



Farnborough Grange Infant Community School

An Academy in The Good Shepherd Trust

Admission Policy 2025-2026

Farnborough Grange Infant Community School is a happy and welcoming place where children feel secure as they learn, develop and discover. We are here to assist parents with the education of their children and in partnership with you, to ensure your children's educational progress and development. We are fortunate that we have parents who are willing to participate in the life of the School. Equally we believe that the community is privileged to have such an excellent and vibrant school in its midst. The children benefit from the dedication of the caring, highly committed teachers and support staff and by us all working together, your children can succeed and indeed exceed expectations.

As an Academy in **The Good Shepherd Trust**, the Trust is the Admission Authority for the school and has agreed a Published Admission Number (PAN) of **60** children at the age of 4+ with the Local Authority (LA). Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN. In addition, the Trust has determined the following over-subscription criteria, which will be strictly applied in the order shown below as soon as the number of applications exceeds the PAN.

Over-Subscription Criteria

1. **Looked after children and previously looked after children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted** (see note 1)
2. **Exceptional Medical or Social Circumstances** (see note 2)
3. **Children living inside the catchment area of Farnborough Grange Nursery/Infant Community School** (see note 3) **who at the time of application have a sibling** (see definitions) **on roll at Farnborough Grange Nursery/Infant Community School OR Grange Community Junior School.**
4. **Children of staff** (see note 4) **who have been employed at the school for two or more years at the closing date for applications OR who have been recruited to fill a vacancy for which there is a demonstrable skills shortage.**
5. **Other children living inside the catchment area of Farnborough Grange Nursery/Infant Community School** (see note 3)
6. **Children living outside the catchment area of Farnborough Grange Nursery/Infant Community School** (see note 3) **who at the time of application have a sibling** (see definitions) **on roll at Farnborough Grange Nursery/Infant Community School OR Grange Community Junior School.**
7. **Any other children whose parents wish them to attend Farnborough Grange Infant Community School.**

Application Process for September 2025

Applications from Hampshire residents for Reception in September 2024 must be made in accordance with Hampshire County Council's (HCC) co-ordinated admissions scheme. They should be completed on-line via HCC's website www.hants.gov.uk/admissions or if a paper copy is required, please contact the school office or telephone the County Admissions Team on 0300 555 1377. Completed forms must be returned directly to the LA by **15th January 2025**.

Children start school in September following their 4th birthday. However, parents may defer entry to the beginning of the term after their child's 5th birthday, but not beyond the beginning of the final term in the academic year for which the application is made. A child may also attend part time until compulsory school age is reached.

Summer Born Children/Out of Chronological Age Education

For children born between 1st April and 31st August, parents may decide to delay admission to school until the term *after* their child turns 5, i.e. when statutory school age is reached. In such a scenario a child would normally start school the following year in Year 1, missing out on Reception. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. Applications outside the normal age group can be made to other year groups at the school. If parents wish to apply for their child to be placed within a different year group, they should discuss their wishes with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including any supporting documentary evidence if they wish. The local committee will then make a decision as to which year group the child should enter in the following year, based on the particular circumstances of each case and in the best interests of the child. The Headteacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made.

Please note that attendance at our nursery does not guarantee admission to the infant school. If your child is currently attending the nursery, you must officially apply for a school place as above.

Notes

1. Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted – children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application.

2. Exceptional Medical or Social circumstances - a child who has a serious medical condition, or if there are sensitive family circumstances which make it **essential** that the child attends Farnborough Grange Infant Community School rather than any other. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services must be submitted at the time of application, making clear why attendance at this school is essential. The local committee will assess such evidence and make a decision on each individual case.

NB. All schools are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.

3. Children living inside the catchment area of Farnborough Grange Nursery/Infant Community School – this can be viewed on-line via www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfesno=2522 or in the school office or on the school website.

4. Staff – full-time or part-time members of staff on the school payroll at the closing date for applications and who have been so employed for two or more years at that date OR who have been recruited to fill a vacancy at the school for which there is a demonstrable skills shortage.

Definitions

Sibling – brother/sister, half-brother/sister, step brother/sister, adoptive brother/sister or foster children, all living as part of the same family unit at the same address in each case.

Parent – a natural, adoptive, step or foster parent or other legal guardian.

Home Address – the child's permanent address or where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child's address at the closing date for applications.

Tie-breaker – if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. Distances are measured using HCC's Geographical Information System (GIS) in a straight-line distance from the address point of the child's home as set by Ordnance Survey, the school address point. Where there are two or more applicants who live equidistant from the school or multiple addresses with the same address point, priority will be decided by lottery.

Multiple Births – if the final place is offered to such a child, the school will admit any other consecutively ranked children from the same multiple birth, even though this may exceed the PAN. However, no further children will be admitted until the number drops below PAN.

Waiting List – if there are more applicants than places, the school will hold a Waiting List (WL), which will be ranked strictly in accordance with the over-subscription criteria, taking no account of the date that a child's name was added to it. The WL will be maintained until the last day of the academic year, after which an in-year application should be completed if parents still wish their child to be considered for a place.

In-year Applications – these should be made direct to the school.

Late Applications – these will be considered in accordance with the LA's co-ordinated admissions scheme.

Right to Appeal – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Please contact the school office for details.

All Applicants to Note – *The Trust reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.*