

# Highfield Church of England Primary School

## Admissions Policy for September 2025



### **RATIONALE**

At Highfield Church of England Primary School we are committed to celebrating our Christian foundation and aim to build upon it a caring and stimulating environment in which each child can develop and learn.

### **AIMS**

The aim of this policy is to ensure a clear procedure through which children may become part of our school community.

### **FACTUAL INFORMATION**

This policy will apply to all admissions from 1 September 2025, including in-year admissions. It will be used during 2024-25 for allocating places for September 2025 as part of the normal admission round for Year R. Outside the normal admissions round, the Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. The name of the School is Highfield Church of England Primary School. The School is a Voluntary Aided (VA) school.

**Specific exemptions from Section 85 of the Equality Act 2010 enables VA faith schools to use faith criteria in prioritising pupils for admission to the schools.**

“The Governing Body” is the Governing Body of Highfield Church of England Primary School. The Governing Body is the Admissions Authority. The admissions arrangements are determined by the Governing Body after statutory consultations.

The School was established by a trust deed of 1846 as the South Stoneham and Highfield National School to provide education of children of the labouring and manufacturing and other poorer classes in the parish of South Stoneham. The most recent revision under direction of the Charities Commission (2013) confirms the trust deed now pertains to the Highfield Parish within this area which is also known as Christchurch, Portwood. A map of this area is available in the school and can be accessed electronically here: <https://preview.tinyurl.com/yxc2qsr2>

Should ambiguity be suggested by the map provided here, the definitive catchment is the list of roads (and where relevant specific range of house numbers) given in **Definition A - “The area served by the school”** below.

This policy has been made in accordance with the Equality Act 2010 and the Public Sector Equality Duty, the Human Rights Act 1998, the School Standards Framework Act 1998, the SEND Code of Practice: 0 – 25 years 2014, the Children and Families Act 2014 and the School Admissions Code (published by the DfE in 2021).

This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of The Governing Body.

The information given below is correct for the school year shown, but it could be altered for future years. We advise you to check with the school that no changes have occurred. All applications are made by ‘parents’ for their child / children – (See **Definition B** below).

### **APPLICATIONS TO RECEPTION CLASSES**

- The admission of pupils to the school is the responsibility of the governing body. By law all UK state funded schools, including Highfield Church of England Primary School, operate an equal preference policy. The Governing Body plan to admit 45 children into Year R. This is the Published Admission Number (PAN) for Highfield Church of England Primary School.
- Where the number of applicants exceeds the places available allocation of places will be on the basis of the Admissions Criteria.
- ‘Deferred Admission’. All Reception class children will normally start at the beginning of the school year in which they become 5 and follow a programme of induction, according to their date of birth. However, Deferred Admission \*may\* be possible in some cases – see **Definition (L)** below
- Applications for children outside their normal school year group will be considered on an individual basis.

# Highfield Church of England Primary School

## Admissions Policy for September 2025

### ***IN YEAR APPLICATIONS***

The allocation of any places, which may become available during the year will be made on the basis of the current Oversubscription Criteria.

There are no deadline dates for in year applications.

In year applications must be made through the Local Authority. The Governing Body will still decide whether to offer a place. The offer will be made by a letter from the Local Authority.

Applications must be made using the Local Authority Admission Form.

Parents applying under the Christian Commitment criterion will be asked to complete a Supplementary Information Form (SIF), which must be obtained from The School, completed and returned to The School. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

Applications for children outside their normal school year group will be considered on an individual basis.

### **IN YEAR APPLICATIONS TO Year 1 to 6**

The Governing Body will admit **45** children to infant and junior year cohorts.

### ***WARNINGS***

Nationally places are withdrawn every year because parents give a false 'permanent residence' address on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there.

In fairness to all parents, all allegations of fraudulent practice brought to the school's attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

### ***APPLICATION FORMS***

For this school you must complete the Local Authority Application Form. The Local Authority Form may be completed online. Please refer to the Local Authority's information.

# Highfield Church of England Primary School

## Admissions Policy for September 2025

### ***Pupils with an Education, Health and Care Plan (EHCP)***

*Any child with a statement of special educational needs (SEN) or Education, Health and Care Plan naming Highfield Church of England Primary School\*\*\* (see note in Further Information below) will be admitted. Where possible such children will be admitted within PAN.*

### **ADMISSIONS CRITERIA**

1. A 'looked after child' including those children who appear (to the admission authority) to have been in state care outside of England or any child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement, or special guardianship order. See **Definition (C)**.
2. Children subject to a Child Protection plan or are deemed vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. 'Siblings' of children attending the school at the time of the application and expected to still be on roll in September 2023. – see **Definition (D)**
4. Children of staff.– see **Definition (E)**
5. Children of families whose 'permanent residence' - see **Definition (F)** - is in the Parish of Highfield (Christchurch, Portswood) - see **Definition (A)**
6. Children who have at least one parent who is a member of **Highfield Church** and whose parent(s) can provide confirmation of their 'Christian commitment'. – see **Definition (G)** A 'Supplementary Information Form' (SIF) for this purpose will be given to applicants.
7. Other children

If the school is oversubscribed, places will be offered in the above priority order.

### **IN ALL CASES ABOVE**

- Where there are insufficient places for applicants from within a particular category, 'children living closest to the school' – see **Definition (H)** - will determine priority. Distance will be measured in a straight line from the front door of the child's home address (For multi-occupancy dwellings or blocks of flats, the entrance to the property is the communal entrance to the building) to the designated point of the Infant School site for year R and infant admissions and of the Junior school site for junior admissions using Southampton City Council's GIS.
- When all available places have been allocated, **The School** will operate a waiting list - see **Definition (I)** for at least the first term of the academic year of admission. Parents should confirm with the school that their child's name is included on the list or if they want their child's name removed from the waiting list.

### **THE ADMISSIONS TIMETABLE**

Southampton Local Authority (LA) operates a timetabled co-ordinated admissions procedure for all Primary Schools in line with Government legislation.

The LA will manage the process on behalf of the school according to the scheme, which they will publish online, but it is still The Governing Body as the Admission Authority for this school, who will allocate the available places in line with this policy. The relevant information and on line application form is accessible on the SCC website here: <http://www.southampton.gov.uk/schools-learning/find-school/apply-school/default.aspx>

The closing date for admission applications to be received by the LA will be as published in their online Admissions information for that year. The website will also contain information on how to complete their application form online, dates for notification to parents of admissions decision and the

# Highfield Church of England Primary School

## Admissions Policy for September 2025

closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the LA or the school.

Highfield CE Primary School's Supplementary Information Form (SIF) is a paper form as it requires 3<sup>rd</sup> party signing and for this reason it cannot be completed online. If you wish to apply under the Highfield Church commitment criterion you must obtain a copy of the 2024/5 SIF from the school and return it to the school preferably as soon as possible and in any case not later than the closing date set by Southampton Local Authority for Primary School Admissions.

### **FURTHER INFORMATION**

If you require further information about applying for a place at Highfield Church of England Primary School, please contact the school at the address below.

Highfield Church of England Primary School, Hawthorn Road, Highfield, Southampton SO17 1PX  
Telephone: 02380 555 793  
Email: [info@highfieldschool.co.uk](mailto:info@highfieldschool.co.uk)

### **\*\*\*Children with an education, health and care (EHC) plan in which Highfield Church of England Primary School is named.**

The Admissions Code (2014) states:

*1.30 Children with statements of special educational needs or Education, Health and Care Plans ..... **must** be allocated a place if their statement or Education, Health and Care Plan names the school.*

The SEND Code of Practice: 0 – 25 years (2014) states:

*9.80 The local authority **must** consult the governing body, principal or proprietor of the school or college concerned and consider their comments very carefully before deciding whether to name it in the child or young person's EHC plan, sending the school or college a copy of the draft plan.*

The Governors will admit any pupil whose EHC plan names the school. Where possible such children will be admitted within the Published Admission Number (PAN) for the relevant year group.

### **SUPPLEMENTARY INFORMATION FORM (SIF)**

Only complete the Supplementary Information Form if you are applying under criteria 7.

You **must complete the Supplementary Information Form and have it signed by an authorised church official** of Highfield Parish Church if, and only if, you want your application to be considered under the Christian Commitment Criterion (7) **as the highest criterion**.

You do not need to submit a SIF if you are applying under a higher criterion e.g. criterion 4 'sibling' as in such cases doing so will not affect the prioritisation of your application under the over subscription criteria and the school is not permitted to collect data not relevant to your application.

You can obtain a paper copy of the SIF from the school. You must return the SIF to the school preferably as soon as possible and in any case not later than the closing date set by Southampton Local Authority for Primary School Admissions.

Highfield Church of England Primary School's SIF is a paper form as it requires a signature and for this reason it cannot be completed online.

### **DEADLINES**

Make sure your Local Authority Application Form is on time and sent to the right place. Details of dates are in the Local Authority brochure.

Late applications will not be considered until all on-time applications have been processed.

# Highfield Church of England Primary School

## Admissions Policy for September 2025

### **ADMISSION APPEALS**

If you are unsuccessful in gaining a place for your child at this school you will be informed in writing, be given reasons and informed of your right to an independent appeal against the decision.

### **DEFINITIONS**

#### **(A) The area served by the school**

<u>Highfield Parish (Christchurch Portswood)</u>	
Abbotts Way	Arnold Road
Blenheim Avenue	Blenheim Gardens
Bowden Lane	Brickfield Road
Brookvale Road	Burgess Road (118, Gower Building)
Church Lane Chamberlain Road	Cranford Way
Crofton Close	De Grouchy Lane
Donnington Grove	The Finches
Furzedown Road	Glebe Court
Granby Grove	Grosvenor Close
Grosvenor Gardens	Grosvenor Road
Hartley Avenue	Hawthorn Road
Heatherdeane Road	Highcrown Mews
Highcrown Street	Highfield Close
Highfield Crescent	Highfield Lane
Highfield Road	Hilldown Road
Holyrood Avenue	Khartoum Road
Kitchener Road (57-67, 72-76)	Leigh Road
Merton Road	Nile Road
Northcote Road	Oakhurst Road
Oakmount Avenue	Omdurman Road
Orchards Way	Portswood Road (114-330, 167-573)
Richard Taunton Place	Richmond Gardens
Ripstone Gardens	Roseland Gardens
Royston Close	Russell Place
Shaftsbury Avenue	Sherborne Road
Sirdar Road (72-82, 83-89)	Somerset Road
University Crescent	University Road
Uplands Way	Upper Grosvenor Road
Upper Shaftsbury Avenue	Welbeck Avenue
Westbourne Crescent	Westwood Road (odd numbers)
Winn Road	Woodstock Drive

#### **(B) 'Parents'**

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

# Highfield Church of England Primary School

## Admissions Policy for September 2025

### **(C) Looked after children**

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 functions (see the definition in section 22(1) of the Children Act 1989). As required in the revision of the Admissions Code (2021) it also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. .Previously looked after children are defined as children who were looked after but ceased to be so because they were subsequently adopted (or became subject to a child arrangements order or special guardianship order). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### **(D) 'Siblings'**

The term "Sibling" is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents who are married or cohabiting, where the parents and children live together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one member of a married or cohabiting couple.

If the last pupil to be offered a place, within the school's published admission number for that year group (PAN), is a multiple birth or same cohort sibling governors will make an exception and an additional place will be made available.

### **(E) 'Children of staff'**

*The School* gives priority in their oversubscription criteria to children of staff under the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **(F) 'Permanent Residence'**

The child's permanent residence is where they live normally, including weekends and during the school holidays as well as during the week. In the case of children with difficult relevant circumstances (e.g. terminal illness of a parent) their place of residence, which may be determined by these circumstances, should be used for the application, accompanied by a brief explanation. The permanent address 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 during term time. Proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date set by the Local Authority for Primary School Admissions.

Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange on Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, or equivalent signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official government letter confirming their date of posting from the MOD, FCO or GCHQ.

# Highfield Church of England Primary School

## Admissions Policy for September 2025

### **(G) ‘Christian Commitment’**

At least one parent must be able to declare themselves as being **“involved in the life of Highfield Parish Church”** for at least the previous **twenty four months** before the closing date for primary school admissions set by Southampton Local Authority. **In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**

**‘Involved in the life of Highfield Parish Church’** means you attend worship services (at 9am, 10.30am or 6.30pm), at least fortnightly, at Highfield church.

On the Supplementary Information Form (SIF) you will be asked to **declare** this commitment.

### **(H) ‘Children Living Closest to the School’**

Distance will be measured from the front door of the child’s home address (For multi-occupancy dwellings or blocks of flats, the entrance to the property is the communal entrance to the building.) to the main entrance of the appropriate school site for the age of the child, using Southampton City Council’s GIS, with those living closer to the school receiving the higher priority.

### **(I) ‘Waiting List’**

Parents who wish their child to be included on the waiting list must inform the school and the Local Authority in writing. Any places that become available will be allocated according to the admissions criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

As soon as school places become vacant The Governing Body must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child’s name on a waiting list does not affect a parent’s right of appeal against an unsuccessful application.

Looked after and previously looked after children and those allocated a place within the Fair Access Protocol will take precedence over other children on 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 a child’s changed circumstances will affect their priority
- Parents are advised of the requirement to notify the school towards the end of the academic year (July) to confirm their wish for their child to remain on the waiting list. Those who do not make contact, will be removed from the list at the beginning of the Autumn term.

### **(J) ‘Right of Appeal’**

Parents whose children are refused admission to *The School* have a right of appeal by an independent appeals panel. Parents will be notified in the refusal letter from the *Local Authority* of how an appeal can be lodged.

### **(K) ‘In-Year Fair Access placements by the Local Authority’**

The *Local Authority* 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 *Local Authority*, 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.

### **(L) Starting school and deferred entry to Year R**

Pupils born between 1 September 2020 and 31 August 2021 (inclusive) are entitled to full-time schooling from September 2025. Parents can request that their child’s admission is deferred until later

# Highfield Church of England Primary School

## Admissions Policy for September 2025

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. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2020 (inclusive) reach compulsory school age on 31 December 2025 and must be in school at the start of the Spring term.
- 1 January and 31 March 2021 (inclusive) reach compulsory school age on 31 March 2026, and must be in school at the start of the Summer term;
- 1 April and 31 August 2021 (inclusive) reach compulsory school age on 31 August 2026 and must be in school at the start of the new school year in September.

Parents of children with birthdays between 1 April and 31 August 2021 (inclusive), whose child has not started in a Year R class during the 2025-26 school year, may wish to request admission to Year R in September 2026 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests.

It is recommended that parents considering such a request contact The School in the autumn term 2024 to ensure that an informed decision is made.