



CROOKHORN COLLEGE

Admissions Policy for the Academic Year 2025 - 2026

Date of Policy **November 2023**
Review Date **November 2024**

Admission Criteria

Our published admission number (PAN) for entry to Year 7 in the academic year 2025-26 is 165. The admission criteria that will be used in the event of oversubscription are set out below and are outlined in priority order in the criteria listed below.

The Governors will admit any child whose Education, Health and Care plan (EHCP) names Crookhorn College. Where possible such children will be admitted within the PAN.

1. Any child who is a looked after child or child who was previously looked after but was subsequently subject to an adoption, child arrangement, or special guardianship order. (A looked after child is a child who is in the care of the local authority, or provided with accommodation by that authority, in accordance with section 22(1) of the Children Act 1989). Previously looked after children also includes 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.
2. Children or families with an exceptional medical and/or social need. Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends Crookhorn College rather than any other. ('Medical need' does not include common medical conditions supported in mainstream schools such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the College or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have demonstrable and significant need to attend the College. Evidence must confirm the circumstances of the case and must set out why the child should attend the College and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority to the College and in each case a decision will be made based on the merits of the case and whether the evidence

demonstrates that a placement should be made at the College above any other)

3. Children of staff who have, (1) been employed at the College for two or more years at the time at which the application for admission to the College is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who at the time of application have a brother or sister (including children living as siblings in the same family unit or foster children) in the permanent residence on roll of this College and who will still be on roll at the time of the sibling's admission.
5. Children who attend one of our linked primary schools within the Local Authority's designated catchment area for Crookhorn College: Berewood Primary School, Mill Hill Primary School, Padnell Junior School, Queens Inclosure Primary School, or Springwood Junior School.
6. Children who attend one of our other linked primary schools: Bidbury Junior School, Purbrook Junior School, Barncroft Junior School or Morelands Junior School.
7. Other children

If the College is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the College have priority. Distances will be measured from the Ordnance Survey home address point to the College address point using the Local Authority's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on request.

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the College's PAN.

Admission of children outside their normal age group

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned parents may be offered a place in another year group at the College.

Procedure for Applicants

- 1) The Hampshire County Council Online Application Form should be completed and submitted as per the online instructions no later than midnight on 31 October 2024. A paper copy of the application form, as well as accessible and translated versions can be obtained from the College or by contacting Hampshire County Council's Admissions Team. The decision to offer a place at the College will be based on the Crookhorn admission criteria, as outlined above, and on applications received by the aforementioned date. Notifications to parents offering a secondary school place will be sent by Hampshire County Council on 1 March 2025. Applications made after midnight on 31 October 2024 will be considered after all on time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

- 2) The College will operate the equal preference system in the allocation of places. All preferences will be considered at the same time and ranked in accordance with the College's admissions criteria.
- 3) The names of late and unsuccessful applicants will be placed on a waiting list and parents will be informed if and when a place becomes available. The waiting list will be updated annually in September; when parents with a child on the waiting list will be contacted and their place reviewed, each time a child is added to or removed from the waiting list and when a child's changed circumstances will affect their priority.

Vision and Aims of the College

Parents should be aware that an application for a place at Crookhorn brings with it an acceptance of and agreement with the ethos of the College in accordance with the Four Cornerstones and the College Code.

Background Information

The College prospectus giving information about the College and details on admissions procedures is published annually in September. We welcome visits by interested parents to the College at the annual open evening. There are also opportunities to visit the College during the day by appointment.

Arrangements for admission are determined by the Governing Body, which is the accredited admission authority for the College.

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).

Permanent Residence

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

Siblings

The term sibling is defined as: the children of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family. It may also be applied to situations where a full or half brother or sister are living at separate addresses, or to foster children.

In-Year Admissions

You can apply for an in-year place up to four school weeks before the place is needed. Applications are made through the Hampshire County Council Admissions department and processed by the College and we will respond in writing no later than 15 school days following receipt of the completed application. You can [apply here](#).

If you are offered a place, we will contact you to make arrangements for a meeting and to discuss a provisional start date for your child.

If you are refused a place due to the year group being full, your child will be added to the waiting list.

Waiting List

Waiting lists will be established for each year group where more applications are received than places available and will be operated by the College.

Any places that become available will be offered to the child at the top of the list as soon as the place becomes available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list. The waiting list will be reviewed and revised each time a child is added or removed from the waiting list or when a child's circumstances have changed affecting their priority.

Waiting lists will remain open until 31 August of each year.

Appeals

Crookhorn College is a foundation school and therefore the Governors are responsible for any independent appeals arrangements.

Parents seeking admission for their child, who do not secure a place, have the right to appeal to an independent appeals panel. Details will be dispatched on receipt of a written request for appeal. The cut-off date for receipt of appeals will be midnight on 15 April 2025.

In-Year Fair Access Placements by the Local Authority

The Local Authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The protocol is based on legislation and Government guidance.