Portsmouth CITY COUNCIL

ADMISSIONS POLICY 2025/26
St Jude's Church of England Primary School
(Voluntary controlled school)

This policy will apply to all admissions for the academic year 2025/26 including in year applications.
The published admission number is 60 for September 2025.

If the school is oversubscribed, applications will be considered first according to the following priorities in the order set out below: -

1. Looked After Children-These are defined as Looked after Children and all previously looked after children, including those children who appear 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 children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. Please see "Additional Information".

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. Please see "Additional Information".

3. Children whose parents have a religious conviction for attending the school. If the school cannot admit all applications from this criterion, applicants will be ranked within this category in accordance with priorities in 4. & 5. below. Please see "Additional Information".

4. Children living within the school's designated catchment area. (If the school cannot admit all applications from the catchment area, applicants will be ranked within this category in accordance with priorities in 5. below.

5. Children living outside the school's catchment area 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 academic year.

      Note – this category does include step-brothers/step-sisters, adoptive and foster 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 straight line 'as the crow flies'. (This distance will be used where necessary to prioritise applications). Please see "Additional Information" below. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Please see "Additional Information" below.

Note: Should a school be oversubscribed from within any of the criteria above then any additional criteria will be used to prioritise applications within these categories.

Pupils with a statutory education, health and care plan

The Admissions code states *"all children whose Education Health and Care (EHC) plan names the school must be admitted".* These children will have priority for admission over and above all other admission applications and will be included in the admissions allocation process.

Additional Information

The admission and application process including key dates are outlined in the Co-ordinated Scheme 2025-26.

Looked after children

A "looked after child" is a child who is in a) the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as being in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (Section 12 Adoption orders) and children adopted under the Adoption and Children Act 2002(Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act, as amended by Section 12 of the Childrens and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force

prior to 22/4/14 is deemed to be a child arrangements order. 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/s.

Medical, physical, psychological or social need

If a child or a 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 to support 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 other schools in the city are inappropriate.

Religious Conviction

Applicants applying under this criterion will need to complete a "Place of Worship" form which needs to be signed by the relevant religious leader who needs to confirm attendance at place of worship monthly or 12 times a year in the year prior to the date of the application.

Catchment Areas

A catchment area is a geographical area defined by the council. The idea of having a catchment area is to give some priority for the admission of children living in the local area of the school. Living in the catchment area does not guarantee a place at the school. Catchment areas are determined by home address (the child's permanent residence). Further details of the individual school’s catchment area will be provided on the council’s website or by contacting the Admissions Service.

Sibling links

A sibling link is defined as a child’s brother or sister (living in the same household) already on roll and attending the school and who will still be attending the school the following academic year. This category includes step-brothers/step-sisters; adoptive and foster brothers/sisters living in the same household or children whose parents are married or cohabiting and live together within the same household. This does not include siblings who live in a different household. Twins, triplets and other children of multiple births will be admitted above the admission limit of a school 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.

Children eligible for 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.

- They have been registered as a service child on the January school census at any point since 2016.
- 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 (AFCS) and the War Pensions Scheme (WPS).

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 skill shortage.

Distance measurement

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 Team will arrange for this to be carried out by the LA's Democratic Services who are independent of the school and the admissions process.

Fair Access Protocol

The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year but does not apply to children applying in the normal admissions round.
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.

Appeals

If a parent is unsuccessful with any of their preferences, they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the LA's Admissions Team.

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 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 2026, if parents/carers want their children to be on the waiting list for the following academic year, they must reapply. The Admissions team may write to applicants at the end of each term to confirm they still wish to remain on the waiting list.