



# **Regents Park Community College**

## **Admissions Policy for September 2025/26**

**Policy updated: October 2023**

**Policy approved at Governors Meeting: October 2023**

**Policy signed by Chair of Governors: Chair of Governors**

**Policy to be reviewed: October 2024**

The Governing Body of Regents Park Community College are the Admission Authority for the school.

### **Published Admission Number (PAN)**

The Governors at Regents Park Community College will admit 150 students to Year 7 for the 2025/26 academic year.

### **Children with Education Health and Care Plans (EHCP) that name the school**

Children with EHCPs that name Regents Park Community College will be admitted under the Education Act 1998 and with regard to the SEN Code of Practice. These children will count toward the Published Admission Number (PAN) for the school.

### **Oversubscription criteria**

Applications received by 31<sup>st</sup> October 2024 will be dealt with first. If the number of applications received by this date is greater than the Published Admission Number (PAN) for the school, admissions will be decided according to the following priorities:

1. Looked after children or children who were previously looked after
2. Children who have a sibling already on the roll of the school who will continue to attend the school during 2025/26. A sibling is defined as a brother or sister including half, step, foster or adoptive brother or sister, living within the same family unit at the same address. It does not include aunts, uncles or cousins.
3. Children of staff at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Children who live closest to the school. Distance from home to school will be measured by the Southampton City Council's Admissions Team using their mapping software. Distances will be the shortest walking distance using public roads and footpaths as defined in the SCC map from the point designated in the system as the applicant's home address and the point designated in the system as the nearest open gate of the school.

If the school becomes oversubscribed within any of the above criteria, then distance will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots by a senior officer of the Southampton City Council Children's Services Department, independent of the school.

### **Late applications**

The closing date for applications is 31st October 2024. Applications received after that date will be late applications. If the school has places available after admitting all on-time applicants, late applicants will be considered in accordance with the priorities set out above.

### **Co-ordinated Admission Scheme**

Regents Park Community College participates in the Local Authority's Co-ordinated Admission Scheme. Applications should NOT be forwarded directly to the school. The closing date for applications is 31st October 2024 and parents will be notified by the Local Authority of places on 1st March 2025 (or the first working day thereafter).

The waiting list will be passed to the school on the 1<sup>st</sup> September 2025.

In the case of fraudulent information being supplied, any place offered may be withdrawn.

### **Waiting lists**

Applicants will be placed on the waiting list in accordance with the criteria listed above and places will be offered in that order as and when they become available. Should a vacancy occur, a place will be offered in strict order of priority and will be held open for a maximum period of ten school days from the date of the offer.

After the initial allocation of all available places, the Governing Body will maintain a waiting list of applicants until 31<sup>st</sup> July 2026. However, the administration of this task is delegated to the Local Authority. If parents wish their child's name to remain on the list after this time they should contact the school in writing before this date otherwise their name will be removed from the list.

### **Appeals**

Parents whose child is refused a place at Regents Park Community College have a right of appeal to an Independent Appeal Panel in accordance with Section 94 of the Schools Standards and Framework Act 1998.

### **In Year Admissions**

Admissions mid-year for any year group will be dealt with in accordance with this policy.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and were admitted to Year R or Year 3 outside the normal age group. All requests will be considered on their merits by the admission authority taking account of the parent's view and the views of the Headteacher.

Parents of summer-born children for whom education outside normal age group was previously agreed will be required to make a new request for entry into secondary school. This should be done as if the child is placed in their correct year group. For example, a child who has been held back a year (decelerated) should be making a new request when the child is in Year 5.

Before making such a request, parents are strongly advised to read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is **no guarantee that it will continue throughout the child's education** and a new parental request **must** be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

**Consultation date: Not required as no changes as confirmed by Southampton City Council Admissions**

**Approved by Governing Body: November 2023**