



Ridings Partnership

Admissions Policy 2025 – 2026



Section 1: Introduction

The Hamwic Education Trust (HET) is the Admission Authority for the schools listed in the table below. The Trust Board is responsible for determining the admissions policy and arrangements in line with the requirements of the School Standards & Framework Act 1998 and School Admissions Code. HET has delegated the processing of admissions to the individual school's governing body. This policy will be used to prioritise applications for Year R starting in September 2025 and for in-year admissions for the 2025 – 2026 academic year for the schools listed below.

Parents may express up to six (6) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the highest ranked of the schools that could be offered.

Published Admission Number

The Published Admission Number (PAN) for each school is shown in the table below. Each school will admit up to the PAN into Year R in September 2025.

School Name	PAN
Gatcombe Park Primary School	30
Westover Primary School	30

Children with Education, Health and Care Plan (EHCP) that name the school

Children with EHCPs that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN 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. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

Section 2: Oversubscription Criteria

All explanatory notes are in section 3 on page 4.

Applications submitted by 15 January 2025 will be dealt with first. If the number of applications submitted by 15 January 2025 is greater than the PAN for a 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 2021.
2. Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application form. 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 area are inappropriate – see Explanatory Note 1.
3. Children living within the school’s designated catchment area who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 2 for catchment definition and Explanatory Note 3 for Sibling definition.
4. Children living in the school’s designated catchment area who are eligible for service premium – see Explanatory Note 4.
5. Children who live within the school’s designated catchment area and are children of staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill.
6. Other children living within the school’s designated catchment area.
7. Children living outside the school’s designated catchment area who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year.
8. Children living outside the school’s designated catchment area who are eligible for service premium.
9. Children who live outside the school’s designated catchment area and are children of staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill.
10. Other children living within the school’s designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 5 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.

Section 3: Oversubscription Criteria Explanatory Notes

- 1. Medical, physical, psychological or social need:** If a child or family member has a significant medical, physical, psychological or social need that you would like taken into account when places are allocated, applicants should tick the relevant box on the application form and submit supporting evidence with their request. The evidence must be in writing from a doctor or other appropriate professional involved with the child/family member's health, wellbeing or specific family circumstances. In all cases, evidence must show why it is appropriate that the child attends the preferred school and why others schools in the area are inappropriate.
- 2. Catchment area:** Each school has a geographical catchment area defined by Portsmouth City Council. Catchment areas give some priority to children living in the local area of the school. Living in the school's catchment area does not guarantee a place at the school. Catchment areas are determined by home address (the child's permanent address). Further details of the school's catchment area can be found on the Portsmouth City Council website.
- 3. Sibling:** A sibling is defined as a brother or sister (living in the same household) already on roll and attending the school applied for and who will still be attending the school the following academic year. This includes half, step, or foster or adoptive brother or sister, living within the same family unit at the same address. Twins, triplets and other children of multiple birth will be admitted above the admission limit if the limit has been reached by admitting one of the multiple birth children. A sibling link at the school does not guarantee admission to the school.
- 4. Service Premium:** Service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002. The service premium is designed to support children with parents serving in the regular British Armed Forces. Pupils attract the premium if they meet the following criteria: One of their parents is serving in the regular armed forces; one of their parents served in the regular armed forces in the last 3 years; one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme.
- 5. Distance:** Distances are measured in a straight line 'as the crow flies'. Distances are measured using the Council's Geographical Information System (GIS). The Local Land and Property Gazetteer (LLPG) unique property 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. 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 prioritization will be done by casting lots.

Section 4: General admission arrangements

Late Applications

The closing date for applications is 15 January 2025. Applications received after that date will be late applications. 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

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 on-line 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 the waiting list only until the end of the academic year in August 2026, if parents/carers want their children to be on the waiting list for the following academic year they must re-apply. The waiting list will be administered by the LA's Admission Team on behalf of the school.

Entry into Reception Year

The offer made to parents for reception class on the initial offer date is of a full-time place from the start of term in September. Schools normally stagger entry into school from that date and arrange for some initial part-time attendance to ensure a smooth transition from pre-school or home into school. 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 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.

Parents of summer-born children, that is children born between 1st April and 31st 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 for parents of summer born children considering delaying entry to school to reception year](#) available on the Portsmouth City Council website, which explains the procedures that need to be followed, and complete the relevant application form.

Admission of children outside their normal age group.

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and parents would like them to start Year R when they reach statutory school age.

Any parent wishing to apply for a place outside their normal age group should contact the Admissions Team at Portsmouth City Council who will explain the procedures that need to be followed, and the

relevant application forms to be completed. All requests will be considered on their merits by the governing body taking account of the parent's view and the views of the headteacher.

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, in-year admissions) 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 of normal age group.

In Year Admissions (applying for a school place *during* an academic year)

This admissions policy will also be used to prioritise applications for in-year admissions for the 2025 – 2026 academic year. Parents wishing to make an in-year application should apply on-line through the Portsmouth City Council website: www.portsmouth.gov.uk/admissions

In Year Fair Access

HET schools fully partake in the relevant LA's In-Year Fair Access Protocol. 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 2025). The protocol takes priority above a school's admissions policy for those on a waiting list and the LA may require the school to admit above their published admission number.

Appeals

If the school is unable to offer a place, parents have the right of appeal to an Independent Appeals Panel. The decision of the Panel is binding on all parties.

Co-ordinated Admissions Scheme

All HET schools fully participate in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1st September 2025.