



# The Cowplain School

## Admissions Policy

(2027/2028)

*We encourage applicants from non-linked schools and those who live out of our local area to apply; recently all on time applicants who prioritised us have secured a place at The Cowplain School.*

*This policy will be used during 2026/27 for allocating places in the main admission round for entry to Year 7 in September 2027. It will also apply to in-year admissions during 2027/28.*

*As an Academy School we set our own Admissions Policy. If we are full in any year, we use siblings, our linked schools (attendance up to 31 August 2027) and distance from the school as our key criteria to determine places. As we do not have a catchment area it is much easier for families who live in our community to secure a place.*

*The guiding principles of the school admissions policy are that each school should serve its local community; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation.*

### **Admission Criteria**

The published admissions number for the academic year 2027/28 is 200 to include 7 children for admittance to the ASC and/or SpLD resource provision. **The Trustees will admit any child whose Education, Health and Care plan (EHCP) names The Cowplain School. Where possible such children will be admitted within the PAN.**

Admission Criteria that all schools use in the event of over-subscription – in priority order:

The Cowplain School's admission criteria are:

1. A 'looked after child' or a child who was previously looked after (*see definition i*).
2. Children or families with an exceptional medical and/or social need. Each application wishing to be considered under either of these criteria must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social needs be clear why those needs can only be met at this school, rather than any other (see definition ii). Applicants will only be considered under either of these criteria if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and appropriate supporting evidence is submitted with the application.
3. Children of staff (*see definition iii*) who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Brothers/sisters of children who are attending the School (including children living as siblings in the same family unit) and will still be on roll at The Cowplain School at the time of the sibling's admission (*see definition iv*).
5. Attendance at one of our linked schools (*up to 31 August 2027*): Denmead Junior, Hart Plain Junior, Hambledon Primary, Padnell Junior or Woodcroft Primary School.
6. **Distance from the school based on a straight line from the School Reception front door to the front door of the property** (*Distances to multiple dwellings will give priority to the ground floor over the first floor and so on*). For students from the villages of Denmead and Hambledon, distance will be measured from the front door of the property to either Doctors Surgery Bus Stop on Hambledon Road, Denmead or West Street Bus Stop, Hambledon, whichever is the nearer.

## **Tie-Breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Where two or more applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website. <https://www.hants.gov.uk/educationandlearning/admissions/arrangements>

## **Procedure:**

If you wish to seek admission for your child at The Cowplain School, you should:

Apply online or submit a paper form, available from your child's current school office, no later than **midnight on 31 October 2026**. Applications made after midnight 31 October 2026 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. Entry decisions will be **based on The Cowplain School's Admission Criteria**. On 1 March 2027. Hampshire Admissions Team will inform parents by email, if application was made online or by letter if a paper application was submitted, of the school place their child has secured.

1. All preferences will be considered at the time and ranked in accordance with the admission criteria.
2. Names of late and unsuccessful applicants will be placed on a "Waiting List", if requested, and parents will be informed if and when a place becomes available. The "Waiting List" will be reviewed and revised:
  - When a child's changed circumstances will affect their priority
  - Each time a child is added to, or removed from the "Waiting List"
  - In September 2027 parents of children who are on the "Waiting List" will be contacted and asked if they wish to remain on the list for the current academic year

## **Please note:**

- Parents are expected to familiarise themselves with all school policies, particularly those relating to behaviour, uniform, and conduct. Submitting an application for a place at the school will be taken as confirmation that these policies have been read, understood, and accepted.

## **Additional Information**

### **Pupils with an Education, Health and Care Plan (EHCP)**

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. Children with an EHCP naming a school's Resourced Provision are included within the PAN.

### **Appeals**

Parents seeking admission for their children, who do not secure a place, have the right to appeal to an Independent Appeals Panel. Details of the procedure will be sent on receipt of written request.

### **Permanent Residence**

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, the address registered for child benefit and the address registered with the child's GP.

### **Multiple births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. No other pupil will be admitted until a place becomes available within the PAN.

### **Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year 7, the waiting list will be maintained centrally by the local authority until 31 August 2028. At all other times, and for other year groups, waiting lists will be operated by schools on behalf of the local authority.

Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised -

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;

For entry to Year 7, the waiting list will remain open until 31 August 2028, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

The information about the appeal process, including how to lodge an appeal, please visit

<https://www.hants.gov.uk/educationandlearning/admissions/guidance/appeals>.

### **Other information**

The school prospectus giving information about the school and details of Admissions Procedures will be published in September. Parents are encouraged to visit and view the school with their child/children on the school's Open Evening or by appointment at other times.

Arrangements for admission are determined by the Academy Trust, which is the accredited admission authority for the school.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and to which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

### **Legislation:**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).

## Definitions:

- (i) *Looked after children are defined as those who 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 functions (see the definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any Proposed 3 residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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 (or special guardians). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been 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.*
- (ii) *Providing evidence does not guarantee that a child will be given priority at the school, and applicants are encouraged to consider whether the evidence does support consideration under this criterion prior to submission. In each case a decision will be made by the school and a panel of Local Authority senior officers based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. 'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. The professional evidence must confirm the circumstances of the case and why the child should only attend this school and why no other school could meet the child's needs. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need that makes it essential to attend this school. Equally, priority will be given to children whose evidence establishes that a family member's physical or mental health or social needs establishes that they have demonstrable and significant needs that makes it essential the child attends this school.*
- (iii) *'Staff' includes all those on the payroll of the school who (specific to clause (1)) have been an employee continuously for two years at the time of application. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. With reference to clause 2, a post for which there is a 'demonstrable skill shortage' is a post which the school has had difficulty filling. For priority to be given on this basis, the school's senior leadership team must provide written confirmation to the admission authority that they agree that this definition applies to the staff member, confirming that the role was not filled at the first attempt, due to a lack of suitable or qualified candidates being available. The school's senior leadership team must on request, be able to confirm to the member of staff if their role meets this definition*
- (iv) *'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. Criteria 4 and 6 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.*