



# ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

*"Inspired to make a difference in God's world with excellence and love"*

## ADMISSIONS POLICY FOR SEPTEMBER 2025 to 2026

DOCUMENT INFORMATION			
<b>Reviewed by:</b> Admissions committee		<b>Determined by:</b> Full Governing Body	
<b>Last Review:</b>	Autumn 2023 (for 2025 -2026 admissions policy)	<b>Next Review:</b>	Autumn 2024 (for 2026-2027 admissions policy)
<b>Last Consultation:</b>	2020	<b>Review Cycle:</b>	Annual

## 1 Introduction

St Alban's Church of England (Aided) Primary School is a Voluntary Aided School established in 1958 to provide education for children living in the Havant Deanery.

The published admission number for Year R at the School is **30**. This is the number of places available for this year group.

## 2 Admission criteria

*The Admissions criteria below reflect the unique nature of the school's catchment area in which this school serves the pupils and families living in the Deanery of Havant (a very wide geographical area).*

Children with an Education, Health and Care Plan where the School is named after consultation, will be allocated a place. After them, if there are more applicants than places, we will allocate places to children in the following categories in priority order.

It is very important that all applicants read carefully the definitions in section 4 below.

1. Children who are "looked after" or children who were previously "looked after".
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 St Alban's Church of England Aided Primary School rather than any other. Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.
3. Children with a sibling at the School.
4. Children living in the catchment area of the school (Havant Deanery) who request admission on Christian Commitment grounds and who provide relevant evidence (SIF) to show a Christian Commitment that meets the definition in section 4.
5. Children living inside the catchment area of the school (Havant Deanery)
6. All other children.

Where there are not enough places within any of the categories above, we will give higher priority to children living closer to the School, measured by straight line **distance**.

## 3 Making an application

### 3.1 How to apply?

You must make an application for a place to Hampshire County Council using Hampshire's Admission Form either online or on paper.

You must complete and submit (to the School) a Supplementary Information Form (SIF) if you are applying for consideration on **Christian Commitment** grounds. See Section 5.1 below for how to obtain and submit the SIF.

### 3.2 When to apply?

The closing date for Hampshire County Council to receive applications is **midnight on 15 January 2025**. **Notifications to parents will be sent by the Local Authority on 16 April 2025.**

Applications made after midnight on 15 January 2024 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

### **3.3 Who can apply?**

Only a **parent** can apply for a place at a school (please refer to Section 4.1).

### **3.4 Further information**

If you require further information about applying for a place at the School, please contact:

Address: St Alban's Church Of England (Aided) Primary School,  
St Alban's Road, West Leigh, Havant, PO9 2JX  
Telephone: 023 9248 2072  
Email: admin@st-albans.hants.sch.uk

## **4 Definitions used within the admission criteria**

### **4.1 Parent**

A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989. Where responsibility for a child is 'shared', we regard the person living at the address where the child spends most of the school week as the parent responsible for completing application forms, and whose address we will use for admissions purposes.

### **4.2 "Looked after" child**

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). It also includes a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. You must provide a letter from the Children's Services Department confirming the child's status.

An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This category also includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be so as a result of being adopted (referred to as 'internationally adopted previously looked after children, IAPLAC'). Responsibility for determining whether a child is eligible for IAPLAC priority rests with the admissions authority. Parents wishing to apply for a place under this category must provide evidence of their child's IAPLAC status directly to the school at the time of application to be considered by the admissions authority.

#### **4.3 Serious medical, physical or psychological condition**

'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 school because of a child's aptitude or ability or because their friends attend the school 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 a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school 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 one school above any other.

#### **4.4 Sibling**

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a foster brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living in the same family unit at the same address. The child must have a 'sibling' in the School at the time of proposed admission. If the last pupil offered a place in a class within the Published Admission Number is from a multiple birth or has a sibling in the same year group, we will offer a place to all such siblings.

#### **4.5 Christian commitment**

Christian commitment means the child's parent has attended church worship at a church in the list of Christian churches below **for at least 24 consecutive months and at least twice monthly** leading up to and including the time of application.

Your declaration will need to be verified by the priest of your church or, if there is no priest, an authorised church official. If you have recently moved you must ask the priest, or authorised church official, from your previous church(es) to verify your Christian Commitment to show a total of 24 consecutive months and at least twice monthly.

For "Christian Commitment" we recognise the following churches:  
Anglican, Roman Catholic, Methodist, Baptist, Portsdown Community Church (The Beacon), Salvation Army, United Reformed Church, , Redeemed Christian Church of God (RCCG), Denvilles Ecumenical Church (DEC), Evangelical Alliance members.

*(Note - It is the responsibility of the person signing this form to check whether their Church meets this criteria.)*

#### **4.6 Havant Deanery**

The attached map shows the boundaries of the parishes that make up the Havant Deanery. Any child whose home address is within these boundaries lives 'inside' the catchment area of the school . Any parents who are unsure should consult <http://www.achurchnearyou.com> to see whether their home is within one of the parishes, or contact the Diocese of Portsmouth (see <http://portsmouth.anglican.org> or ask the School for contact details).

#### **4.7 Home address/permanent residence**

The home address, used in the phrase "living inside/outside the Havant Deanery" means the permanent residence where the child usually lives. 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, pre-school or child-minder, the address registered for child benefit and the address registered with the child's GP.

#### **4.8 Distance**

We use Hampshire County Council's Geographic Information System (GIS) to determine distance from the Ordnance Survey point of the child's home address to the Ordnance Survey point of the school. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. We will ask someone independent of the Governing Body to draw lots if distances are equal (for example within a block of flats).

### **5 Other information**

#### **5.1 Supplementary Information Form**

Parents applying under the criteria requiring **Christian Commitment** must complete a St Alban's CE Aided Primary School Supplementary Information Form (SIF).

You can obtain this from the School. You can also download the SIF from the School website (<http://www.stalbansprimaryschool.co.uk/>).

You must complete and return the SIF to the school not later than the closing date for applications set by Hampshire County Council (15 January 2025 for main round applications). (As it is a paper form that you need to sign, you cannot complete the SIF online.) For 'in-year' applications, the SIF must be completed and returned to the school at the time of application.

#### **5.2 Change of address**

We normally consider only the child's current address, but we will offer places based on future moves if you provide us with:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application; or
- a tenancy agreement confirming the renting of a specific property relevant to the application; or
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) declaring a relocation date and a unit postal address or quartering address.

#### **5.3 Children with Education, Health and Care plans**

We will admit children whose Education, Health and Care Plan (previously a final statement of Special Educational Needs) names the school following consultation.

Where we know before the Governors' Admissions Committee meets that children with an EHCP will require places, these places will count towards the published admission number for the school.

## **5.4 Starting School and Deferred Entry into Year R**

All children are entitled to full-time admission to a school in the September following their fourth birthday.

Deferred admission: parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term), but not beyond the point they reach compulsory school age at the beginning of the term following their fifth birthday, and not beyond the beginning of the final term of the school year for which the application was made. Parents can request that their child attends part-time until the child reaches compulsory school age. It is recommended that parents considering such a request contact the school as early as possible to ensure that an informed decision is made.

**Requests for decelerated admission:** parents of summer born children (born from 1 April to 31 August inclusive) may choose not to send their child to school until they reach compulsory school age in the following September and they should seek approval from the school to make an application in the following year's main admission round for their child to start in Year R, a year after their chronological peers. Further information can be found at [www.hants.gov.uk/ad-summerborn](http://www.hants.gov.uk/ad-summerborn). Parents will need to seek permission from the Governing Body in good time (no later than 31 October) to ensure that a decision can be made prior to the deadline for applications on 15 January.

All relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt decelerating admission to Year R was in their child's best interests. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they are offered a place and it is not in the year group they would like.

## **5.5 Applications to Key Stage 2 classes**

We may admit up to a further 3 children to the classes in Years 3-6 depending upon the needs of each cohort, bringing the KS2 class size to a maximum of 33 pupils. We will allocate any additional places in Year 3 in accordance with the same admissions criteria set out in Section 2 above. We will also allocate any additional places in Year 3 in line with Hampshire County Council's procedures and recommendations.

## **5.6 In-year applications**

If a place becomes available during the year, we will allocate it based on the same admissions criteria set out in Section 2 above.

You must make an application in accordance with Hampshire County Council procedures. Contact the School for more information. There are no deadline dates for in-year applications. However, in-year applications made for entry in the following September will only be considered 6 weeks before the start of the summer holiday in line with Hampshire County Council procedures.

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

We will consider applications for children outside their normal school year group on an individual basis. Parents do not have the right to appeal if they have been offered a place and it is not in the year group they would like.

## **5.8 In-Year Fair Access placements by Hampshire County Council**

Hampshire County Council 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 Council, 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 any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

## **5.9 Waiting list**

We operate a waiting list once we have allocated all available places:

For all main round applications, a child's name will automatically be added to the waiting list if this school was named as a higher preference than the school actually allocated. The waiting list for main round applications (i.e. Year R and Year 3 applications for September) will be maintained through to 31 August. Parents wishing their child to remain on the school waiting list after 31 August must notify the school in writing.

For all in-year applications, parents must request (in writing) that their child is placed on the waiting list if their application is unsuccessful.

You may ask in writing at any time for us to remove your child from the list.

If a place becomes available, we will allocate it based on the admissions policy that is in force at the time. We do not take into account the length of time on the waiting list. In-year Fair Access placements (see Section 5.8 above) will take priority over the waiting list.

The waiting list will be reviewed and revised:

- \*each time a child is added to, or removed from, the waiting list;
- \*when we are notified of a child's changed circumstances that will affect their priority;
- \*periodically when parents will be contacted and asked if they wish to remain on the list

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. You may keep your child's name on the waiting list of as many schools as you wish.

## **5.10 Admissions Appeals**

If you are unsuccessful in gaining a place for your child at this School, we (usually via Hampshire County Council) will inform you in writing. We will give reasons and inform you of your right to an independent appeal against the decision.

## **The local authority's role in admissions**

Hampshire County Council operates a timetabled co-ordinated admissions procedure for all Hampshire schools in line with Government legislation. Hampshire County Council will manage the admissions process on behalf of the School according to the scheme which they will publish in their Admissions Website ([www.hants.gov.uk/education/admissions](http://www.hants.gov.uk/education/admissions)) for that year, but it is still the Governing Body, as the Admission Authority for this school, who will decide which children can be offered a place in line with this policy.

The Hampshire County Council Admissions website ([www.hants.gov.uk/education/admissions](http://www.hants.gov.uk/education/admissions)) will contain information on how to make an application, dates for notification to parents of admissions decisions and information on joining the waiting list or lodging appeals. In case of any doubt on these dates, please contact Hampshire County Council or the School.

## **6 Legislation**

We are the Governing Body of St Alban's Church of England (Aided) Primary School and we are the Admissions Authority for the School.

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

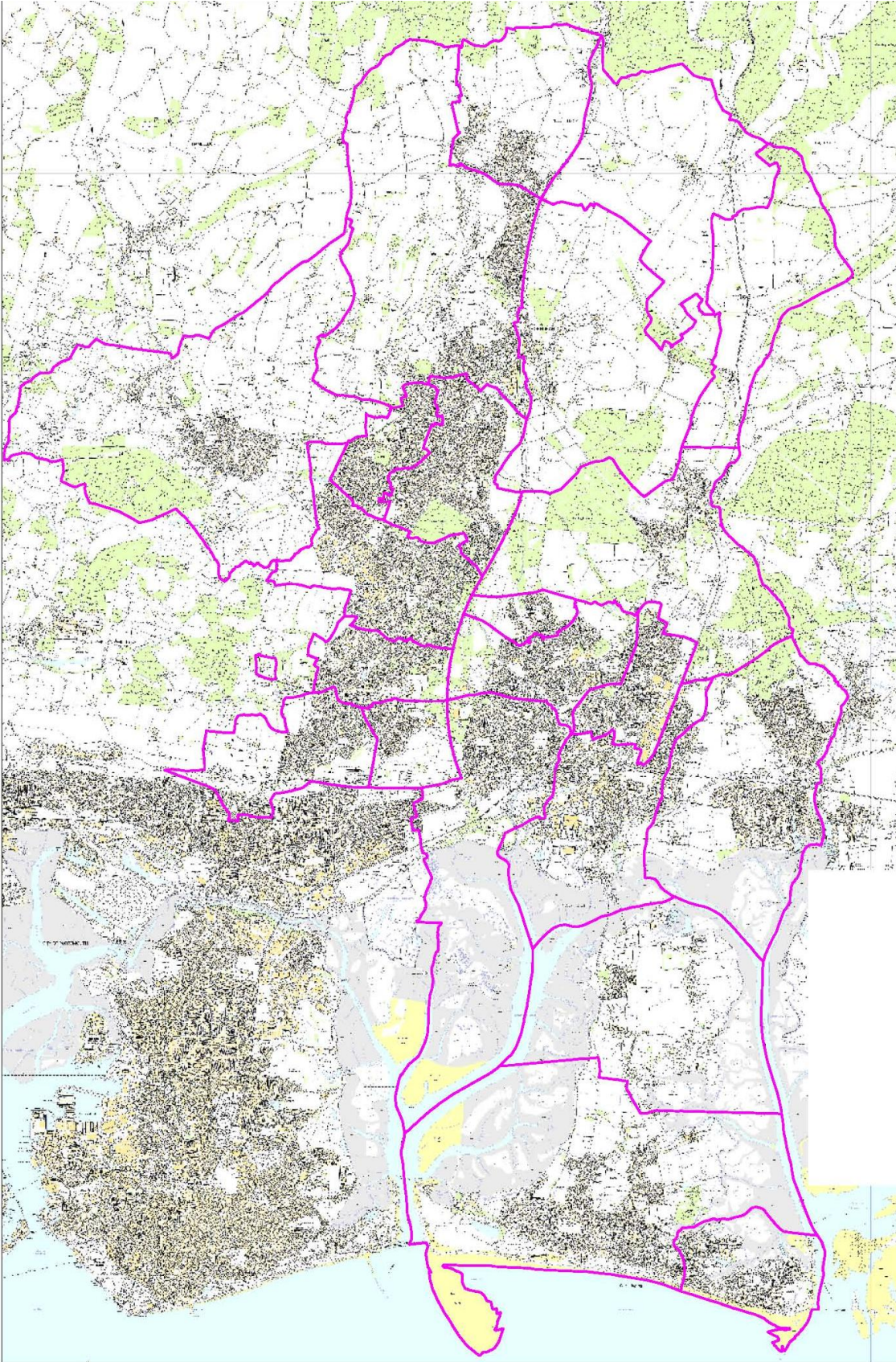
We will administer this policy fairly and impartially. We are responsible for the decision to admit or otherwise.

The information given above is correct for the School for the school year shown above, but we may alter it for future years. You should check with the school that no changes have occurred.

You (as the parent of your child/children) are responsible for making an application for a place for your child/children.

Any fraudulent practice brought to our attention will be investigated and we reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application. This includes, but is not limited to, taking out short-term lets or buying property solely to use its address on the application form without any intention of taking up permanent residence there, using an address where the child is not normally resident, or obtaining church references under false pretences.

## Appendix – Map of Havant Deanery



An interactive map showing parishes situated within the Deanery of Havant can be found at the Diocese of Portsmouth website or by following the link below:  
<https://www.portsmouth.anglican.org/acny/deanery/4/>