Copnor Primary School

Admissions Arrangements Policy

Governing Body approval gained in September 2026 Next review September 2027
Policy proposed for adoption by Matt Johnson, Headteacher
Headteacher's signature: Chair of Committee signature:

The admissions process is overseen by Portsmouth City Council. They are the admissions authority for Copnor Primary School .Each year they publish the Schools Admission Booklet. This details information about the admissions process and how parents/carers can apply for a school, both at the main intake (in Year R), and during other periods of the year, for example, where a family move into the catchment area. A copy of the Schools Admission Booklet and more information about admissions can be found at: https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/admissions/school-admissions-booklet/

Portsmouth City Council is responsible for ensuring that the admissions arrangements are in line with the School Admissions Code (available at: https://www.gov.uk/government/publications/school-admissions-code--2).

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 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 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 4 (i) to (iv), will be used.
4. Children living outside the school's catchment 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 year.
    Note – this category includes 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.
    ii. Children eligible for service premium.
    Note – service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002.
    iii. Children of staff employed at the school
        a. where the member of staff has been employed at the school for 2 or more years at the time at which the application is made, and or
        b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

iv. Children who live closest to the school, based on the shortest distance from home to school, measured on a straight line 'as the crow flies'. (This distance will be used where necessary to prioritise applications). Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

Part Time Attendance for Children Under the Age of Five

The school will provide for the admission of all children in the September following their 4th birthday; however, children do not reach compulsory school age until on or after their 5th birthday. For children who are under compulsory school age, once a school place has been accepted, parents/carers may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term). These arrangements should be discussed with the school.

Children born from 1 April to 31 August - summer born children - do not need to start school until the September after their 5th birthday, a full year after they could first have started school.

Where a parent/carer delays their child's start until the September after their 5th birthday, they may request their child is admitted out of their normal age group in order to start in reception (the Early Years Foundation Stage) rather than in year 1. In this situation, the school admission authority is responsible for making the decision on which year group a child should be admitted to but it is the parents/carers who take the decision to delay their child's start at school. The admission authority to make a decision about which of reception or year 1 the child is admitted to on the basis of the circumstances of the case and in the best interests of the child concerned.

Alternatively, a parent delaying their child's start until the September after their 5th birthday could make an in-year application for a year 1 place for their child that year. In that case the child would miss reception year and be taught in their normal year group.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. This decision is for you, as the admission authority.

Pupils with an Education and Health Care Plan (EHCP)

The admission limit of each school includes the number of EHCPs. These applicants are usually allocated
places before the mainstream application process is completed. However, if the EHCP is not completed until after allocation day, the law requires the named school to admit these children over number if necessary.

Admissions arrangements for children with EHCP's are managed by the local authority's SEN team, and not the Admissions Team. Further information about SEN and the admissions arrangements for children with Education Health and Care Plans is available at: Web: www.portsmouth.gov.uk and search local offer Phone: 023 9284 1238

Other applications

Some parents/carers may apply after the admissions deadline has passed, or when their child is older than would normally be the case for admission to a school. If places are still available in the child's particular year group, the school must offer a place, taking into account its published admissions criteria where necessary.

Appeals

Where a child does not receive a place at the school, then their parents/carers have the right to appeal. Portsmouth City Council are responsible for the appeals process. They will base the appeals process on the guidance in the appeals code, (provided at https://www.gov.uk/government/publications/school-admissions-appeals-code).

Consultation

In line with the Government's Statutory policies for schools and academy trusts (available at https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts), these arrangements must be determined annually. Portsmouth City Council will provide opportunities for parents/carers to be consulted on any change. Where no changes are made, consultation is required at least every 7 years (with the next date for consultation with parents/carers – if no changes are made by Portsmouth City Council - to be January 2029).