junior School</b>	Hilary Avenue, Cosham, Portsmouth, PO6 2PP Executive Headteacher: Mrs Ramshaw <b>www.cljs.co.uk</b>	9237 5444	ACAD	120
<b>Craneswater Junior School</b>	St. Ronan's Road, Southsea, Portsmouth, PO4 0PX Headteacher: Mr Jones <b>www.craneswater.portsmouth.sch.uk</b>	9273 4787	COM	120
<b>Cumberland Infant School</b>	Methuen Road, Southsea, Portsmouth, PO4 9HJ Headteacher: Mrs Naylor <b>www.cumberland.portsmouth.sch.uk</b>	9273 3161	COM	60
<b>Devonshire Infant School and Development Assessment Unit</b>	Francis Avenue, Southsea, Portsmouth, PO4 0AG Headteacher: Miss Collins <b>www.devonshire.portsmouth.sch.uk</b>	9273 4902	COM	60
<b>Fernhurst Junior School</b>	Francis Avenue, Southsea, Portsmouth, PO4 0AG Headteacher: Mrs Kirby <b>www.fernhurst.portsmouth.sch.uk</b>	9273 5998	COM	90
<b>Flying Bull Academy</b> (part of University of Chichester Academy Trust)	Flying Bull Lane, Buckland, Portsmouth, PO2 7BJ Headteacher: Mr Hewett-Dale <b>www.fbacademy.co.uk</b>	9269 4313	ACAD	60
<b>Gatcombe Park Primary School</b> (part of The Ridings Trust)	St. Barbara Way, Hilsea, Portsmouth, PO2 0UR Headteacher: Mr Baker <b>www.gatcombepark.portsmouth.sch.uk</b>	9269 4412	ACAD	30
<b>Goldsmith Infant School</b>	Bramble Road, Southsea, Portsmouth, PO4 0DT Headteacher: Miss Cox <b>www.goldsmith.portsmouth.sch.uk</b>	9282 8604	COM	60
<b>Highbury Primary School</b>	Dovercourt Road, Cosham, Portsmouth, PO6 2RZ Headteacher: Mrs Sadler <b>www.highburyprimary.org</b>	9237 5404	COM	60
<b>Isambard Brunel Junior School</b> (part of The Thinking Schools Academy Trust)	Wymering Road, Portsmouth, PO2 7HX Headteacher: Mr Gilmour <b>www.isambardbrunelschool.wordpress.com</b>	9266 3444	ACAD	90
<b>Langstone Infant School</b>	Stride Avenue, Copnor, Portsmouth, PO3 6HL Headteacher: Miss Page <b>www.langstoneinfants.co.uk</b>	9283 2642	COM	90
<b>Langstone Junior School</b>	Lakeside Avenue, Portsmouth, PO3 6EZ Headteacher: Mrs Bush <b>www.langstone-jun.portsmouth.sch.uk</b>	9282 4138	COM	90
<b>Lyndhurst Junior School</b>	Crofton Road, North End, Portsmouth, PO2 0NT Principal: Ms Beel <b>www.ljsacademy.com</b>	9266 3645	ACAD	120
<b>Manor Infant School</b>	Inverness Road, Portsmouth, PO1 5QR Headteacher: Mr Howard <b>www.manorinfantschool.co.uk</b>	9282 0548	COM	90

Name of school	Address	Tel	Type	PAN
<b>Mayfield School<sup>b</sup></b>	Mayfield Road, North End, Portsmouth, PO2 0RH Headteacher: Mr Jeapes, Admissions: Mr Stedman <b><a href="http://www.mayfield.portsmouth.sch.uk">www.mayfield.portsmouth.sch.uk</a></b>	9269 3432	COM	60
<b>Medina Primary School</b>	Medina Road, Portsmouth, PO6 3NH Headteacher: Mr Payne <b><a href="http://www.medinaprimary.co.uk">www.medinaprimary.co.uk</a></b>	9237 5475	COM	30
<b>Meon Infant School</b>	Shelford Road, Milton, Portsmouth, PO4 8NT Headteacher: Mrs Daish <b><a href="http://www.meoninfant.co.uk">www.meoninfant.co.uk</a></b>	9273 1082	COM	60
<b>Meon Junior School</b>	Shelford Road, Southsea, Portsmouth, PO4 8NT Headteacher: Mr Hanna <b><a href="http://www.meon-jun.portsmouth.sch.uk">www.meon-jun.portsmouth.sch.uk</a></b>	9273 2844	COM	90
<b>Meredith Infant School</b>	Portchester Road, North End, Portsmouth, PO2 7JB Headteacher: Mrs Carroll <b><a href="http://www.meredithinfantschool.co.uk">www.meredithinfantschool.co.uk</a></b>	9266 3846	COM	90
<b>Milton Park Primary School</b>	Eastney Road, Southsea, Portsmouth, PO4 8ET Headteacher: Ms Smith <b><a href="http://www.miltonparkprimaryschool.co.uk">www.miltonparkprimaryschool.co.uk</a></b>	9273 3792	COM	60
<b>Moorings Way Infant School</b>	Moorings Way, Milton, Portsmouth, PO4 8YJ Headteacher: Mrs Nickerson <b><a href="http://www.mooringsway.co.uk">www.mooringsway.co.uk</a></b>	9282 9147	COM	45
<b>Newbridge Junior School</b> (part of The Thinking Schools Academy Trust)	New Road, Portsmouth, PO2 7RW Headteacher: Mrs Webb <b><a href="http://www.newbridgeschool.co.uk">www.newbridgeschool.co.uk</a></b>	9282 9424	ACAD	150
<b>Northern Parade Infant School</b>	Kipling Road, Portsmouth, PO2 9NJ Executive Headteacher: Mrs Wilson <b><a href="http://www.npschools.co.uk">www.npschools.co.uk</a></b>	9266 2596	COM	120
<b>Northern Parade Junior School</b>	Doyle Avenue, Portsmouth, PO2 9NE Executive Headteacher: Mrs Wilson <b><a href="http://www.npschools.co.uk">www.npschools.co.uk</a></b>	9266 2129	COM	120
<b>Penhale Infant School and Nursery</b>	Lincoln Road, Portsmouth, PO1 5BG Headteacher: Mrs Keller <b><a href="http://www.penhaleinfants.co.uk">www.penhaleinfants.co.uk</a></b>	9282 1016	COM	85
<b>Portsdown Primary School</b>	Sundridge Close, Portsmouth, PO6 3JL Headteacher: Mr Vaghela <b><a href="http://www.portsdown.portsmouth.sch.uk">www.portsdown.portsmouth.sch.uk</a></b>	9237 8991	COM	60
<b>Solent Infant School</b>	Eveleigh Road, Farlington, Portsmouth, PO6 1DH Executive Headteacher: Mrs Wilby Head of school: Mrs Peterkin-Aldred <b><a href="http://www.solent-inf.portsmouth.sch.uk">www.solent-inf.portsmouth.sch.uk</a></b>	9237 1073	COM	90

<sup>b</sup> Mayfield is an All Through school (year R to year 11) but currently primary applications can only be made for year R September 2017 and current year R, year 1 and year 2 as an in-year application. Children attending the primary part of the school will automatically transfer to year 7

Name of school	Address	Tel	Type	PAN
<b>Solent Junior School</b>	Solent Road, Drayton, Portsmouth, PO6 1HJ Executive Headteacher: Mrs Wilby Head of school: Mrs Haydon <b><a href="http://www.solentjuniorschool.co.uk">www.solentjuniorschool.co.uk</a></b>	9237 5459	COM	90
<b>Southsea Infant School</b>	Collingwood Road, Southsea, Portsmouth, PO5 2SR Headteacher: Miss Cook <b><a href="http://www.southsea.portsmouth.sch.uk">www.southsea.portsmouth.sch.uk</a></b>	9282 8176	COM	60
<b>St. George's Beneficial CE Primary School</b>	Hanover Street, Portsea, Portsmouth, PO1 3BN Headteacher: Mrs Gibb <b><a href="http://www.stgbs.co.uk">www.stgbs.co.uk</a></b>	9282 2886	VC	45
<b>St. John's Cathedral Catholic (aided) Primary School</b>	Cottage View, Landport, Portsmouth, PO1 1PX Headteacher: Miss Hobbs <b><a href="http://www.stjohnscathedralschool.org.uk">www.stjohnscathedralschool.org.uk</a></b>	9282 1055	VA	30
<b>St. Jude's CE Primary School</b>	St. Nicholas Street, Old Portsmouth, PO1 2NZ Headteacher: Miss Osborne <b><a href="http://www.st-judes.portsmouth.sch.uk">www.st-judes.portsmouth.sch.uk</a></b>	9282 4061	VC	60
<b>St. Paul's Catholic Primary School</b>	Bourne Road, Portsmouth, PO6 4JD Headteacher: Mrs Schouller <b><a href="http://www.st-pauls.portsmouth.sch.uk">www.st-pauls.portsmouth.sch.uk</a></b>	9237 5488	VA	60
<b>St. Swithun's Catholic Primary School</b>	Taswell Road, Southsea, Portsmouth, PO5 2RG Headteacher: Mr Olive <b><a href="http://www.stswithuncatholicprimaryschool.co.uk">www.stswithuncatholicprimaryschool.co.uk</a></b>	9282 9339	VA	45
<b>Stamshaw Infant School</b>	North End Avenue, Stamshaw, Portsmouth, PO2 8NW Headteacher: Mrs Cooper <b><a href="http://www.stamshawinfant.co.uk">www.stamshawinfant.co.uk</a></b>	9266 1192	COM	90
<b>Stamshaw Junior School</b> (part of Portswood Academy Trust)	Tipner Road, Portsmouth, PO2 8HQ Executive Principal: Mrs Codling Principal: Jane Waddup <b><a href="http://www.stamshawjunior.com">www.stamshawjunior.com</a></b>	9266 1045	COM	90
<b>The Victory Primary School</b> (part of United Learning Academy Trust)	Allaway Avenue, Portsmouth, PO6 4QP Headteacher: Mr Hartley <b><a href="http://www.thevictoryprimary.co.uk">www.thevictoryprimary.co.uk</a></b>	9200 1160	ACAD	60
<b>Westover Primary School</b> (part of The Ridings Trust)	Westover Road, Portsmouth, PO3 6NS Headteacher: Mrs Gunthorpe <b><a href="http://www.westoverprimary.co.uk">www.westoverprimary.co.uk</a></b>	9266 0178	ACAD	60
<b>Wimborne Infant School</b>	Wimborne Road, Southsea, Portsmouth, PO4 8DE Headteacher: Mrs Cragg <b><a href="http://www.wimborne-inf.portsmouth.sch.uk">www.wimborne-inf.portsmouth.sch.uk</a></b>	9273 3783	COM	70
<b>Wimborne Junior School</b>	Wimborne Road, Southsea, Portsmouth, PO4 8DE Headteacher: Mrs Jacobs <b><a href="http://www.wimborne-jun.portsmouth.sch.uk">www.wimborne-jun.portsmouth.sch.uk</a></b>	9273 3784	COM	90

# List of schools

**School types:** **COM:** Community **VA:** Voluntary Aided **FOU:** Foundation **ACAD:** Academy

Name of school	Address	Tel	Type	PAN*
<b>Admiral Lord Nelson School</b> (part of Salterns Academy Trust)	Dundas Lane, Portsmouth, PO3 5XT Executive Headteacher: Mr Labeledz, Admissions: Mrs Oswald, Headteacher: Mrs Hardingham <b>www.alns.co.uk</b>	9236 4536	ACAD	200
<b>Charter Academy</b> (part of ARK Schools Academy Trust)	Hyde Park Road, Southsea, Portsmouth, PO5 4HL Acting Headteacher: Mr Barnes, Admissions: Mrs Dymott <b>www.charteracademy.org.uk</b>	9282 4204	ACAD	120
<b>King Richard School</b>	Allaway Avenue, Paulsgrove, Portsmouth, PO6 4QP Headteacher: Mr Hughes Admissions: Mrs House <b>www.kingrichardschool.net</b>	9237 0321	FOU	200
<b>Mayfield School<sup>a</sup></b>	Mayfield Road, North End, Portsmouth, PO2 0RH Headteacher: Mr Jeapes, Admissions: Miss Hillier <b>www.mayfield.portsmouth.sch.uk</b>	9269 3432	COM	200
<b>Miltoncross Academy</b> (part of The Kemnal Academies Trust)	Milton Road, Milton, Portsmouth, PO3 6RB Headteacher: Ms Calderbank, Admissions: Mrs Cross <b>www.miltoncross-tkat.org</b>	9273 8022	ACAD	200
<b>The Portsmouth Academy</b> (part of The Thinking Schools Academy Trust)	St. Mary's Road, Fratton, Portsmouth, PO1 5PF Principal: Ms Sheppard, Admissions: Mrs Meale <b>www.theportsmouthacademy.org.uk</b>	9281 2822	ACAD	200
<b>Priory School</b> (part of Bohunt Education Trust)	Fawcett Road, Southsea, Portsmouth, PO4 0DL Headteacher: Mr Vaughan, Admissions: Ms Hart <b>www.priorysouthsea.org</b>	9281 9115	ACAD	250
<b>St. Edmund's Catholic School</b>	Arundel Street, Landport, Portsmouth, PO1 1RX Headteacher: Mr Graham, Admissions: Mrs White <b>www.saintedmunds.org.uk</b>	9282 3766	VA	189
<b>Springfield School</b>	Central Road, Drayton, Portsmouth, PO6 1QY Headteacher: Ms Spivey, Admissions: Mrs Kilgallon <b>www.springfield.uk.net</b>	9237 9119	COM	227
<b>Trafalgar School</b> (part of Salterns Academy Trust)	London Road, Hilsea, Portsmouth, PO2 9RJ Executive Headteacher: Mr Labeledz Headteacher: Mrs Sewell, Admissions: Mrs A Collis <b>www.trafalgarschool.org.uk</b>	9269 3521	ACAD	200
<b>University Technical College Portsmouth<sup>b</sup></b>	London Road, Hilsea, Portsmouth, PO2 9RJ Principal: Mr O'Dowda	9283 4785	–	75

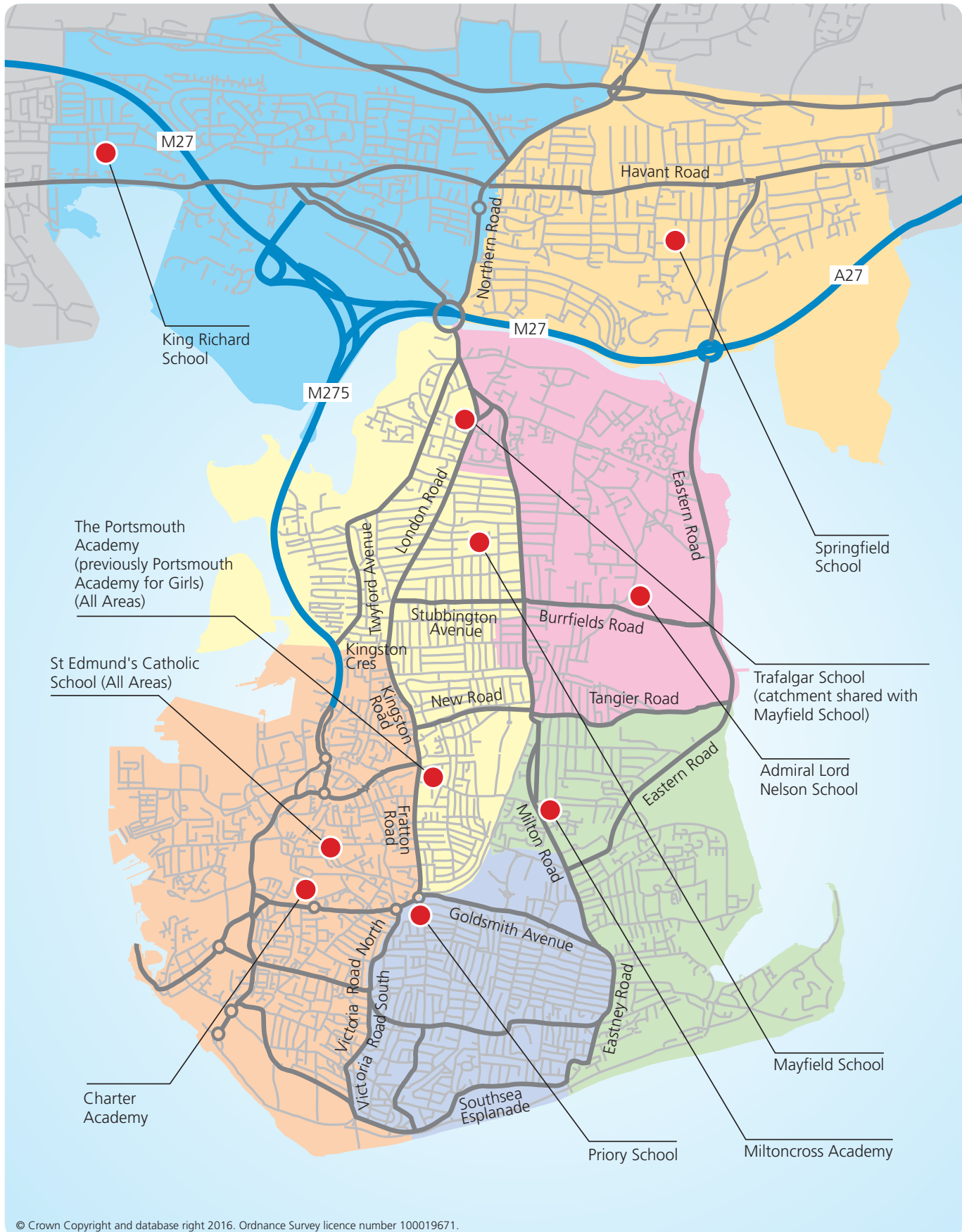
\*PAN = Published Admission Number, i.e the number of places available for September 2017 entry.

<sup>a</sup> Mayfield School is an 'All Through school' (year R to year 11). See page 37.

<sup>b</sup> for 14–19-year-olds only, see pg 51–52

# Secondary school catchment areas

You can also view your catchment areas, including infant, junior and primary catchment areas online at [www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions)



Application information

Primary schools

Secondary schools

Useful information

# Feeder schools chart

Sibling criterion applies for pupils on adjacent site feeder schools which are highlighted in yellow.

	Primary/Junior	Secondary
	Copnor Primary	Admiral Lord Nelson
	Gatcombe Park Primary	
	Westover Primary	
	Ark Ayrton Primary Academy	Charter Academy
	Ark Dickens Primary Academy	
	Arundel Court Primary	
	Cottage Grove Primary	
	Flying Bull Academy	
	St. George's Primary C of E	
	St. Jude's C of E Primary	
	Beacon View Primary Academy	King Richard School
	Medina Primary	
	Portsmouth Primary	
	The Victory Primary School	
<b>Infant</b>		
Meredith Infant	Isambard Brunel Junior	Mayfield School The Portsmouth Academy Trafalgar School
Manor Infant	Isambard Brunel Junior Newbridge Junior	
Penhale Infant	Newbridge Junior	
Northern Parade Infant	Northern Parade Junior	
Stamshaw Infant	Stamshaw Junior	Mayfield School Trafalgar School
College Park Infant	Lyndhurst Junior	
Langstone Infant	Langstone Junior	Miltoncross School
Meon Infant	Meon Junior	
Moorings Way Infant	Meon Junior	
	Milton Park Primary	
Devonshire Infant	Fernhurst Junior	Priory School
Goldsmith Infant	Fernhurst Junior Craneswater	
Southsea Infant	Craneswater Junior	
Cumberland Infant	Craneswater Junior Wimborne Junior	
Wimborne Infant	Wimborne Junior	
Court Lane Infant	Court Lane Junior	Springfield School
Solent Infant	Solent Junior	
	Highbury Primary	St Edmund's Catholic School
	Corpus Christi RC Primary	
	St John's RC Primary	
	St Mary's RC Primary	
	St Paul's RC Primary	
	St Swithun's RC Primary	

# Infant, junior and primary school allocation breakdown for 2016 intake

This section tells you how many applicants were successful, and admission criteria used in the allocation process. This information is for on-time applications only.

! **Please note the pattern of applications and places allocated changes from year to year, so 2016 trends may not give an indication of what will happen in September 2017.**

**Applications considered** = applications remaining after applicants allocated to higher preference schools during the first stage of the allocation process

## Breakdown for Infant allocation

School name	Published admission limit for Sept 2016	Total applications	Applications considered	School named on statement	Looked after child	Significant Medical, physical, psychological or Social need	Catchment area	Sibling link	PRS	Staff Child *	Distance	Last place offered was on the criterion:
College Park Infant	120	351	150	0	1	2	53	20	1	1	42	Distance (final 0.625m)
Court Lane Infant	120	292	159	0	2	2	110	6	0	0	0	Sibling (not all successful)
Cumberland Infant	60	201	82	0	0	2	33	4	2	0	19	Distance (final 0.326m)
Devonshire Infant	60	206	80	0	1	1	27	22	0	1	8	Distance (final 0.412m)
Goldsmith Infant	60	175	60	0	0	0	20	2	0	0	38	All applicants successful
Langstone Infant	90	174	110	0	0	0	71	15	0	0	4	Distance (final 0.364m)
Manor Infant	90	108	55	0	1	0	30	4	0	0	20	All applicants successful
Meon Infant	60	219	103	0	3	4	46	7	0	0	0	Sibling (not all successful)
Meredith Infant	90	159	87	0	1	1	22	24	0	0	39	All applicants successful
Moorings Way Infant	40	111	39	0	0	1	12	4	4	0	18	All applicants successful
Northern Parade Infant	120	226	120	1	1	0	77	12	0	2	27	All applicants successful
Penhale Infant	85	143	85	0	0	1	63	3	0	0	18	All applicants successful
Solent Infant	90	243	128	0	3	5	80	2	0	0	0	Sibling (not all successful)
Southsea Infant	60	209	88	0	0	0	51	2	0	0	7	Distance (final 0.377m)
Stamshaw Infant	90	135	86	0	2	0	68	4	0	0	12	All applicants successful
Wimborne Infant	70	197	68	0	0	4	26	15	1	0	22	All applicants successful

\* Employed 2+ yrs or filling a demonstrable skill shortage

## Breakdown for Primary allocation (a)

School name	Published admission limit for Sept 2016	Total applications	Applications considered	School named on statement	Looked after child	Significant Medical, physical, psychological or Social need	REL	Catchment area	REL*	SIB	PRS	Staff Child **	Distance	Last place offered was on the criterion:
Arundel Court Primary	75	176	101	0	2	2	n/a	44	n/a	16	0	1	10	Distance (final 0.339m)
Copnor Primary	90	273	123	0	2	3	n/a	57	n/a	19	0	0	9	Distance (final 0.31m)
Cottage Grove Primary	60	91	60	0	0	0	n/a	29	n/a	13	0	0	18	All applicants successful
Gatcombe Park Primary	30	127	47	0	0	1	n/a	29	n/a	0	0	0	0	Catchment (not all successful)
Highbury Primary	60	111	63	0	1	2	n/a	52	n/a	5	0	0	0	Sibling
Medina Primary	30	84	40	0	1	1	n/a	21	n/a	7	0	0	0	Sibling (not all successful)
Milton Park Primary	60	132	60	0	1	0	n/a	32	n/a	17	0	0	10	All applicants successful
Portsdown Primary	60	104	62	0	1	2	n/a	28	n/a	12	0	1	16	Distance (final 1.975m)
St George's Beneficial CE Primary	45	56	47	0	1	1	n/a	38	1	2	0	1	1	Distance (final 0.541m)
St Jude's CE Primary	60	148	86	0	1	1	43	9	n/a	1	0	0	5	Distance (final 0.278m)
Westover Primary	60	117	57	0	0	0	n/a	33	n/a	11	0	0	13	All applicants successful

\*REL applicable to St Jude's and St George's only

\*\*Employed 2+ yrs or filling a demonstrable skill shortage

## Breakdown for Primary allocation – Ark academies (b)

School name	Published admission limit for Sept 2016	Total applications	Applications considered	SEN	LAC	Staff Child - skill shortage*	SIB	Staff Child - no skill shortage*	CAT	DIST	Last place offered was on the criterion:
ARK Ayrton Primary Academy	60	96	60	0	1	0	27	0	23	9	All applicants successful
ARK Dickens Primary	60	81	48	0	0	0	21	0	15	12	All applicants successful

## Breakdown for Primary allocation (c)

School name	Published admission limit for Sept 2016	Total applications	Applications considered	SEN	LAC	MED	CAT	SIB	DIST	Last place offered was on the criterion:
Beacon View Primary Academy	60	62	40	0	0	0	16	8	16	All applicants successful
Flying Bull Academy	60	89	60	0	0	1	34	8	17	All applicants successful
The Victory Primary	60	79	60	0	1	1	38	8	12	All applicants successful

## Breakdown for Catholic Primary allocation (d)

School name	Published admission limit for Sept 2016	Total applications	Applications considered	Last place offered was on the criterion:
Corpus Christi Catholic Primary	45	115	58	*
St John's Cathedral Catholic Primary	30	129	63	*
St Paul's Catholic Primary	60	76	48	*
St Swithun's Catholic Primary	45	114	53	*

\*Please contact the school regarding details of how the last school place was offered as this school is its own admissions authority

## Breakdown for Mayfield all through school allocation (Year R)

School name	Published admission limit for Sept 2016	Total applications	Applications considered	SEN	LAC	MED	Staff Child * shortage*	PRS	CAT	DIST	SIB	Last place offered was on the criterion:
Mayfield	60	301	116	0	0	7	0	3	50	0	0	Catchment

\* Employed 2+ yrs or filling a demonstrable skill shortage

## Breakdown for Junior allocation

School name	Published admission limit for Sept 2016	Total applications	Applications considered	School named on statement	Looked after child	Significant Medical, physical, psychological or Social need	Catchment area	Sibling link	Service Premium	Staff Child	Feeder school	Distance	Last place offered was on the criterion:
Copnor Primary	15	165	19	1	1	0	2	4	0	1	N/A	6	Distance (final 0.6m)
Court Lane Junior	120	208	131	1	0	4	105	10	0	0	0	0	Sibling (not all successful)
Craneswater Junior	120	217	116	*	*	*	*	*	*	*	*	*	All on-time applicants successful
Fernhurst Junior	90	217	94	1	1	2	38	19	0	0	20	9	Distance (final 0.583m)



School name	Published admission limit for Sept 2016	Total applications	Applications considered	School named on statement	Looked after child	Significant Medical, physical, psychological or Social need	Catchment area	Sibling link	Service Premium	Staff Child	Feeder school	Distance	Last place offered was on the criterion:
Isambard Brunel Junior	90	146	88	*	*	*	*	*	N/A	N/A	*	*	All on-time applicants successful
Langstone Junior	90	153	98	0	1	0	65	8	0	0	16	0	Feeder (not all successful)
Lyndhurst Junior	120	205	133	0	2	N/A	91	15	1	0	11	0	Feeder (not all successful)
Meon Junior	90	195	104	1	1	1	55	12	2	0	18	0	Feeder (not all successful)
Newbridge Junior	150	204	133	*	*	*	*	*	N/A	N/A	*	*	All on-time applicants successful
Northern Parade Junior	120	169	110	*	*	*	*	*	*	*	*	*	All on-time applicants successful
Solent Junior	93	180	103	0	2	7	65	7	1	0	11	0	Feeder (not all successful)
Stamshaw Junior	90	99	70	*	*	*	*	*	*	*	*	*	All on-time applicants successful
Wimborne Junior	90	210	95	3	0	1	46	19	0	0	20	1	Distance (final 0.307m)

NB: Staff child – where staff member has been employed for 2+ years/is filling a demonstrable skill shortage

# Secondary school allocation breakdown for 2016 intake

This section tells you how many applicants were successful, and the admission criteria used in the allocation process. This information is for on-time applications only.

! **Please note the pattern of applications and places allocated changes from year to year, so 2016 trends may not give an indication of what will happen in September 2017.**

**Applications considered** = applications remaining after applicants allocated to higher preference schools during the first stage of the allocation process

\* = see last column

School name	Published admission limit for Sept 2016	Total applications	Total applicants considered	School named on statement/EHCP	Looked after children	Significant medical, physical, psychological or social need	Catchment area	Sibling link	Feeder school	Distance	Last place offered on the criterion
Admiral Lord Nelson	200	453	260	1	1	4	143	19	32	0	Feeder (not all successful)
King Richard School	216	171	150	*	*	*	*	*	*	*	All on-time applicants successful
Miltoncross Academy	200	293	193	*	*	*	*	*	*	*	All on-time applicants successful
Priory School	250	401	250	*	*	*	*	*	*	*	All on-time applicants successful
Trafalgar School	200	330	183	*	*	*	*	*	*	*	All on-time applicants successful

School Name	Published Admission Limit for	Total Applications	Total Applicants Considered	School Named on Statement/EHCP	Looked After Children	Children of staff (a)	Sibling	Children of staff(b)	Catchment	Feeder	Distance	Last place offered on the criterion
Charter Academy	120	368	192	6	4	1	38	0	71	0	0	Catchment (not all successful)

School Name	Published Admission Limit for September 2016	Total Applications	Total Applicants Considered	School Named on Statement/EHCP	Looked After Children	Significant medical, physical, psychological or social need	Children of staff (a & b)	Service premium	Catchment	Sibling	Feeder	Distance	Last place offered on the criterion
Mayfield School	200	431	253	2	4	6	2	3	183	0	0	0	Catchment (not all successful)

NB: children of staff a) where there is demonstrable skill shortage  
children of staff b) employed for 2+ years

**Call the Admissions Team on 023 9268 8008 or email [admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk)**



School Name	Published Admission Limit for September 2016	Total Applications	Total Applicants Considered	School Named on Statement/EHCP	Looked After Children	Significant medical, physical, psychological or social need	Single Sex School Preference	Sibling Link	Distance	Last place offered on the criterion
Portsmouth Academy for Girls	200	159	86	*	*	*	*	*	*	All on-time applicants successful

School Name	Published Admission Limit for September 2016	Total Applications	Total Applicants Considered	School Named on Statement/EHCP	Looked After Children	Significant medical, physical, psychological or social need	Catchment Area	Sibling Link	Service Premium	Feeder	Distance	Last place offered on the criterion
Springfield School	227	351	264	3	1	8	211	4	0	0	0	Sibling (not all siblings successful)

School Name	Published Admission Limit for September 2016	Total Applications	Total Applicants Considered	Last place offered on the criterion
St Edmund's Catholic School	200	385	245	Distance (final 0.13m) Contact school for breakdown of criteria

# Independent appeal statistics

Independent appeals were made to the following schools for entry at the start of the academic year (not including in-year appeals) between September 2013 and September 2016.

## Starting school infant appeals

School	Appeals 2013		Appeals 2014		Appeals 2015		Appeals 2016*	
	Appeals heard	Admitted	Appeals heard	Admitted	Appeals heard	Admitted	Appeals heard	Admitted
Ark Ayrton Primary	-	-	-	-	2	0	0	0
Arundel Court Primary	2	0	6	3	1	0	3	1
College Park Infant	4	0	2	0	1	0	1	0
Copnor Primary	2	0	1	0	0	0	3	0
Cottage Grove	0	0	0	0	0	0	3	0
Court Lane Infant	0	0	2	0	3	0	5	0
Devonshire Infant	0	0	7	0	1	0	2	0
Flying Bull Academy	1	0	1	0	0	0	0	0
Gatcombe Park Primary	2	0	1	0	4	1	1	0
Goldsmith Infant	0	0	0	0	0	0	0	0
Highbury Primary	-	-	-	-	6	0	3	0
Langstone Infant	0	0	0	0	0	0	3	0
Manor Infant	1	1	0	0	0	0	0	0
Mayfield School	-	-	-	-	2	0	5	0
Medina Primary	0	0	0	0	0	0	1	0
Meon Infant	1	0	4	0	0	0	0	0
Milton Park Primary	2	0	1	0	0	0	0	0
Northern Parade Infant	1	0	2	0	0	0	0	0
Penhale Infant	-	-	-	-	1	0	0	0
Solent Infant	0	0	2	0	13	0	5	0
Southsea Infant	4	1	3	0	0	0	1	0
St George's Beneficial CofE VC Primary	-	-	-	-	-	-	1	0
St Jude's CE Primary	10	0	4	0	2	0	1	0
Victory Primary	0	0	0	0	0	0	0	0
Westover Primary	1	0	0	0	0	0	0	0
Wimborne Infant	1	0	0	0	0	0	0	0

\*Latest data correct as of **28/07/16**

For information on appeals prior to 2016 to Corpus Christi, St John's, St Paul's and St Swithun's please contact the school direct. There were no appeals for these schools for 2016

Independent appeals were made to the following junior schools for entry at the start of the academic year (not including in-year appeals) between September 2013 and September 2016.

### Transfer to junior school appeals

School	Appeals 2013		Appeals 2014		Appeals 2015		Appeals 2016*	
	Appeals heard	Admitted	Appeals heard	Admitted	Appeals heard	Admitted	Appeals heard	Admitted
Copnor Primary	4	0	1	1	0	0	0	0
Court Lane Junior	0	0	0	0	6	4	6	2
Craneswater Junior	1	1	15	4	0	0	0	0
Fernhurst Junior	3	2	4	0	1	0	0	0
Langstone Junior	0	0	1	0	0	0	3	0
Lyndhurst Junior	0	0	1	0	6	0	2	0
Meon Junior	0	0	4	2	0	0	3	1
Solent Junior	0	0	2	2	3	3	0	0
Wimborne Junior	0	0	1	0	0	0	1	0

\*Latest data correct as of **28/07/16**

Independent appeals were made to the following secondary schools for entry at the start of the academic year (not including in-year appeals) between September 2013 and September 2016.

### Secondary school appeals

	2013 entry		2014 entry		2015 entry		2016 entry*	
	Appeals heard	Admitted	Appeals heard	Admitted	Appeals heard	Admitted	Appeals heard	Admitted
Admiral Lord Nelson School	5	1	11	2	6	1	2	1
Charter Academy	-	-	-	-	-	-	11	2
Mayfield School	0	0	3	0	16	2	18	8
Priory School	0	0	0	0	7	0	0	0
Springfield School	0	0	0	0	11	3	9	3
St Edmund's Catholic School	-	-	-	-	-	-	12	1

\*Latest data correct as of **28/07/16**

**For information on appeals prior to 2016 for St Edmund's Catholic School and Charter Academy, please contact the schools direct.**

# Useful information

## Starting school

### When can my child start school?

According to the law, your child must attend school at the start of the term following their fifth birthday. However, in Portsmouth, most children will start school when they are four years old.

Generally, most pupils will attend school on a full-time basis by the end of September 2017. Parents will need to contact schools direct for information as starting arrangements will vary between schools.

### Can I defer starting school for my child?

Where parents do not wish to take the opportunity for early admission, they can defer their child(ren)'s entry into school until the beginning of either the spring term or the summer term. Entry cannot be deferred beyond the beginning of term after the child's fifth birthday, or beyond the academic year for which the admission is sought. Parents may also request that their child attends on a part-time basis until the child reaches compulsory school age.

Once your child has a place confirmed, any discussions about deferring or part time should be with the headteacher of the school.

To start school in September 2017, your child must be born on or between **1 September 2012** and **31 August 2013**.

### Summer-born children

If you are requesting that your summer-born child starts school in the following academic year, you must apply for the correct academic year in the first instance with your request and supporting evidence/

information. The LA will then co-ordinate this request with your preferred schools.

If agreed in principle, you will then have to reapply for the following academic year as places cannot be reserved. If your request is not agreed, your application will be processed for the academic year you originally applied for.

## Information on schools

Specific information on individual schools, such as opening times, school policies, uniform etc. can often be found in the school prospectus which can be obtained direct from the school or from the school's own website. Links to school websites are available on the council website – [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

## Family Information Service

The Family Information Service (FIS) provides tailored information, advice and guidance for families with children from pre-birth to 19 and those working with families.

### Our services

We offer guidance on a range of topics, including:

- Childcare
  - Sourcing childcare, understanding the jargon, accessing financial support to pay for childcare
- Leisure opportunities
  - Children's Centres, local groups and clubs
- Rights for working parents
  - Maternity/paternity leave, flexible working options, taking time off for dependents



- Financial entitlements  
Accessing family benefits; including funding for 2 year olds and early years education for 3 – 4 year olds, applying for free school meals and school transport, completing claim forms and estimating tax credits
- Family support  
Help to make life as a parent/carer run smoothly

### How to access the FIS

Telephone: **023 9268 8830**

Email: **[fis@portsmouthcc.gov.uk](mailto:fis@portsmouthcc.gov.uk)**

View: **[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)** and search 'family information'

#### Post or visit:

Family Information Service, Ground Floor, Civic Offices, Guildhall Square PO1 2DX

### When are we open?

The city helpdesk lines are open from 9am – 4pm, **Monday – Friday**

You can visit us from 9am – 4pm **Monday – Friday**.

### Special educational needs

Many children and young people experience difficulties with learning at some point in their education. These are often temporary and are usually dealt with by the child's school. A very small number of children have significant, complex or long term needs. These children might need a co-ordinated assessment of Educational, Health and Care needs. Some of these children may be issued

with an Education, Health and Care (EHC) Plan - a legal document that describes special educational, health and care provisions and which school or further educational establishment the child or young person will attend.

Admissions arrangements for children with statements and EHCP's are managed by the local authority's SEND team, and not the Admissions Team.

Further information about SEND and the admissions arrangements for children with statements or Education Health and Care Plans is available at:

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

Phone: **023 9284 1238**

Email: **[sen.education@portsmouthcc.gov.uk](mailto:sen.education@portsmouthcc.gov.uk)**

### Fair Access Protocol

The Local Authority and schools have agreed a 'Fair Access Protocol' for certain categories of school age children. This protocol relates to admission applications throughout the year (but not children starting school, transferring to junior or secondary school in September 2017). The protocol will take priority above the school's admission policy for those on a school's waiting list and may require schools to admit above their published admission limit.

### Admission out of chronological year group

Children will usually be admitted into their chronological year group except in exceptional circumstances and with the agreement of the school. Where children may have missed school, been



educated in another country or have been out of education, these problems can be addressed by additional support in the child's chronological year group. For gifted and talented pupils, parents can discuss directly with a school the way it makes provision.

### Elective home education (educating your child at home)

Parents and carers intending to elective home educate with their child must inform their child's school in writing. If this is not done, the child will remain registered on their school's roll. If your child is not at school, please inform the Local Authority of your intention to home educate by contacting the School Attendance Team (see details below).

School Attendance Team,  
Floor 2, Core 5-6, Civic Offices

PO1 2EA.

Tel: **023 9284 1419**

Email:

**ElectiveHomeEducation@portsmouth.gov.uk**

Further details can be found at  
**[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)**

### Concerns about your child's education

If you have a concern about any aspect of your child's education you should speak to your child's teacher first. It is quite likely that you will be able to sort problems out this way. If not, you may then wish

to raise the matter with the headteacher. If the issue is not resolved by the headteacher you can take it to the school governors. A copy of a school's complaint procedure is available from schools on request.

For further information see **[www.gov.uk](http://www.gov.uk)**

### Leave of absence in term time

Only headteachers can authorise a leave of absence in term time through a 'leave of absence form' which is available from schools. Parents are reminded that headteachers will decide on a case by case basis whether they will authorise this absence based on exceptional circumstances.

### School terms and holiday dates

#### Autumn Term 2017

4 September to 22 December

- Half term – 23 October to 27 October
- Christmas – 25 December to 5 January

#### Spring Term 2018

8 January to 29 March

- Half term – 12 to 16 February
- Easter – 30 to 13 April

#### Summer Term 2018

16 April to 24 July

- May Day – 7 May
- Half term – 28 May to 1 June



## School meals

Portsmouth City Council is very keen to promote healthy eating, particularly for school age children. Primary schools in Portsmouth provide midday meals, offering a selection of meals, and vegetarian and special diet meals can be ordered. Primary school children may bring their own packed lunches. Most secondary schools in Portsmouth operate a cash cafeteria system at lunchtime. Some also offer a mid-morning snack service.

## Free School Meals

Parent/carers of children who are entitled to any of the following benefits are entitled to free school meals:

- Income Support
- **Income based** Jobseekers Allowance
- **Income based** Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax only, provided your annual household income (as by the evidence & customs) does not exceed £16,190
- Working Tax run-on-paid for 4 weeks after you stop qualifying for work Tax Credit
- Universal Credit

The application form to apply for free school meals are available at school, Portsmouth City Council or to download at: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

## Universal infant free school meal

All pupils in year R, 1 and 2 will be able to receive a school meal at no cost to the parent/guardian. School meals in the city are healthy, tasty, social and fun and will help parents to save up to £400 per year.

If you require more information please contact the Family Information Service on **023 9283 4962**.

## School governors

Every school has a governing body, which is responsible for making sure the school provides a good standard of education for all pupils. The Headteacher has responsibility for the day to day school management and governors set school policies and aims together with the Headteacher. The governing body also make decisions about the school budget, buildings, staffing and ensures pupils progress satisfactorily through giving their support, challenge, accountability and strategic direction. It must also see that the school provides for pupils with special needs and plan for the school's future. Induction training is free of charge and other training is offered to help governors in their role.

The governing body consists of a range of parents, staff, people appointed through the LA or Diocese and includes skill based governors. We are always keen to hear from people who have the skills to be a school governor. To find out more information on governance please go to our website at: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk) and search for **school governor** or email us at: [governoradmin@portsmouthcc.gov.uk](mailto:governoradmin@portsmouthcc.gov.uk)



## Transport to school

Transport assistance to mainstream or special schools is provided to children based on specific criteria laid out in the Home to School Travel Assistance Policy. For further information contact **023 9283 4962** or visit **[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)**

## Funded Early Education (three and four-year-olds)

Funded childcare places ensures that children from 3 years old have access to high quality early years education in readiness for school.

Your child will be eligible from the term after their 3rd birthday until they start school, regardless of household income or family circumstances.

Children are entitled to use up to 15 hours per week for 38 weeks of the year.

In Portsmouth there are a variety of providers offering the free entitlement including nurseries and childminders. Parents should consult with the provider of their choice with regards to what sessions are available.

Parents may not always be able to access their full entitlement at the times they want, with the provider of their choice. In these circumstances, parents should contact the Family Information Service who can provide information about other settings that offer the entitlement.

For further information about free Early Education Funding, approved settings, help with paying for childcare or general family enquiries, please contact the Family Information Service.

Phone: **023 9268 8830**

Website: View **[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)** and search 'family information service'

Email: **[fis@portsmouthcc.gov.uk](mailto:fis@portsmouthcc.gov.uk)**

## Funded Early Education (two-year-olds)

If you meet the following criteria your child could be eligible for up to 15hr of free childcare 38 weeks per year:

### If the family receive:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act
- The guaranteed element of State Pension Credit
- Working Tax Credits and earn no more than £16,190 a year
- Child Tax Credit (but not Working Tax Credit) and have an annual income not over £16,190
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

### A child will also be eligible if any of the following apply:

- They have a current statement of special educational needs (SEN) or an Education, Health and Care (EHC) Plan
- They get Disability Living Allowance
- They are looked after by their local authority

- They've been adopted from local authority care
- They've left care under a special guardianship order, child arrangements order or residence order

For more information and an application form please contact the Family Information Service on **023 9268 8830**. If your application is successful, we can support you to find a nursery or childminder to suit your needs.



# 2017/18 Academic year groups

Transfer Group	Date of birth (between and inclusive of)	Age	Year	Key Stage
Rising 4s	1 Sept 2013 to 31 Aug 2014			
Infant	1 Sept 2012 to 31 Aug 2013	4–5	R	1
	1 Sept 2011 to 31 Aug 2012	5–6	1	1
	1 Sept 2010 to 31 Aug 2011	6–7	2	1
Junior	1 Sept 2009 to 31 Aug 2010	7–8	3	2
	1 Sept 2008 to 31 Aug 2009	8–9	4	2
	1 Sept 2007 to 31 Aug 2008	9–10	5	2
	1 Sept 2006 to 31 Aug 2007	10–11	6	2
Secondary	1 Sept 2005 to 31 Aug 2006	11–12	7	3
	1 Sept 2004 to 31 Aug 2005	12–13	8	3
	1 Sept 2003 to 31 Aug 2004	13–14	9	3
	1 Sept 2002 to 31 Aug 2003	14–15	10	4
Secondary Leavers	1 Sept 2001 to 31 Aug 2002	15–16	11	4

# Interpreting support for parents

This may be available from the Ethnic Minority Achievement Team depending on language and availability. Support can be arranged through the Admissions Team.

## Pomoc tłumacza dla rodziców

Tłumacz będzie dostępny dla rodziców pod warunkiem że, EMAT będzie miał osobę która mówi konkretnym językiem. Za organizację pomocy jest odpowiedzialne Biuro Admissions. **023 9268 8008**

Acest lucru poate fi disponibil cu ajutorul echipei Ethnic Minority Achievement depinzand de limba disponibila. Support in clasa poate fi aranjat intermediul Serviciului de Admitere.



الترجمة لأولياء الأمور الغير ناطقين بالإنجليزية  
هذه الخدمة ربما تكون متوفرة لدى مكتب دعم الأقليات العرقية للترجمة . وذلك حسب  
نوع اللغة المتوفرة لدينا , وعبر المكتب الخاص بنا .

## 協助家長的翻譯服務

如果家長需此服務，教育收生部儘可能安排，由少數族裔成就社提供的語言翻譯。023 9268 8008

## ছ - ভাষী পিতা- মাতার জন্য অনুবাদের সহযোগিতা

এই সহযোগিতা পেতে পারেন এথনিক মাইনোরিটি এচিভমেন্ট টিম থেকে, ভাষার উপর নির্ভর করে। আডমিশন সার্ভিস থেকে সাহায্যের ব্যবস্থা করা যেতে পারে। 023 9268 8008

# Useful contacts

## Portsmouth City Council

Admissions Team, Civic Offices, Guildhall Square,  
Portsmouth, PO1 2EA

Tel: **023 9268 8008**

Email: **[admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk)**

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

## Hampshire County Council

Tel: **0300 555 1377**

Email: **[admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk)**

Web: **[www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions)**

## West Sussex County Council

Telephone: **033 301 42903**

Email: **[admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)**

Web: **[www.westsussex.gov.uk](http://www.westsussex.gov.uk)**

## Southampton City Council

Tel: **023 8083 3004**

Email: **[school.admissions@southampton.gov.uk](mailto:school.admissions@southampton.gov.uk)**

Web: **[www.southampton.gov.uk](http://www.southampton.gov.uk)**

## GOV.UK

This is a government website and has a variety of information including information about schools, admissions and appeals.

Web: **[www.gov.uk](http://www.gov.uk)**

## The Advisory Centre for Education (ACE)

National charity which provides independent advice on education issues for parents of school age children, including advice on school admission and appeals.

Tel: **020 8888 3377**

Web: **[www.ace-ed.org.uk](http://www.ace-ed.org.uk)**

## Department for Education

You can view information on school performance tables on this website – **[www.education.gov.uk](http://www.education.gov.uk)**

## Family Information Service

Telephone: **023 9268 8830**

Email: **[fis@portsmouthcc.gov.uk](mailto:fis@portsmouthcc.gov.uk)**

## Ofsted

Office for Standards in Education. You can view school Ofsted inspection reports on this website: **[www.ofsted.gov.uk](http://www.ofsted.gov.uk)**

## Portsmouth Local Offer

Information on services for children and young people (0-25) with special educational needs or disabilities.

Web: **[www.portsmouthlocaloffer.org](http://www.portsmouthlocaloffer.org)**

## Office of School Adjudicators

Deals with the legalities of and any objections to admission authority's procedures and policies.

Web: **[www.gov.uk](http://www.gov.uk)** (and search for 'school adjudicator')

# Summary of how to apply for a starting school place or a junior school place

## Step 1: Gain as much information as you can about the schools and admissions process

You are encouraged to request a copy of the school's prospectus from the school and you can also ask about any open days or evenings. You are also advised to read the guidance notes on the application form and in this booklet. You can speak to the Admissions Team for advice and information on **023 9268 8008**

## Step 2: Decide on your preferred schools

This should follow your visits to preferred schools and after you have considered the admission policies.

## Step 3: Apply

Apply online from **7 November 2016** at **[www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions)** or request and complete an application form.

You can state up to six preferences for starting school and three for junior, and must submit the online form or return the application form by **Sunday 15 January 2017**. Guidance notes for completing your application are attached to the form and in this booklet.

The final decision regarding which preference to state lies with you.

## Step 4: Return the application form

Closing date **Sunday 15 January 2017**.

You will not be able to apply online after the closing date.

Failure to return your child's application on time will seriously affect your child's chances of being offered a place at your preferred school.

### For children starting school

You should send your application to your first preference school if it's a Portsmouth schools or to the Admissions Team.

For children transferring from infant to junior school, applications should be returned to your child's current school.

If your child attends a school outside of the city or an independent school return the form to:

Admissions Team, Civic Offices, Guildhall Square, Portsmouth, PO1 2EA

**! If you are posting your form we recommend you obtain proof of posting.**

Any forms that arrive after this date will be regarded as late applications (see page 17 for exceptions).

We will acknowledge all on-time applications. Please contact us if you do not receive an acknowledgement letter before **March 2017**.

## Step 5: Allocation

Parents are advised of allocation via email (if applied online) or by letter sent on **Tuesday 18 April 2017**.

# Summary of how to apply for a secondary school place

## Step 1: Attend the open evenings/days

Portsmouth secondary schools' open evenings/days will take place in September/October 2016 and the dates of these can be found on page 7. Help and advice sessions are also available for parents (details included with application pack).

## Step 2: Decide on your preferred schools

This should follow your visit to a preferred school and after you have considered the admission policy. (See pages 37–52)

## Step 3: Apply

Apply online from **9 September 2016** at [www.portsmouth.gov.uk/schooladmissions](http://www.portsmouth.gov.uk/schooladmissions) or request and complete an application form.

You can state up to three preferences and must submit the online form or return the application form by **Monday 31 October 2016**. Guidance notes for completing the application can be found on the form and in this booklet.

The final decision regarding which preferences to state lies with you.

## Step 4: Return the application form

Closing date **Monday 31 October 2016**

Failure to submit your child's application on time will seriously affect your child's chances of being offered a place at your preferred school.

If your child attends a Portsmouth primary/junior school, you can return the form to your child's present school. If your child attends a school outside of the city or an independent school, return the form to:

Admissions Team  
Civic Offices, Guildhall Square,  
Portsmouth, PO1 2EA.

**! If you are posting your form we recommend you obtain proof of posting.**

You will not be able to apply online after the closing date. Any forms that arrive after this date will be regarded as late applications. (see page 17 for exceptions).

The Admissions Team will acknowledge all on-time applications. Please contact the Admissions Team if you do not receive your acknowledgement letter before **January 2017**.

## Step 5: Allocation

Parents are advised of allocations by email (if applied online) or by letter sent on **Wednesday 1 March 2017**.



Admissions Team  
Portsmouth City Council  
Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2EA

Tel: 023 9268 8008

Email: [admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk)



Corporate member of  
Plain English Campaign  
Committed to clearer communication

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You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 9268 8008.