LUDLOW JUNIOR SCHOOL

ADMISSIONS POLICY

2025/26

The Governing Body of the school are the Admission Authority for the school. As required in the School Admissions Code, the Admission Authority will consider all on-time preferences at the same time for September 2025 admissions.

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.

Children with statements of special educational needs (SEN) / Education, Health and Care Plan (EHCP) that name the school

Children with statements of special educational needs or 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.

Published Admission Number

Ludlow Junior School will admit up to 150 children to Year 3 in September 2025. This will be the Published Admissions Number for this year group.

Oversubscription criteria

Applications submitted by 15 January 2025 will be dealt with first. If the number of applications submitted by 15 January 2025 is greater than the Published Admission Number (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.

2. Children subject to a child protection plan at the time of application.

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. (This includes children living as siblings in the same family unit.) In the case of applications for places at junior schools a sibling at the linked infant schools (Ludlow Infant Academy/Woolston Infant School) will count as a sibling at the junior school.

   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.

4. Children attending the linked infant schools – Ludlow Infant Academy & Woolston Infant School.

5. Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. 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, using public roads and footpaths.

If the school be oversubscribed from within any of the above criteria, then distance, as defined in 5. above will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots.

Late Applications

The closing date for applications is 15 January 2025. 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 3 at Ludlow Junior 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 above. 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 2025/26 academic year. Parents wishing to make an in-year application should apply on-line through the Southampton City Council website: www.southampton.gov.uk/admissions

If a place cannot be offered to an applicant in Years 4-6, they will automatically be added to the 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 junior 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 1.

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. 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) 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. Where deceleration is framed within EHCP guidance and supported by the SEN code of practice, this guidance will decide the precedent on the child's year group.

In Year Fair Access

Ludlow Junior School fully partakes 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.

Co-ordinated Admissions Scheme

Ludlow Junior School fully participates 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.