



## Admissions Policy 2020-21

The Trustees of The Southwater Junior Academy are the Admission Authority for the Academy and it is the Trustees who set and apply the Admissions Policy for the Academy. The Academy takes part in the co-ordinated admission scheme with West Sussex County Council and the County Council offers places at the Academy for September 2018 admission on behalf of the Trustees.

When parents are seeking a place for their child to transfer from Year 2 to Year 3, the application process is co-ordinated by The Pupil Admissions Team at West Sussex County Council. Families are contacted by them during the autumn of the year before children are due to start school. Applications should be submitted to The Pupil Admissions Team by the deadline of **15 January 2020**. Notification of which school has been allocated will be sent out on **16 April 2020**.

Parents can apply for a place online at West Sussex County Council using <http://www.westsussex.gov.uk/admissions>. For further information or for a paper application please telephone 03330 142903.

There will be an admission number of 120 places in Year 3. The intake for other years is also 120, making the maximum number of pupils for The Southwater Junior Academy 480.

The Southwater Infant Academy and The Southwater Junior Academy operate as two separate academies on a shared site. There is close co-operation between the two academies. However, the offer of a place at The Southwater Infant Academy does not guarantee a place at The Southwater Junior Academy.

Any child with a statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) Plan naming the school will automatically be admitted to the school

### Oversubscription Criteria

In the event that there are more applicants than places, the Academy Trust will allocate places using the following criteria, which are listed in order of priority:

- 1) Looked after children (children in public care); and previously looked after children. Previously looked after children are children who were looked after, but ceased to be because they were adopted or became subject to a residence order or a special guardianship order;
- 2) Children who need a place at the school on exceptional and compelling social, psychological or medical grounds.
  - Parents/carers must submit written supporting evidence from an appropriately qualified person (usually a doctor or social worker). The evidence should state clearly why the school asked for is the only one

that can meet the child's needs. Letters from parents are not normally considered sufficient evidence.

- 3) **Children who were admitted to The Southwater Infant Academy on or before 31<sup>st</sup> July 2019.**
- 4) Children who live in The Southwater Junior Academy catchment area and with siblings\* already at The Southwater Junior Academy when the child starts;
- 5) Children who live in The Southwater Junior Academy catchment area and who attend The Southwater Infant Academy;
- 6) Other children who live in The Southwater Junior Academy catchment area;
- 7) Children who live in the Castlewood Primary School catchment area and with siblings\* already at The Southwater Junior Academy when the child starts;
- 8) Children who live in the Castlewood Primary School catchment area and who attend The Southwater Infant Academy;
- 9) Other children who live in the Castlewood Primary School catchment area;
- 10) Children who live outside The Southwater Junior Academy and Castlewood Primary School catchment area and with siblings\* already at The Southwater Junior Academy when the child starts;
- 11) Children who live outside The Southwater Junior Academy and Castlewood Primary School catchment area and who attend The Southwater Infant Academy;
- 12) Other children who live outside The Southwater Junior Academy and Castlewood Primary School catchment area.

*\* A sibling is a brother or sister, or half-brother or half-sister or a step-brother or step-sister, living at the same address or foster children or adopted children living permanently at the same address.*

### **Addendums to Oversubscription Criteria**

Children previously denied places requested by their parents at their catchment school are treated as living in their current school's catchment area for sibling purposes. **Please note that it is the parent's responsibility to indicate these circumstances in their application.**

Any offer of a place on the basis of address is conditional on the child being resident at the address provided at the closing date for application. Parents have an obligation to notify WSCC Admissions Team of any change of address. The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of parental shared responsibility it is the address where the child spends most of the time. If parental shared responsibility is split 50/50 the address submitted upon application will be honoured.

Confirmation of school catchment area can be accessed via the following link:  
<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-catchment-areas/>

### **Tie Breaker**

In the case of oversubscription criteria detailed in this policy, priority is given to applicants who live nearest the school measured by a straight line from school to home, using Ordnance Survey address point data from a central point in each building. This is calculated by the Admissions Team at West Sussex County Council.

In line with Paragraph 1.7 of the School Admissions Code (2014), published by the Department for Education (DfE), the Trustees are under a duty to consider all applications for an oversubscribed school against its published oversubscription criteria. Parents not offered a place at the Academy will be offered another school by West Sussex County Council.

### **Waiting List**

Where parents are refused the schools of their preference, they are advised of their right of appeal and offered the opportunity of having their child's name placed on the waiting list. The waiting list is ordered according to the oversubscription criteria for the Academy, without regard to the date the application was received or when a child's name was added to the waiting list. This means that a child's name can go down as well as up on the list. The waiting list for community, controlled schools and academies is held and managed by the Pupil Admissions Team at West Sussex County Council who will offer a place to the child at the top of the waiting list when a place becomes available.

The waiting list will be held by West Sussex County Council until 31<sup>st</sup> August 2018 and will be then held by The Southwater Junior Academy until the last day of the autumn term 2018, when it will be cancelled. Parents wishing to remain on the waiting list after this date must write to the Academy by 31<sup>st</sup> December 2018, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31<sup>st</sup> December 2018, parents whose children are not already on the waiting list but who wish them to be must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

### **Admission of children outside of their normal age group**

Parents may seek a place for their child outside of their normal age group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the headteacher of the Academy will also be taken into account. When informing a parent of the decision, reasons made for the decision will be clearly set out.

Where a parent requests for their child to be admitted out of their normal age group, the application must be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of the determined admission arrangements only, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at the Academy. This right does not apply if they are offered a place at the Academy but it is not in their preferred age group.

### **Late Applications**

Late applications for the initial intake to Year 3 will be considered in accordance with West Sussex County Council's admissions process.

### **Admission Appeals**

Where the Trustees are unable to offer a place because the Academy is oversubscribed, parents have the right to appeal to an independent admission appeal panel. Parents have at least 20 school days in which to submit their appeal, as required under paragraph 2.1 of the School Admission Appeal Code.

Further information can be found at <http://www.westsussex.gov.uk/admissions> or by telephone on 03330 142903.

### **In Year Admissions**

Applications for an Academy place after the start of the academic year or for any other year group are processed by The Southwater Junior Academy. Please contact the Academy office on 01403 730475 or by e-mail to [office@southwaterjuniorAcademy.co.uk](mailto:office@southwaterjuniorAcademy.co.uk) .

An application form must be completed and returned to The Southwater Junior Academy.

### **Further Information**

All parents are advised to read this Academy Admission Policy in conjunction with the Local Authority booklet for parents: 'Information for Parents'.

For further information please contact either:

West Sussex County Council  
The Pupil Admissions Team  
Telephone: 03330 142903.  
E-mail: <http://www.westsussex.gov.uk/admissions>

The Southwater Junior Academy  
Admissions Officer  
Mrs Juliet Tydd  
Telephone: 01403 730475  
E-mail: [office@southwaterjuniorAcademy.co.uk](mailto:office@southwaterjuniorAcademy.co.uk)

Reviewed annually