



Secondary School

Admissions Policy 2025 – 2026

Southampton Partnerships



Section 1: Introduction

The Hamwic Education Trust (HET) is the Admission Authority for the schools listed in the table below. The Trust Board is responsible for determining the admissions policy and arrangements in line with the requirements of the School Standards & Framework Act 1998 and School Admissions Code. HET has delegated the processing of admissions to the individual school's governing body. This policy will be used to prioritise applications for Year 7 starting in September 2025 and for in-year admissions for the 2025 – 2026 academic year for the schools listed below.

Parents may express up to three (3) 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 highest ranked of the schools that could be offered.

Published Admission Number

The Published Admission Number (PAN) for each school is shown in the table below. Each school will admit up to the PAN into Year 7 in September 2025.

School Name	PAN
Weston Secondary School	120
Upper Shirley High School	210

Children with Education, Health and Care Plan (EHCP) that name the school

Children with EHCPs 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.

Section 2: Oversubscription Criteria

All explanatory notes are in section 3 on page 4.

Applications submitted by 31 October 2024 will be dealt with first. If the number of applications submitted by 31 October 2024 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code 2021.
2. Children subject to a child protection plan.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year – see Explanatory Note 1.
4. Children attending the linked junior/primary school – see Explanatory Note 2.
5. Children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children living closest to the school based on distance – see Explanatory Note 3.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 3 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.

Section 3: Oversubscription Criteria Explanatory Notes

1. **Sibling:** 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.
2. **Linked Junior/Primary Schools:** the table below shows which junior/primary schools are linked to each secondary school using this policy:

Secondary School	Linked Junior/Primary School(s)
Weston Secondary School	Weston Park Primary School
Upper Shirley High School	Hollybrook Junior School
	Shirley Junior School
	Wordsworth Primary School

3. **Distance:** Distances are measured based on a straight-line measurement. Distances are measured from home to school. 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.

Section 4: General admission arrangements

Late Applications

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

Waiting Lists

If a place cannot be offered in Year 7 at the preferred school, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will 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 in section 2 of this policy. Each time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria. The waiting list will be held until 31st July 2026. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

In Year Admissions (applying for a school place *during* an academic year) and Reserve Applicant Lists

This admissions policy will also be used to prioritise applications for in-year admissions for the 2025 – 2026 academic year. Parents wishing to make an in-year application should apply online through the Southampton City Council website: www.southampton.gov.uk/admissions

If a place cannot be offered to an applicant in Years 8-11, they will automatically be added to the relevant school's reserve list of applicants, unless they ask not to be. The reserve list of applicants will be kept in the order of the school's oversubscription categories on the basis of the information provided in their first application, and not how long a child has been on the list. When vacancies arise, the applicant(s) at the top of this list will be invited to reapply. This does not guarantee that a place will be offered at this time, as the new application will need to be considered freshly against the Admissions Code 2021 and this admissions policy. The reserve list of applicants will be held until 31st July 2026. Any parent wishing to remain on the list after this date will need to make a new in-year application for the relevant school.

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 outside the normal age group. 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 in Year 5.

Any parent wishing to apply for a place outside their normal age group should 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, and complete the relevant

application form. All requests will be considered on their merits by the governing body taking account of the parent's view and the views of the headteacher.

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, in-year admissions) 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 outside of normal age group.

In Year Fair Access

HET schools fully partake in the relevant LA's In-Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number.

Appeals

If the school is unable to offer a place, parents have the right of appeal to an Independent Appeals Panel. The decision of the Panel is binding on all parties.

Co-ordinated Admissions Scheme

All HET schools fully participate in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1st September 2025.