

Mansbridge Primary School

Admission Policy for Mansbridge Primary School for 2024/25

The Governing Body (GB) of the school is the admission authority for the school. The authority will consider all on-time preferences at the same time for September 2024 admissions.

Mansbridge Primary School has a Published Admission Number (PAN) of 30.

Children with Education, Health and Care Plans (EHCP) 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.

Oversubscription criteria

Applications submitted by 15 January 2024 will be dealt with first. If the number of applications submitted by 15 January 2024 is greater than the PAN for the school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code.
2. Children subject to a child protection plan.
3. Children who have a brother or sister already on roll at Mansbridge Primary School who will continue to attend the following year.
4. Children whose parents have satisfied the GB 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.
5. Children who live within the school's designated catchment area.
6. 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, independent from the school.

Definitions

Sibling: This includes children living as siblings in the same family unit. A sibling is defined as a brother or sister including half, step, 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. 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 as the crow flies. 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.

Late applications

The closing date for applications is 15 January 2024. 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 the 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

Unsuccessful applicants 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.

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 waiting lists will be re-ranked after every new application for the school.

The GB has delegated responsibility of the management of the waiting list to Southampton City Council. The waiting list will be maintained until the end of the summer term.

Entry into Reception Class

Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the allocated school.
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory School Age, and not beyond the

beginning of the final term of the school year. This should be negotiated with the headteacher of the allocated school.

- Request to defer their child's entry until the September following their fifth birthday. Parents must make an in-year application and the pupil would start in Year 1.

Parents of summer-born children, that is children born between 1 April and 31 August, may, in addition, choose to send their child to school in the September following their 5th birthday and may **request** that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group should 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 outside normal age group.

In-Year Admissions

Admissions mid-year for any year group will be dealt with in accordance with this policy.