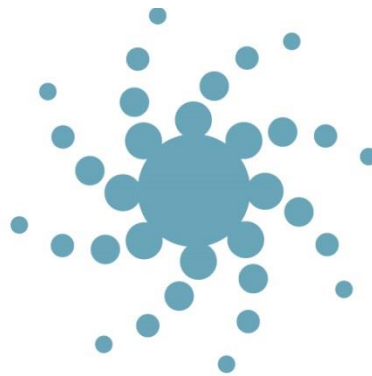


**The Portsmouth Academy**  
THINKING SCHOOLS ACADEMY TRUST



The  
Portsmouth Academy

# **Admissions Policy**

**‘Aspire and Achieve’**

**The arrangements for coordinated admissions in Portsmouth will be set out in detail in the Portsmouth City Council's Co-ordinated Admissions Scheme 2022-23 which can be viewed on the Council's website or copies obtained from Portsmouth Admissions Team.**

The Portsmouth Academy (part of the Thinking Schools Academy Trust) is a co-educational school from September 2017 and has no defined catchment area; applications are welcome from anywhere in Portsmouth and the surrounding area.

Where the Academy is named on a student's Statement of Special Educational Needs or Statutory Education, Health and Care Plan, the student will be admitted by the Academy. If the number of applications for admission to the Academy is greater than the Published Admissions Number (PAN) of 250, places will be allocated in the following priority order:

- (a) "Looked After Children and children who have been previously looked after, but following being looked after became subject to an adoption order, residence order or special guardianship order." \*.  
*\*Looked after Children are defined as being in the LA's care or provided with accommodation by the authority for a continuous period of more than 24 hours*
- (b) "Children who, at the time of the admission, have a sibling who attends the Academy." For this purpose, "sibling" means a whole, half or step-sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household. In the case of multiple births or siblings in the same year group, where there is only one place available in the Academy, the other child/children will be offered place above PAN.
- (c) "Children who attend Newbridge Junior School" (part of the Thinking Schools Academy Trust), which has an annex for Year 6 children on the Academy site.
- (d) "Children who attend New Horizons Primary School and Meon Junior School" (schools who are part of the Thinking Schools Academy Trust).
- (e) "Children of staff at the school where there is a demonstrable skill shortage" - priority will be given to the children of members of staff if the staff member is filling a post for which there is a demonstrable skill shortage. TSAT will be required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage.
- (f) "Children of staff at the school": priority will be given to the child of a person who has been employed in the Academy for two or more years at the time the application is made.
- (g) "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 person involved stating clearly why the preferred school is the most appropriate for the child and reasons why other schools in the city are inappropriate.
- (h) "Children eligible for service premium." Note - service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002".

*If the school is over-subscribed from within any of the above categories (a) to (h) then distance has described in Category (i) will be used to prioritise applications*

- (i) Children who live closest to the school. Distance will be based on the shortest distance from home to school, measured in a straight line, using the LA Geographical Information System. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots by an independent party such as the LA Admissions Team. See below for more information on distance measurement.

### **Waiting List**

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 2023, 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.

### **Applications for admission outside the normal admissions round – in-year applications**

Any application for admission to the academy which is outside the normal admissions round should be submitted via the Admissions Team at Portsmouth City Council, unless other arrangements have been made and published on the Academy website.

Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.

If more applications are received than there are places available, the oversubscription criteria in (a) to (i) above will apply.

### **Right of Appeal**

Parents have the right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal panel will be made in accordance with the Code and the outcome of the appeal hearing will be binding on all parties.

Appeal forms can be downloaded from [www.portsmouth.gov/schooladmissions](http://www.portsmouth.gov/schooladmissions) or can be obtained by contacting the Admissions Team on 023 92 68 8008 or by emailing [admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk)

### **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. 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.

### **Child's Home Address**

A child's home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child's normal place of residence. If a child resides between split parents for different parts of the week the parents must agree and nominate one of their addresses to be used for the application. In the event of a dispute between parents, the academy trust will make the final decision on home address.

### **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 2022). 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.

### **Objections to the OSA (Schools Adjudicator)**

Objections to these admissions arrangements can be made to the OSA by 15 May 2021- see link below <https://www.gov.uk/guidance/schools-adjudicator-make-an-objection-appeal-or-referral#objections-to-and-referrals-about-determined-school-admission-arrangements> or contact the OSA [osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)  
OSA, Bishopsgate House, Feethams, Darlington, DL1 5QE