Portsmouth CITY COUNCIL

ADMISSIONS POLICY 2027/28
St Jude's Church of England Primary School
(Voluntary controlled school)

This policy will apply to all admissions for the academic year 2027/28 including in year applications.
The published admission number is 60.

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 and Previously 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 significant medical, physical, psychological or social needs. 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.

i) children eligible for service premium

Note - service premium is paid to schools for eligible children of armed services personnel under S14 of the Education Act 2002.

Pupils are eligible for service pupil premium if they meet one of the following criteria:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service)
- they have been registered as a 'service child' on a school census in the past 6 years (see below the 'DfE's ever 6 service child measure')
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
- one of their parents is in the armed forces of another nation and is stationed in England

ii) 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.

iii) 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 random allocation. 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.

Additional Information

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.

Co-ordinated Scheme

The admission and application process including key dates are outlined in the Co-ordinated Scheme 2027-28.

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

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 to the admission of children living in the local area of the school. Please note - living in the catchment area does not guarantee a place at the school. The catchment area determined by the home address (the child's permanent residence). Catchment areas for individual addresses can be looked up on the council’s website or catchment maps for individual schools can be obtained by contacting the Admissions Team.

Sibling link

A sibling link is defined as a child's brother or sister (living in the same household) already on roll and attending the school you have applied to or at a linked feeder junior 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.

Religious criteria

St Jude's is a designated Church of England Primary School and applicants have the option of applying for the school on the basis of their religious convictions. The school welcomes applicants of all faiths.
Families of Christian faith- are children, who practise their faith at churches which are Members or participant observers of the World Council of Churches or the World Evangelical Alliance.
Families of other faith-means children, who practise their faith within a religious community that does not fall within the definition of "Families of Christian faith above and which falls within the definition of a religion for the purposes of charity law.
The Charities Act 2011 defines religion to include: A religion which involves belief in one God, a religion which involves a belief in more than one God and a religion which does not involve a belief in a God. Case law has defined certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This has to be evidenced by the completion of the Place of Worship Form signed by the applicant's religious leader together with the official stamp of the place of worship/church. There will be a link to the Place of Worship Form on the online application and available on the Portsmouth City Council Website. There is an expectation that the family including the applicant's child will be regular attenders at the Place of Worship for their faith (regular means approximately 12 times a year if has been resident in the UK for more than a year or monthly since resident in the UK) in order for the form to be signed.

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 (including pupils with a parent who is on full commitment as part of the full-time reserve service)

- they have been registered as a 'service child' on a school census in the past 6 years (see below the 'DfE's ever 6 service child measure')
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
- one of their parents is in the armed forces of another nation and is stationed in England.

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 random allocation.
Shared residency arrangements- the child's admissions address will be based on the address agreed by parents but in the event of a dispute regarding the admission's address, it will be based on the address at which child benefit is paid. In the absence of child benefit being paid other evidence supplied will be used to determine the child's allocation address. The LA will have the final decision. However, parents will also need to agree the preference schools.

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 information by the Admissions Team at Portsmouth City Council.

Waiting lists

All parents who have been refused a place at the school will have the option to remain on the waiting list 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 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 2028. If parents/carers want their children to be on the waiting list for the following academic year, they must reapply.

The Admissions team may also write to applicants on the waiting list during the academic year to confirm if they wish to remain on the waiting list.

Fair Access Protocol

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

Starting a child in school (Entry to Reception year)

Parents who are allocated a place via the Starting School allocation process can start their child in September following their 4th birthday.
They can also defer entry of their child to later in the school year or attend part time but not beyond the point at which they reach statutory school age (which is the term following their 5th birthday) or for children born between 1 April and 31 August ("Summer born"), not beyond the beginning of the final term of the school year for which the offer was made. Parent/carers are recommended to discuss deferred arrangements with their allocated school, as soon as possible following confirmation of their allocation.

For parents wishing to delay the whole of year for a summer born child, please see the information on the webpage " Apply to Start School" Apply to start school - Portsmouth City Council. Parents are recommended to read the DFE Guidance "Summer Born-Starting School- advice for parents" and complete the request form "Delayed Entry Request form for summer born children" which will be forwarded to all the preference schools to discuss with their own admission authority to make their decision. Where the LA is the admissions authority, they will liaise with Headteacher of the preference school. Parents will be advised of the outcome of their request for each preference in writing by LA.
Ideally, requests to delay entry to year R should be made by the closing date for Starting School applications or as soon as possible after.
Applications for Starting School should still be made on time by the closing date of 15 January 2027.

Admission out of chronological year group

Children will usually be admitted into their chronological year group. Where children may have missed school, been educated in another country or have been out of education, these problems can usually be addressed by additional support in the child's chronological year group. For gifted and talented pupils, parents can discuss directly with a school the way provision is made for these pupils. If parents are requesting for their child to be admitted out of chronological year group, they should make an application using the online application form on the Portsmouth city council website (School admissions - Portsmouth City Council) and then discuss their request with the allocated

school prior to admission. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development, any medical issues and views of professionals involved with the child.