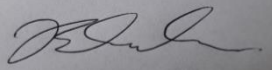


Townhill Junior School



Admissions Policy 2025/2026

Admissions Policy			
Date last amended:	29 th September 2024	Approved by:	Townhill Junior School Full Governing Body
Approval date:	14 th October 2024	Signed:	 Jo Proctor Chair of Governors
Review Date:	July 2025		

Admission Policy for Townhill Junior School for 2025/26



Townhill Junior School are their own admission authority, though delegate administration of their admission to Southampton City Council. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2025 admissions.

Parents may express up to three (3) preferences for junior schools only, listing them in the order in which they would accept them. All preferences will be considered and where more than one school place could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

Published Admission Number (PAN)

The Published Admission Number (PAN) for Townhill Junior School is:

School	PAN
Townhill Junior School	60

Children with Education, Health and Care Plans (EHCPs) that name a school

Children with Education, Health, and Care Plans (EHCPs) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

Oversubscription criteria

Applications submitted by 15th January 2025 will be dealt with first. If the number of applications received by 15th January 2025 is greater than the PAN for the school, admissions will be decided according to the following priorities:

1. Children who are currently in care (Looked After Children), or who have previously been in care (Previously Looked After Children).
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children attending the linked infant school at the time of application.
4. Children who have a sibling already on the roll of the school who will continue to attend that school for the following year.
5. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
6. Children who live within the schools designated catchment area.
7. Children who live closest to the school.

Should the school be oversubscribed from within any of the criteria, then distance, as defined below, 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. Lots will be drawn by the Education Lead, Southampton City Council.

Late applications

The closing date for applications is 15th January 2025. Applications received after that date will be late applications and will be dealt with after all on-time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Waiting lists

If a place cannot be offered at Townhill Junior School, children will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. This means that the waiting list will be re-ranked after every new expression of preference.

The waiting list will be held until 31 July 2026. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

Unplaced children

Any children who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not complete an application, will be offered a place at their linked junior school, if places are still available. If there are no places available at their linked junior school, they will be allocated a place at the nearest junior school to their home address with places available.

In-Year Admissions

Admissions mid-year for any year group will be dealt with in accordance with this policy. Please contact the current school for an admission application form.

Definitions

Previously/Looked After Child: Looked After Children are Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'Looked After Child' is a child in public care at the time of application to a school. A Previously Looked After Child, as defined by the Admissions Code, is one who was: looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Linked Infant School: This criterion applies only at the time of transfer from Year 2 to Year 3 and until the end of the first term of junior school (31st December 2024). After that time previous attendance at the linked infant school gives no priority to an application for a place at the linked junior school.

- Townhill Junior School's linked infant school is Townhill Infant School

Sibling: This includes children living as siblings in the same family unit. In the case of applications for places at junior schools a sibling at the linked infant school will count as a sibling at the junior school. A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

Catchment Area: A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council. Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website www.southampton.gov.uk, click on “My Southampton”, follow the links, and enter their postcode.

Distance: Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths considered safe for children to traverse.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and were admitted to Year R outside the normal age group. All requests will be considered on their merits by Southampton City Council taking account of the parent’s view and the views of the headteacher.

Parents of summer-born children for whom education outside normal age group was previously agreed will be required to make a new request for entry into junior school. This should be done as if the child is placed in their correct year group. For example, a child who has been held back a year (decelerated) should be making a new request when the child is in Year 1.

Before making such a request, parents are strongly advised to read the ‘Guidance on the education of children outside normal age group’ document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is **no guarantee that it will continue throughout the child’s education** and a new parental request **must** be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.