King Richard School

Admissions Policy 2017/18

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 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;

   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).

      Note: should the school be oversubscribed from within any of the criteria 4i to 4ii 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 (See additional information)

Additional Information

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 1. A copy of the relevant court order will be required.

Medical, physical, psychological or social need

If your child or a family member has a significant medical, physical, psychological or social need that you would like taken into account when places are allocated, please tick the relevant box on the 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.
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 result in it not being considered under this criterion. It is your responsibility to provide the necessary evidence 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 Service 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 is determined by your home address(the child's permanent residence).Trafalgar School, Portsmouth Academy for Girls, St Edmunds Catholic Schools do not have catchment areas.

Sibling links

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 will 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 primary/junior schools for King Richard School

- Medina Primary
- Beacon View Primary Academy
- Portsdown Primary
- The Victory Primary School

Distance criterion

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) department. 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. For multi-occupancy dwellings (i.e. flats) where there is only one unique property reference point, lower floor dwellings will take priority over higher floor dwellings. For

dwellings on the same floor lower numbered dwellings will take priority over higher numbered dwellings. 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 Service will arrange for this to be carried out by the LA's Democratic Services who are independent of the school and the admissions process.

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

Admission of pupils who have been issued with a statement of special educational need or statutory education, health and care plan (from September 2014) is through a different process. Pupils with statement or a statutory plan naming a particular school are taken account of and given priority in the allocation process.

Fair Access Protocol

The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of secondary school age children. This protocol relates to admission applications throughout the year (but not the transfer of Year 6 pupils from primary/junior to secondary schools in September 2016). 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.

Appeals

If a parent is unsuccessful with any of their preferences they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the LA's Admissions Service who will administer appeals on behalf of the school.

Waiting lists

All parents who have been refused a place at the school will have the option to indicate their wish to remain on the waiting list – via a tick box on the allocation response form online or on a paper reply slip. Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.
Children will remain on a waiting list only until the end of the academic year August 2018 if parents/carers want their children to be on the waiting list for the following academic year, they must reapply. The school delegate this function to the LA's Admission Service to administer.

1 A 'looked after' child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became the subject of a residence order or special guardianship order.

For more information regarding admissions at King Richard School contact Lisa House,Education Welfare Officer, on: 023 9237 0321 EXT 284