



MEON JUNIOR SCHOOL ADMISSIONS POLICY 2025-2026

This policy will apply to all admissions for the academic year 2025/26 including in year applications. The Published Admission Number (PAN) is 90.

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

1. Children who are looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours). Children who were previously looked after but immediately following being looked after became subject to an adoption order, residence 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. 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 who attend the following infant schools sponsored by the Thinking Schools Academy Trust namely Moorings Way Infant School, Meon Infant School and Penhale Infant School.

If the school cannot admit all children from the named feeder infant schools, applicants will be ranked within this category in accordance with any of the additional priorities below:

i) Catchment

ii) Children who have a brother or sister (living in the same household) at the school 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 brothers/sisters living within the same household or children whose parents are married or cohabiting and live together within the same household

iii) Children eligible for service premium

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

iv) Children of staff employed at the school (or school on an adjacent site)

(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
- v) Children who live closest to the school, based on the shortest distance

from home to school, measured 'as the crow flies'. (This distance will be used where necessary to prioritise applications). 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 5 i) to 5 iv) below).

5. Children living outside the school's catchment area in the following priority

order: -

i) Children who have a brother or sister (living in the same household) at the school 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 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 (or school on an adjacent site)

(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 'as the crow flies'. (This distance will be used where necessary to prioritise applications). Please see "Additional Information".

Note: should the school be oversubscribed from within any of the criteria then any additional criteria as given in 5(i) to 5(iv) 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 (See additional information)

Where the LA is unable to meet a parental preference in relation to a catchment school, the LA will have to allocate a place at a lower preference school or even allocate the next nearest school with places available. Parents may prefer to then try and get a place for another sibling at the same school. In such instances, this school could then be treated as the catchment school for subsequent sibling applications. **Parents would have to notify the LA on application that they consider this exception applies.** If the application was for the actual catchment school this criterion would still be applied. This would be applicable to Portsmouth schools who have catchment criterion as part of their admissions policy

Pupils with a statement of special educational needs or statutory education, health and care plan

The Admissions code states "all children whose statement of special educational need (SEN) or 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

Looked after children

These are defined as Looked after Children¹ 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 adopted². Previously looked after children are children who were looked after but ceased to be so because they were adopted³ or became subject to a child arrangements order⁴ or special guardianship order⁵.

Medical, physical, psychological or social need

If your 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, please tick the relevant box on the application form and attach supporting evidence to your form. All evidence must be sent together with the application form. The evidence must be in writing from your doctor or other appropriate professional involved with your

¹ 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.

² 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.

³ 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).

⁴ Child arrangements orders are defined in Section 8 of the Children Act, as amended by Section 12 of the Children 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.

⁵ 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.

child's health, wellbeing or your specific family circumstances. In all cases evidence must show why it is appropriate that your child attends your preferred school and why other schools in the city are inappropriate.

Failure to attach supporting evidence will delay the progress of your application and result in it not being considered under this criterion. It is your responsibility to provide the necessary evidence to support your application. All information given will be treated confidentially. If you are in any doubt about whether or not to include details, please contact the Admissions Team for further advice.

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. Please note: living in the catchment area does not guarantee a place at the school. Your catchment area is determined by your home address (the child's permanent residence). Further details of the individual school's catchment area will be provided on the council's website (<https://www.portsmouth.gov.uk>) or by clicking the link and contacting the [Admissions Team](#).

Sibling links

These are defined as children who have a brother or sister (living in the same household) at the school or at an adjacent infant school in the academic year commencing September 2024. This category includes step-brothers/step-sisters; adoptive 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. If you have twins, triplets or more children in the same household who are due to transfer into the same year group, please be aware that should the admission limit of a school be reached by admitting one child, your other child(ren) will be offered a place at the same school. Please note: a sibling link at the school does not guarantee admission to the school.

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 secondary school age children. This protocol relates to admission applications throughout the year (but not the transfer of Year 6 pupils from primary/junior to secondary schools. 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.

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.

Admission out of chronological year group

Children will usually be admitted into their chronological year group except in significant exceptional circumstances and with the agreement of the school (and Local Authority if appropriate). 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. Parents should make such requests on application.

Requests for Admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Parents are expected to write to the Headteacher to request admission outside the normal age group. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and where appropriate, provide what evidence they have to support this.

When we receive a request the school will contact the parents to discuss the content of the application.

There is no requirement for additional information to be presented by parents in order for the request to be considered. However, decisions can only be made based on the information received. The onus is on parents to provide any information they deem to be important. This should relate directly to your child.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development

- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed above.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal the decision made following the request for admission outside the normal age group