

Trafalgar School is an Academy working in partnership with our sponsor The Salterns Academy Trust, which currently also operates our partner school, Admiral Lord Nelson School. Trafalgar School is a fast growing co-educational school sharing a campus with UTC Portsmouth (a 14-19 specialist engineering college), the school is also the centre of the Solent Maths Hub. The published admission number (PAN) is 200.

If the school is oversubscribed, applications will be considered 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.

2) Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. Applications submitted 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.

3) Children living within the school's designated catchment area (shared with Mayfield School). If the school cannot admit all applications from the catchment area, priorities 4i to 4v will be used.

4) Children living outside the school's catchment area in the following priority order:

i) Children who have a brother or sister (living within the same household) already on roll and who will still be attending the school the following year:

Note: this category includes 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 attending a feeder junior/primary school (Isambard Brunel Junior, Lyndhurst Junior, Newbridge Junior, Northern Parade Junior, Stamshaw Junior).

iii) Children who are eligible for the service premium

iv) Children of staff employed by the school - Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and or, 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).

Note: should the school be oversubscribed from within any of the criteria 4i to 4iv above, then any additional criteria as given in 4i-v, 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.

#### **Additional Information**

##### **Pupils with a statutory education, health and care plan**

Admission of pupils who have been issued with an EHCP (previously statement of educational needs) is through a different process. Pupils with a statutory plan naming Trafalgar School are taken account of and given priority in the allocation process.

### **Looked after children**

These are defined as 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 ceased to be so because they were adopted or subject to a residence or special guardianship order. A copy of the relevant court order will be required.

*\*A child is considered as 'Looked After' as defined in section 22(1) of the Children Act 1989. if they are a) in the care of a Local Authority, or b) being provided with accommodation by a Local Authority in the exercise of their social services function at the time of making application to a school*

*Previously looked after children are children who were looked after but ceased to be so because they were adopted or became the subject of a residence order or special guardianship order.*

### **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. 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 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). Trafalgar School currently has a shared catchment area with Mayfield School. Details of the catchment area can be viewed on Portsmouth City Council's website.

### **Sibling links**

A sibling link is defined as a child's brother or sister (living in the same household) already on roll and attending the school you have applied to or at an adjacent infant/junior school and who will still be attending the school the following academic year. 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 Local Authority 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 and advice by the Local Authority Admissions Team on behalf of Trafalgar School.

### **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 2021. If parents/carers want their children to be on the waiting list for the following academic year, they must reapply. Trafalgar School is delegating the administration of the waiting list to the LA's Admissions Team.

***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. Where children have missed school, been out of education or been educated in another country, the school will usually provide additional support within the child's chronological year group. Gifted and talented provision can be discussed directly with the school.*

### **Objections to the Office of the Schools Adjudicator**

Any objections to the 2020/21 published arrangements can be made to the Office of the Schools Adjudicator (OSA). The deadline for objections is **15 May 2019**.

For further information on how to make an objection please visit the website:

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>