

Admissions Policy 2016 - 17

Southampton City Council is the admission authority for all community secondary schools in the city. As required in the School Admissions Code, the authority will consider all preferences at the same time for September 2016/17 admissions. Parents may express up to three preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

Children with statements of special educational needs (SEN) that name the school

Children with statements of special educational needs that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

Oversubscription criteria

Applications submitted by 31 October 2016 will be dealt with first. If the number of applications submitted by 31 October 2016 for a school is greater than the Published Admission Number for the school, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2012
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school during the following year. (This includes children who live as siblings in the same family unit.) A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address
4. Children who live within the school's designated catchment area and whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist
5. Children who live within the school's designated catchment area.

A "designated catchment area" for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Admissions Team (OGS), Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

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Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website www.southampton.gov.uk, click on “my Southampton”, follow the links, and enter their post code.

If the school is oversubscribed from within the criteria above, priorities (ii) to (iii), as set out at 6 below, will be used to determine which children will be offered places.

6. Children who live outside the school's designated catchment area, in the following order:

(i) Children whose parents have named a particular school because the child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.

(ii) Children attending a designated catchment junior or primary school.

(iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for in-catchment children and from either home to school or home to the designated catchment area boundary for out-catchment children, as agreed with each school and laid out in the school's prospectus. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths. Should a school be oversubscribed from within any of the criteria 6(i) to 6(ii) above, then distance, as given in 6(iii), will be used to prioritise applications within these categories.

Should there be two identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Deputy Director, Children's Services and Learning, Southampton City Council.

Late applications

If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Unplaced children

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not available. If there are no places available at their catchment school, they will be allocated a place at the nearest school with places available to their home address. Distance to their home address will be measured by public roads and footpaths.

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Waiting lists

If a place cannot be offered at a higher ranked community school, unsuccessful applicants for the school will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community schools. Waiting lists will be held until the end of the Autumn term 2016.

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Welcome to School Admissions Online

I am new to this service.

Help me register.

I am already registered and want to log in.

Email Address

Password

[Forgotten your password?](#)

Before you begin...you will need:

- Any information you have been given about applying for a school place
- Your child's full address (including postcode)
- Your child's date of birth
- Approx 15-20 minutes to complete the application (but you can save and come back to it later)
- For security, the website will timeout if you login and do not use it
- Do not use the Browser's Back button; use the Back button on each page

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Southampton School Admissions

- If you are a Southampton City Council resident you should use this site to apply for the schools you want, regardless of which Local Authority the school is in e.g. Hampshire. If you pay your Council Tax to Eastleigh or Test Valley, you must apply to [Hampshire County Council](#).

- **When you click Register, you will first be asked to enter your postcode this will then confirm if you should be applying to Southampton City Council.**

- Before you use this site you are advised to read and understand the admissions booklet. You can [follow this link](#) to view and download a copy from our website.

https://ems.southampton.gov.uk/ccsenterprise_admissionsonline_live/

- You will not be able to register to make an application on-line without access to a valid email address. If you require any assistance in using this site, please attend one of the school open days. If you do not have access to an email address, please contact the Admissions Team on 023 8083 3004 for assistance.

- If you have more than one child you need to make an application for, you only need to register once. You will then be able to make all relevant applications. You can also use this account for future applications.

- If your intention is to apply **only** to an independent/private school, you **must not** use this system. Please advise the Schools Admissions Team in writing of your intention.

- You can not apply for a Special School on this system. If your child has a Statement for Special Education Needs, you will need to contact the Special Needs Team on 023 8083 3270.

- **Once you have made an application online, do not apply in any other way for a school place. We can only accept one application per child.**

- **Please note that, if you are returning to this site having previously made an application online, you must always RE-SUBMIT your application after viewing it.**