



SCHOOL YEAR 2012/2013

A parent's guide to applying for a school place



Contents

Page 1	Introduction
Page 2	Deciding which schools to apply for
Page 3	Transport to school
Page 4	How to make an application
Page 5	Address information
Page 6	Make an application based on medical, physical or psychological grounds Making an application to a church school under the church criteria Warnings
Page 7	How on-time applications are considered / What to do if an application is unsuccessful / Waiting lists / Late applicants
Page 8	Applying for a place in Year R for September 2012
Page 10	Applying for a place in Year 3 for September 2012
Page 12	Applying for a place in Year 7 for September 2012
Page 13	Hampshire County Council's admission policy for community and voluntary controlled primary, infant and junior schools 2012-2013
Page 16	Hampshire County Council's admission policy for community and voluntary controlled secondary schools 2012-2013
Page 19	Applying for a school place at times other than the main admissions round
Page 20	Free school meals / School uniform grants / Hampshire Talented Athlete Scheme / Music awards and ensembles
Page 21	Frequently asked questions
Page 22	Types of school / Hampshire Admission Forum / Complaints
Page 23	Admissions Team contacts / Diocesan Education Authorities
Page 24	Other useful Hampshire County Council contacts
Page 26	Term & holiday dates 2012-2013

Admission to school is governed by policy determined by national government. Information about this is available from the Education and Learning section of the DirectGov website.

This information can be made available in alternative formats and can also be translated. For further information please contact the County Admissions Team. Tel: 0845 603 5623

Calls to 0845 numbers are free on some BT call plans but will cost between 4p (local rate) and 6p (national rate) per minute for BT customers not on a plan. Calls made using other service providers or mobiles may cost more. Alternatively call 01329 225398– standard and local rates may apply to this number.

Introduction

This booklet is for parents/carers living in Hampshire, whose children are:

- due to start infant or primary school in September 2012 (Reception/Year R)
- due to move up from infant to junior school in September 2012 (Year 3)
- due to start secondary school in September 2012 (Year 7)

Families who require a school place at other times or for other year groups – see page 19. An application form and guidance notes are available from schools, from the Admissions Team (see page 23) or at www.hants.gov.uk/admissions

This booklet should be used alongside information about individual schools, which will help you make a decision about the school(s) you wish to apply to. See page 2 for further details.

This booklet does **not** apply to children with a statement of special educational needs (SEN); for these children, school placement will be decided in consultation with the SEN team. See page 24 for contact details.

Deadline dates for applications

- ◆ Starting school – **Year R** (Reception) : **15 January 2012**
- ◆ Transfer to **Year 3** at a junior school : **15 January 2012**
- ◆ Transfer to secondary school – **Year 7** : **31 October 2011**

The information in this booklet is as accurate as possible but, there may be changes during the year as a result of developments in central or local government policies, or at individual schools. Please check with your child's school or visit Hampshire County Council's website at www.hants.gov.uk for the latest information.

Deciding which schools to apply for

How to find information about schools

- **Visit the school** Each school is a community with its own special character. Schools welcome individual visits, but you will need to make an appointment to meet the headteacher and to look round the school during the school day. Many schools have open evenings or open days when you can visit and see the school in action. You can visit www.hants.gov.uk/schooldetails for details of individual schools or visit their website.
- **The school prospectus** This will contain a range of information, including the admission policy, the names of the school governors, a statement about ethos and values, the school's special educational needs policy and pupil absence rates. Secondary schools also have to include information about examination results and where pupils go after they leave school. The prospectus is available from the school.
- **The school Ofsted report** This is a detailed report from the Office for Standards in Education (Ofsted). Ofsted also produces summaries that give a useful overall picture of a school. You can get copies of the summary and full report from the school. Copies of reports are also kept in the public library local to the school and are published on the internet at <http://www.ofsted.gov.uk>. Please bear in mind that the older the report, the more the school may have changed since it was written.
- **School Profiles** The School Profile is intended to be an effective way of giving parents key information. It is updated annually and contains statistics about the school's performance provided by the Department for Education, a summary of the latest Ofsted report, and narrative sections written by the school. It is available online at <http://schoolsfinder.direct.gov.uk/> and by application to the school.
- **The school website** This is an increasingly useful source of information. You can find all Hampshire school websites at www.hants.gov.uk/education/schools.
- **Examination results** GCSE results for all local authority schools in Hampshire are published on the web at www.hants.gov.uk/education/dait/ediru-gcsemenu.
- **Government performance tables** for primary and secondary schools are on the web at www.dcsf.gov.uk/performance/tables/ or telephone 0800 242322 for a paper copy. For information about schools in Hampshire, visit Hampshire County Council's website: www.hants.gov.uk/schooldetails

For general information about education visit: www.education.gov.uk or the Parents section of the Direct Gov website: www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment

Transport to school (children attending mainstream schools)

Free transport will be provided for children to a school which is the catchment school* or the nearest school to the home address, providing the following distance criteria are met: a pupil will be eligible for assistance with transport to school where the distance from home to school, measured by the shortest safe walking route, is **more than two miles** (up to the end of the school year in which the child has their eighth birthday) or **more than three miles** (from the beginning of the school year in which the child has their ninth birthday).

Where parents express a preference for the catchment or nearest school and the school is unable to offer a place, free transport will be offered to the next nearest school with a place available providing the above distance criteria are met.

**Where an address has more than one catchment school, free transport is available only to the nearest catchment school.*

Children entitled to free school meals or whose parents (with whom they live) are in receipt of the maximum level of Working Tax Credit have an enhanced entitlement:

- A child aged 8-10 attending the catchment or nearest school is entitled to free transport if they live more than two miles from school (nearest available walking route)
- A child aged 11 or over is entitled to free transport to any one of the three nearest suitable schools, where the distance travelled is **more than two miles but not more than six miles** from the home address. The two mile distance will be measured by the nearest available walking route and the six mile distance along road routes.
- For a child aged 11 or over whose parent has expressed a preference for a school based upon the parents' religion or belief, free transport will be provided to the school if it is the nearest such school and if the distance is **more than two miles but not more than 15 miles**. The two mile limit will be measured by the nearest available route and the 15 mile limit along road routes.

Discretionary assistance with transport for new entrants to school is being withdrawn by Hampshire County Council from September 2012. This includes transport to church schools for children other than those entitled to free school meals or whose parents are in receipt of the maximum level of Working Tax Credit. The full Home to School Transport Entitlement Policy can be found at www.hants.gov.uk/traveltoschool

Privilege seats

A spare place may be offered to a child who is not entitled to transport assistance, but can be withdrawn at short notice if, for example, it is needed by an entitled child or if routes change. A flat rate charge will be made except where the child being transported is entitled to free school meals or the family is in receipt of the maximum level of working tax credit. Parents must make their own arrangements for the pupil to travel to the nearest existing pick-up point.

How to apply for assistance with transport

Application forms are available from schools or from the Passenger Transport Group, Economy, Transport and Environment Department, The Castle, Winchester SO23 8UD
Tel: 01962 846924 or 01962 845332 or visit www.hants.gov.uk/traveltoschool .

Hampshire County Council's strategy to promote sustainable modes of travel to school can be found at www.hants.gov.uk/school-transport-strategy

How to make an application to Year R, Year 3 in a junior school or Year 7

Applications for children resident in Hampshire (not including the administrative areas of Southampton and Portsmouth) must be made to Hampshire County Council.

If you live outside Hampshire on the application deadline and wish to apply for a Hampshire school, you must apply to your home local authority (see page 23).

Hampshire residents can apply online at www.hants.gov.uk/admissions. The online application system for Year 7 opens on **19 September 2011**. The online application system for Year R and Year 3 opens on **1 November 2011**. The Admissions pages on the website are designed to be easy to navigate and contain the same information as this paper brochure, with links to other useful information (including school catchment areas). After logging on and supplying basic details you can name up to three preferred schools, giving reasons as appropriate. It is important to complete all sections accurately.

If you do not wish to apply online, or if you are applying after the application deadline, a paper application form is available from schools or the County Admissions Team on 0845 603 5623 and should be returned to a Hampshire school or to the address on the form.

If you apply for a school in another local authority you should refer to the school or to that local authority's website (or brochure) to ensure you are aware of information relevant to that school (see page 23 for other authorities' contact details).

If you wish to apply to a foundation, voluntary aided or academy school, you may need to complete a Supplementary Information Form in addition to the main application. If you do not complete the school's Supplementary Information Form this may reduce your chances of being offered a place. You can find out whether a Supplementary Form is required from the school or on the County's website.

It is very important to apply on-time in order that your application is not disadvantaged. Late applications will be considered after all on-time applications, unless there are exceptional circumstances that warrant consideration. If you expect to move to Hampshire after the closing date, you must submit an on-time application to your home local authority at the closing date. Further details of what you must do if you move house are on page 5.

At schools where there are more applications than places available, children will be admitted according to the criteria for allocating places set out in each school's admission policy. At most schools, distance from school is used as a tie-breaker where not all children falling into an admission category can be offered places. Each school's prospectus will make it clear how distance is measured; the majority of schools use straight line distance.

Choice Advice in Hampshire

Do you need help? The Choice Advice service offers free, confidential and impartial help and advice to support parents applying for a school place. If you need support with the admissions process, obtaining information about schools, filling out the forms or going to appeal for your preferred school, help is available.

Telephone or text: 07515 077086. Email: choice.advice@hants.gov.uk

Address information

In your application you must give your child's permanent address on the application deadline (even if you are planning to move after the deadline). Either during the application process or when you are offered a school place, you may be asked for proof of address, usually recent household bills. When you accept a place for your child to start school for the first time you will also be asked for evidence of the child's address, e.g. health records.

If you move house before the application deadline you must amend your online application or submit a new paper application form.

If you move house after the application deadline you **must** contact the County Admissions Team in writing (see page 23) with evidence of your new address. Exchange of contracts or a signed tenancy agreement will be accepted as proof of address, but you may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.

- As a result of a house move notified to the County Admissions Team by 6 January 2012 (Year 7 applicants) or 17 February 2012 (Year R and Year 3 applicants), parents may, at the same time, change the schools named in their original on-time application. Additionally, where a house move has been notified to the County Admissions Team by the above dates, the application will be considered in relation to the new address unless the applicant specifically requests that the child's address on 31 October 2011 (Year 7 applicants) or 15 January 2012 (Year R and Year 3 applicants) is used instead.
- A new address resulting from a house move notified after 6 January 2012 (Year 7) or 17 February 2012 (Year R and Year 3) will be used to communicate the outcome of the application but it cannot be used to determine the outcome of an on-time application made from the previous address.

If you are applying from overseas, you may use a Hampshire address if you have one, subject to the same evidence requirements as above, i.e. exchange of contracts or signed tenancy agreement. Other evidence to substantiate ownership of a property may be required.

For service families with official proof of posting to Hampshire and of a relocation date, a Unit postal address or quartering area address will be accepted as the address for the application, in accordance with the School Admissions Code.

If the address on your application is not your child's normal address, then you must provide a Residence Order, issued by a court, if you wish us to consider that address.

If your child lives at different addresses during the week, you may put only one address on the form as your child's permanent residence. Children who spend part of their week with one parent and part with the other, at different addresses, must use the address at which they spend most of their time. This address will be used for the purpose of determining your school catchment area and distance from school. Your child is expected to live at this home address at weekends and during school holidays as well as during the week.

Places are withdrawn every year because parents give false addresses in applications. This includes cases where parents take out a short-term let or buy a property solely to use its address in the application without any intention of taking up permanent residence there. The County Council will investigate allegations of false addresses and may monitor residency details particularly if use of a temporary address causes concern.

Parents who need to make an application based on medical, physical or psychological grounds

If your child or a member of your family living at the same address has a serious medical, physical or psychological need that makes it **essential** that the child attends the preferred school, then you must tick the appropriate box in your child's application to indicate that you wish the application to be considered under the medical criterion of that school's policy. Please bear in mind that all schools can cope with special educational needs and common childhood complaints such as asthma or allergies.

Supporting evidence must be submitted by the deadline, for example, a letter from a registered health professional such as a doctor setting out the reasons why the school in question is essential. Your application will not be considered under this criterion if you do not provide the supporting evidence.

Applications on medical, physical or psychological grounds will be considered by the school and a panel of senior officers at Hampshire County Council. All information submitted will be regarded as confidential. If either party (the preferred school or the panel of officers) does not consider admission to the school to be essential, then the application will be considered against the remaining admission criteria e.g. living within the catchment area.

If you are making an application to a church school and wish to apply under the church criteria of the school's admission policy

For each church school you apply to, you must complete a Supplementary Information Form which asks for a declaration and verification of your Christian commitment.

You must ask the school or the County Admissions Team for their Supplementary Information Form, and complete and return it to the school before the relevant deadline: Sunday 15 January 2012 (midnight) for admission to primary, infant or junior school; Monday 31 October 2011 (midnight) for admission to secondary school.

If you do not submit a completed valid Supplementary Information Form, your application cannot be considered under the church criterion your child may not be offered a place as a result of this missing information.

Warnings

- Accepting a place at an out-catchment school does not guarantee a place at the same school for other children in the family.
- Attending school described as 'linked' to a school you wish to apply to does not guarantee a place at that school.
- Attending a nursery attached to an infant or primary school does not give any priority for admission to the school.
- Catchment is determined by home address.
- Make sure your application is submitted on time and to the right place. Every year children miss out on a place at their parents' preferred school, including where this is the catchment school, because applications are submitted late. This may mean that they are allocated a place at a school some distance from home.
- Use your preferences wisely: investigate schools, especially your catchment area school. Find out how many applications the school had last year compared to places available, and the final criterion used to allocate places. This may give you some idea of the likelihood of your preference being met.
- Do not use an address which is not the child's permanent address on the application deadline. Every year offers of places are withdrawn because of fraudulent applications.

How on-time applications are considered

All applications will be considered together. Each school's policy sets out how applications will be prioritised if a school is oversubscribed. If more than one school can offer a place, the parents higher preference school will be allocated. If none of the schools named can offer a place, the catchment or next nearest school with a place will be allocated.

What to do if an application is unsuccessful

If your child is refused admission to a school, your child's name will be added to the waiting list of any higher preference school than the one you have been offered. You will also have the right of appeal to an independent appeal panel against the decision to refuse. Information about the waiting list and your right of appeal against the decision will be in your notification letter. Appeals for admission in September will be heard from May onwards and possibly into the summer holidays. If you choose to appeal you will need to make a written statement and most parents also attend the hearing to present their case in person. The decision of an independent appeal panel is binding upon the County Council and can only be overturned by the courts. If your appeal is unsuccessful, you cannot appeal again in the same academic year unless there is a significant and material change in your, or the school's, circumstances. Appeals for community and controlled schools are handled by the Chief Executive's Department on behalf of the County Council. The governors of foundation, voluntary aided and academy schools are responsible for their own independent appeals arrangements.

Waiting lists

Waiting lists for oversubscribed schools will be established two weeks after the notification date. Each list will automatically include the names of all applicants for the school who have not received an offer of a higher preference school. Parents wishing their child to be included on the waiting list of another school named in the application must inform the authority in writing. Please refer to the County's admission policies on pages 13 to 18 for details of how the waiting list is operated.

Late applicants

Two weeks after the notification date for on-time applicants, late applications will be considered. Where schools have enough spaces for all late applicants by this date, these will be offered. Where there are not enough spaces, all late applicants will be placed on the waiting lists in the correct position according to the admission criteria for the school. As places become available they will be offered from the waiting list.

Applying for a place in Year R for September 2012

Online & paper application forms available from: 1 November 2011

Parents of children resident in Hampshire wishing to apply for a place to start school in an infant or primary school (including schools outside Hampshire) can apply online at www.hants.gov.uk/admissions or request a paper form (CR2) from the County Admissions Team on 0845 603 5623

Deadline for applications: Sunday 15 January 2012

Parents resident in Hampshire must submit their online application or return the paper form to a Hampshire County Council school or the County Admissions Team by midnight on this date. The online application system will close on the deadline.

Final date for changes to on-time applications: 17 February 2012

If you provide evidence to the Admissions Team (see page 23) of a significant change of circumstances (usually a change of address) you may make a change to an **on-time** application until this date.

Offer date: Thursday 19 April 2012

On 19 April 2012, on-time applicants will be notified by Hampshire County Council of the outcome of their application. Online applicants will receive this notification by email and parents who submitted paper applications will be sent a letter on 19 April 2012 by first-class post. Letters will also be sent to online applicants who were not offered a place at their first preference school.

Offer date for late applications: Thursday 3 May 2012

On 3 May 2012, notification letters will be sent to parents who submitted late applications.

Waiting lists will be established on: Thursday 3 May 2012

From this date, a waiting list will be maintained for each oversubscribed school.

Hampshire County Council's admission policy for admission to primary, infant and junior schools is on pages 13 to 15.

Parents who need to make an application based on medical, physical or psychological grounds, should read the advice on page 6.

Parents who are applying to a church school and wish to have their application considered under the church criteria of the school's admission policy, should read the advice on page 6.

Further information about starting school

Schools offer places to all children from the autumn term after their fourth birthday. Children born **between 1 September 2007 and 31 August 2008** will usually start school in September 2012.

Children are entitled to 38 weeks of school in their first (reception) year of school. Most children will start school full-time from the second week of term, week beginning 10 September 2012. Parents are also entitled to request that their child attend part-time sessions (mornings and/or afternoons) or to defer their child's entry until later in the year. After talking with you about your child's age, experience in early years settings, how ready your child is for school and the arrangements put in place by the school for the new intake, the headteacher will agree with you the timetable for your child's entry. In Hampshire, all children holding places for a reception place are expected to be attending full-time by the start of the summer term in April 2013.

You must discuss any plans to delay your child's start with the headteacher to ensure the school is aware of your request.

By law, children have to be in full-time education by the start of the term following their fifth birthday. Parents of summer-born children wishing to defer their child's entry to school until the start of Year 1 cannot hold a place offered for Year R (Reception); a new application for a place in Year 1 will be required.

Please note that attendance at an early years setting, nursery school or unit cannot be taken into account when considering admission to an infant or primary school.

Am I still entitled to a free pre-school place in the September when my child is 4?

Yes, under its early years education scheme, Hampshire County Council will provide 15 hours a week in a pre-school setting, 38 weeks in a full year, but there are restrictions. You cannot access a free pre-school place if your child attends, or is due to attend another County nursery school, mainstream or special school (including nursery or special unit) in the same term.

Children born from 1 September 2008 to 31 August 2009 start school in September 2013.

Children born from 1 September 2009 to 31 August 2010 start school in September 2014.

Applying for a place in Year 3 in a junior school for September 2012

If your child attends Year 2 of an infant school, you will need to make an application for admission to Year 3 in a junior school. In October of Year 2 the headteacher of the infant school will give Hampshire parents a letter explaining how to register on the Hampshire online admissions system. This letter will contain a unique identification number allowing you to access your child's details once you have registered online. If you are new to Hampshire you may need to complete your child's details after you have registered online.

Online & paper application forms available from: 1 November 2011

Parents of children resident in Hampshire wishing to apply to transfer to a junior school (including schools outside Hampshire) can apply online at www.hants.gov.uk/admissions or request a paper form (CJ2) from the County Admissions Team on 0845 603 5623. Please note you cannot apply for a Year 3 place in a primary school at this time. See page 11.

Deadline for applications: Sunday 15 January 2012

Parents resident in Hampshire must submit their online application or return the paper form to a Hampshire County Council school or the County Admissions Team by midnight on this date. The online application system will close on the deadline.

Final date for changes to on-time applications: 17 February 2012

If you provide evidence to the Admissions Team (see page 23) of a significant change of circumstances (usually a change of address) you may make a change to an **on-time** application until this date.

Offer date: Thursday 19 April 2012

On 19 April 2012, on-time applicants will be notified by Hampshire County Council of the outcome of their application. Online applicants will receive this notification by email and parents who submitted paper applications will be sent a letter on 19 April 2012 by first-class post. Letters will also be sent to online applicants who were not offered a place at their first preference school.

Offer date for late applications: Thursday 3 May 2012

On 3 May 2012, notification letters will be sent to parents who submitted late applications.

Waiting lists will be established on: Thursday 3 May 2012

A waiting list will be maintained for each oversubscribed school.

Applying for a place in Year 3 in a primary school

A few parents may wish to apply to an all-through primary school for a place in Year 3. If so, you should use the following procedure:

- Apply for a junior school in the usual way, online or on the CJ2 form. This will ensure you secure a school place for September if your preferred all-through primary school cannot offer a place.
- Apply to your preferred primary school by completing an out-of-round application form and returning it direct to the school by 11 June 2012. Forms are available from the school to which you are applying or from the County Admissions Team – see page 23.
- The primary school will be able to offer a September 2012 place, if one is available, on 11 June 2012.

There are a few exceptions to this arrangement. Your child's current school will let you know if there are exceptional arrangements which apply.

Hampshire County Council's admission policy for admission to primary, infant and junior schools is on pages 13 to 15.

Parents who need to make an application based on medical, physical or psychological grounds, please read the advice on page 6.

Parents who are applying to a church school and wish to have their application considered under the church criteria of the school's admission policy, please read the advice on page 6.

Applying for a place in Year 7 for September 2012

If your child attends Year 6 in a primary or junior school, you will need to make an application for admission to Year 7 in a secondary school. In September of Year 6 the headteacher of the primary or junior school will give Hampshire parents a letter explaining how to register on the Hampshire online admissions system. Unless you have recently moved into Hampshire, this letter will contain a unique identification number allowing you to access your child's details once you have registered online. If you are new to Hampshire you will need to complete your child's details after you have registered online.

Online & paper application forms available from: 19 September 2011

Parents of children resident in Hampshire and wishing to apply for a Year 7 place at a maintained secondary school (including schools outside Hampshire) can apply online at www.hants.gov.uk/admissions or request a paper form (CS2) from the County Admissions Team on 0845 603 5623

Deadline for applications: Monday 31 October 2011

Parents resident in Hampshire must submit their online application or return the paper form to a Hampshire County Council school or the County Admissions Team by midnight on this date. The online form will close on the deadline.

Final date for changes to on-time applications: 6 January 2012

If you provide evidence to the Admissions Team (see page 23) of a significant change of circumstances (usually a change of address) you may make a change to an **on-time** application until this date.

Offer date: Thursday 1 March 2012

On 1 March 2012, on-time applicants be notified by Hampshire County Council of the outcome of their application. Online applicants will receive this notification by email and parents who submitted paper applications will be sent a letter on 1 March 2012 by first-class post. Letters will also be sent to online applicants who were not offered a place at their first preference school.

Offer date for late applications: Thursday 15 March 2012

On 15 March 2012, notification letters will be sent to parents who submitted late applications.

Waiting lists will be established on: Thursday 15 March 2012

A waiting list will be maintained for each oversubscribed school.

Hampshire County Council's admission policy for secondary schools is on pages 16 to 18.

Parents who need to make an application based on medical, physical or psychological grounds, please read the advice on page 6.

Parents who are applying to a church school and wish to have their application considered under the church criteria of the school's admission policy, please read the advice on page 6.

Hampshire County Council's admission policy for community and voluntary controlled primary, infant and junior schools 2012-2013

This policy will apply to all admissions from 1 September 2012, including in-year admissions. The authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2011-12 for allocating places for September 2012 as part of the main admission rounds for Year R and Year 3. It does not apply to those being admitted to nursery provision.

The guiding principles of the school admissions policy are that each Hampshire child should be offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from curriculum continuity between schools serving the same catchment area. The policy aims to be clear, fair and objective and complies with all relevant legislation.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midnight on Sunday 15 January 2012. Notifications to parents offering a primary school place will be sent by the County Council on Thursday 19 April 2012.**

Applications received after midnight on 15 January 2012 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the main admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living **in** the catchment area of the school who at the time of application have a sibling on the roll of the preferred school or its linked infant or junior school who will still be on roll at the time of the sibling's admission.*
- 3A. *(This criterion is added by C of E controlled schools only, immediately after criterion 3.)* Children living **in** the catchment area of the school whose parents are active members of the Church of England and who request admission on denominational grounds and provide relevant evidence.
4. Other children living **in** the catchment area of the school.
5. Children living **outside** the catchment area of the school who at the time of application have a sibling on the roll of the preferred school or its linked infant or junior school who will still be on roll at the time of the sibling's admission.*

Primary policy continued.....

5A. *(This criterion is added by C of E controlled schools only, immediately after criterion 5.)* Children living **outside** the catchment area of the school whose parents are active members of the Church of England and who request admission on denominational grounds and provide relevant evidence.

6. Other children living **outside** the catchment area of the school.

* This includes children who at the time of application have a sibling for whom the offer of a place at the preferred school or its linked infant or junior school has been accepted, even if the sibling is not yet attending. 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, and includes children living as siblings in the same family unit.

School Closures

In the event of a school closure, pupils from the closing school may be given a higher priority (for example this might include the child being treated as in-catchment) within the admission criteria for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected by a particular closure.

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 address 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.

Distance measurement

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. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school office). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Multiple births

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

Pupils with a statement of special educational needs

The governing body will admit any pupil whose final statement of special educational needs names the school. This is not an oversubscription criterion. Where possible such children will be admitted within the PAN.

In-Year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through Fair

Primary policy continued.....

Access raises the number on roll above the PAN, no further pupil will be admitted until a place becomes available within the PAN.

Waiting list

When all available places have been allocated, a waiting list will be operated by the local authority. Any places that become available will be allocated 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 will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for having their child's name on a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

Starting school

Pupils reach statutory school age at the beginning of the term following their fifth birthday, but, in Hampshire, most pupils are admitted as rising fives. Parents can request that the date their child is admitted is deferred until later in the year or until the child reaches compulsory school age. Pupils will normally be admitted at the start of a school term. Parents can request that their child attends part-time until the child reaches compulsory school age. Parents of children requiring a Year R place, including those accessing co-located nursery provision, must make an application. If parents of summer born rising fives wish to defer their admission until they reach statutory school age, admission will be considered for Year 1, their appropriate year group.

School specific criteria

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly stated both for children living within and outside the catchment area (if appropriate) and with the words "School Specific Criterion" inserted after the criterion. The LA admissions brochure will contain a brief summary of each school specific criterion.

Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (DfE 2010).

Hampshire County Council's admission policy for community and voluntary controlled secondary schools 2012-2013

This policy will apply to all admissions from 1 September 2012, including in-year admissions. The authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2011-12 for allocating places for September 2012 as part of the main admission round for Year 7.

The guiding principles of the school admissions policy are that each Hampshire child should be offered a school place; that each school should serve its local community; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend school together; and that children can benefit from curriculum continuity between schools serving the same catchment area. The policy aims to be clear, fair and objective and complies with all relevant legislation.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midnight on Monday 31 October 2011. Notifications to parents offering a secondary school place will be sent by the County Council on 1 March 2012.**

Applications received after midnight 31 October 2011 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the main admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living **in** the catchment area of the school who at the time of application have a sibling on the roll of the preferred school who will still be on roll at the time of the sibling's admission.*
4. Other children living **in** the catchment area of the school
5. Children living **outside** the catchment area of the school who at the time of application have a sibling on the roll of the preferred school who will still be on roll at the time of the sibling's admission.*
6. Children living **outside** the catchment area of the school who, at the time of application, attend one of the linked primary schools.
7. Other children living **outside** the catchment area of the school.

Secondary policy continued....

* This includes 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. 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, and includes children living as siblings in the same family unit.

School Closures

In the event of a school closure, pupils from the closing school may be given a higher priority (for example this might include the child being treated as in-catchment) within the admission criteria for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected by a particular closure.

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 address 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.

Distance measurement

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. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school office. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

Multiple births

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

Pupils with statements of special educational needs

The governors will admit any pupil whose final statement of special educational needs names the school. This is not an oversubscription criterion. Where possible such children will be admitted within the PAN.

In-Year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through Fair Access raises the number on roll above the PAN, no further pupil will be admitted until a place becomes available within the PAN.

Secondary policy continued.....

Waiting list

When all available places have been allocated, a waiting list will be operated by the local authority. Any places that become available will be allocated 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 will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for having their child's name on a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

School specific criteria

Governing bodies may apply to the Director of Children's Services to include in their school policy a criterion which they regard as essential if children are to be treated fairly in relation to clearly defined local conditions. The application will cover both the substance of the criterion and its position in the order of priorities. In the event of such applications, the Director of Children's Services will consult the Admission Forum and the criterion will then be determined by the Executive Lead Member for Children's Services. Any changes after such determination will be authorised by the Director of Children's Services in consultation with the Executive Lead Member. Any criterion agreed under this category must be published in the school prospectus with its position within the admission priorities clearly stated both for children living within and outside the catchment area (if appropriate) and with the words "School Specific Criterion" inserted after the criterion. The LA admissions brochure will contain a brief summary of each school specific criterion.

Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (DfE 2010).

Applying for a school place at times other than the main admissions round

There are two main reasons why you might be applying for a school place other than at the time of the normal admission round: you might be moving house or unhappy with your child's current school.

Hampshire residents applying for a school place outside the main admissions round must complete a Hampshire application form. You can get an application form from a Hampshire school or the County Admissions Team on 0845 603 5623. If you are applying to a Hampshire school, you should return the form direct to the school. You will receive a reply in writing, normally within 10 school days. Please note that schools regard a telephone call as an enquiry, not as an application for a place.

Non-Hampshire residents applying for a Hampshire school should make an application to their home local authority.

If you are offered a place, the school will require your child to start at the school within four school weeks.

If the school cannot offer your child a place, you will receive a letter of refusal containing details of what to do next.

If you are refused a place at a school, you can ask the school to put your child's name on the waiting list. You may also appeal against the decision not to admit your child.

If you need help finding a school place for your child, you should contact the County Admissions Team on 0845 603 5623.

Hampshire residents applying for a place in a non-Hampshire school should return the form to the Admissions Team (see page 23).

Applications for admission during the academic year 2011-2012 can be considered at any time and the school may hold the place for four school weeks. However, applications for admission at the start of term in September 2012 for year groups which are not the main point of entry for the school will be considered from 11 June 2012.

Free school meals

If you receive any of the benefits below, your child will be entitled to free school meals:

- Income Support
- Income-based Jobseeker's Allowance
- Employment and Support Allowance (Income Related)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit where the family's annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 as at 6 April 2011 (subject to annual review) and the family does not also receive Working Tax Credit
- Guarantee element of State Pension Credit.

(Children who qualify for any such benefit in their own right are also eligible to receive free school meals.)

For other information about school meals, including information about meals for children with special dietary needs, please contact Evelyn Cook, Food Development Officer, on 023 8062 7730 or visit the HC3S website, www.hants.gov.uk/caterers/hc3smenusandotherinformation.htm

School uniform grants

If your child is entitled to free school meals and will be attending a Hampshire County Council school excluding academy schools* OR lives in Hampshire but will be attending a non-academy school outside of Hampshire's administrative area, he/she will also be entitled to a school uniform grant on transfer to secondary school in September. Further grants are payable for Year 9 and Year 10. Uniform grants are only payable in these circumstances. An application form will be available in June 2012 at your child's current school or allocated secondary school.

Although there is no similar entitlement at primary school level, the Education Welfare Service has a small discretionary fund which can be used to help with school clothing. For information, call your local education office (page 24).

**Academy schools make their own arrangements for school uniform grants. Please note that an academy school may not have 'Academy' in its name; if in doubt, please check with the school.*

Hampshire talented athlete scheme (HTAS)

Visit www.hants.gov.uk/shiow/talentedathletes.htm for full details or contact Ian Beacham on Tel: 01962 846367.

Hampshire music awards and ensembles

Hampshire Music Service, Rookwood Centre, Penshurst Way, Eastleigh SO50 4RJ, Tel: 023 8065 2037 or visit www.hants.gov.uk/hms. For the Hampshire music award scheme, contact Helen Walton. For the Hampshire County Youth Orchestra and the Hampshire County Youth Choirs, contact Shirley Taylor. For the Hampshire County Youth Band and the Hampshire Youth Jazz Orchestra, contact James Underwood.

Frequently asked questions

Q Do I have a right to a place at the school of my choice for my child?

A No. Parents do not have an absolute right to choose the school they want for their child. Parents have a right to state a preference for a school and the County Council and other admission authorities have a duty to comply with that preference except where it would prejudice what the 1998 School Standards and Framework Act calls ‘efficient education or the efficient use of resources’. If the County Council or governors of an admission authority school are unable to meet a parental preference, parents have the right to appeal to an independent appeal panel.

Q How do I find out the catchment area school for my address?

A Schools take most of their children from the surrounding area, called the catchment area. To find your catchment school, check online at <http://whereilive.hants.gov.uk/schoolcatchments/> or call the County Admissions Team (see page 23). Alternatively, your local school will be able to tell you its catchment area. Please note that your child’s permanent address determines your catchment school and it is this address which must be used on the application form.

Q How can I assess the likelihood of a place for my child?

A From the school’s admission policy – published in its prospectus – you will be able to work out how high up the list of admission criteria your child will be. You can find information about the number of children the school can admit in September, as well as the number of children admitted within each admission category last year. For community and voluntary controlled schools this information is on Hampshire’s website. For other schools you may need to contact the school. Schools will be able to give you an idea of the trend of applications and appeals. However, you must treat the information about previous years with some caution because circumstances can change from year to year. For example, if a new housing development opens in the catchment area of a small infant school, it may affect the number of out of catchment applicants the school can admit.

Q Will my child be guaranteed a place in the catchment area school?

A The County Council cannot guarantee places in any school. If you apply to your catchment school the chances are usually high that you will be offered a place, but this cannot be guaranteed. Changes in the pattern of parents’ preferences and changes in local population may mean that a few schools will be oversubscribed from within their catchment area.

Q I live near the county boundary. Are procedures and deadlines the same in other local authorities?

A The deadlines for applications are the same but procedures vary. Hampshire is surrounded by nine other local authorities. If you intend to apply to a school in another authority, it is wise to obtain the school’s prospectus and find out about the local authority’s procedures, but Hampshire residents must follow the guidance issued by Hampshire’s County Admissions Team.

Residents in neighbouring authorities applying to a Hampshire school must follow the advice given by their home local authority and use that authority’s application process (their telephone numbers are on page 23).

Types of school

Hampshire schools admit boys and girls of all abilities.

Age ranges of schools

- ◆ **infant schools:** for pupils aged 4 to 7 (some have nurseries for 3 to 4 year olds)
- ◆ **junior schools:** for pupils aged 7 to 11
- ◆ **primary schools:** for pupils aged 4 to 11
- ◆ **secondary schools:** for pupils aged 11 to 16
(some secondary schools have sixth forms for pupils aged 16–18).

Type of school	Description	Who is the admission authority?
Community schools	Maintained by Hampshire County Council (HCC)	HCC
Voluntary controlled schools	Maintained by HCC; originally set up by voluntary bodies (e.g. Church of England)	HCC
Voluntary aided schools	Maintained by HCC but advised by a local Diocese of the Church	Governing body
Foundation schools (including trust schools)	Maintained by HCC	Governing body
Academy schools	Independently managed schools set up by sponsors from business/faith or voluntary groups/local authorities in partnership with the Department for Education	Academy Trust

Hampshire Admission Forum

Hampshire Admission Forum considers a wide range of admissions issues with a particular focus on whether admission arrangements are ‘clear, fair and objective’ as required by the School Admissions Code issued by the Department for Education and aims to ensure that potentially vulnerable children are not disadvantaged by admission procedures; the Forum plays a major part in reviewing and advising on admission arrangements. The current Forum has representatives of the County Council, headteachers, parent governors, Hampshire dioceses, the armed forces, ethnic minorities, Choice Advice, special educational needs, early years and social care. Admission Forum minutes are published on the Hampshire County Council website.

Complaints

The Office of the Schools Adjudicator will investigate any breaches of admissions legislation drawn to its attention. Please visit www.education.gov.uk/schoolsadjudicator/ for details. Complaints about maladministration in admission appeals should be addressed to the Local Government Ombudsman. Please visit www.lgo.org.uk/ for details.

Admissions Team contacts

County Admissions Team

Hampshire County Council,
Children's Services Department,
Elizabeth II Court East, Winchester, SO23 8UG
Tel: 0845 603 5623
Email: admissions.team@hants.gov.uk

Neighbouring local authorities' school admission teams

Bournemouth	01202 456222 email: cis@bournemouth.gov.uk
Bracknell Forest	01344 354023 / 354144 email: school.admissions@bracknell-forest.gov.uk
Dorset	01305 221060 email: admissions@dorsetcc.gov.uk
Portsmouth	023 9284 1228 / 1747 / 1232 / 1972 email: admissions@portsmouthcc.gov.uk
Reading	0118 937 2550 Contact details on website
Southampton	023 8083 3004 email: school.admissions@southampton.gov.uk
Surrey	0300 200 1004 email: please contact via telephone
West Berkshire	01635 519771 / 503425 / 519780 email: nwinter@westberks.gov.uk
West Sussex	0845 075 1007 email: admissions@westsussex.gov.uk
Wiltshire	01225 713010 email: admissions@wiltshire.gov.uk
Wokingham	0118 974 6245 / 6143 / 6111 / 6146 / 6113 email: schooladmissions@wokingham.gov.uk

Diocesan Education Authorities (for information about church schools)

Director of Education, Guildford Diocesan Board of Education,
The Cathedral, Guildford GU2 5UP Tel: 01483 450423

Director of Education, Portsmouth and Winchester Diocesan Board of Education,
1st Floor, Peninsular House, Wharf Road, Portsmouth PO2 8HB. Tel: 023 9289 9657

Director of Schools, Portsmouth Roman Catholic Diocesan Schools Commission, Park
Place Pastoral Centre, Winchester Road, Wickham, Fareham PO17 5HA Tel: 01329 835363

Director of Education, Salisbury Diocesan Board of Education,
Audley House, 97 Crane Street, Salisbury SP1 2QA Tel: 01722 428420

Other useful Hampshire County Council contacts

Hampshire County Council local offices

Fleet Local Office, Birch House, Barley Way, Fleet GU51 2YB. Tel: 0845 603 5620

Havant Local Office, River Way, Havant PO9 2EL. Tel: 0845 603 5620

Winchester Local Office, Clarendon House, Monarch Way, Winchester SO22 5PW.
Tel: 0845 603 5620

New Forest Local Office, Winsor Road, Bartley, Southampton SO40 2HR. Tel: 0845 603 5620

Special Educational Needs (SEN)

Children with statements of SEN will have their school placement determined by the SEN team and do not need to complete an application form. Information about Special Educational Needs can be found on the Hampshire website www.hants.gov.uk/sen-parentpublications or from the SEN Service Tel: 0845 603 5623 or by email to enquiries.sen@hants.gov.uk

SEN Casework Supervisors for each area can be contacted on the numbers below:

Basingstoke Tel: 01962 846435

Aldershot, Cove, Farnborough, Fleet, Frogmore, Odiham, Yateley Tel: 01962 846448

Alton, Andover, Bordon, Overton, Whitchurch Tel: 01962 846192

Fareham, Gosport, Portchester, Stubbington, Titchfield Tel: 01962 845315

Clanfield, Cowplain, Emsworth, Havant, Hayling Island, Horndean, Petersfield, Waterlooville
Tel: 01962 846750

Alresford, Bishop's Waltham, Eastleigh, Hedge End, Stockbridge, Swanmore, Winchester
Tel: 01962 846569

Chandler's Ford, Fordingbridge, Lymington, Lyndhurst, Ringwood, Romsey, Totton
Tel: 01962 846247

SEN transport arrangements: Tel: 01962 846993, 01962 845787, 01962 845970

Parent Partnership

The Parent Partnership Service provides impartial advice, information and support to parents/carers of children and young people with special educational needs (SEN) throughout Hampshire. The service is available to all families for whom special educational needs play a part. Tel: 01962 845870, email enquiries.pps@hants.gov.uk or visit www.hants.gov.uk/parentpartnership .

Children with disabilities

The Parent voice Information Service provides parents and carers with a two-way information exchange. For information visit www.parentvoice.info/

Ethnic Minority and Traveller Achievement Service (EMTAS)

EMTAS supports schools and families across Hampshire in raising ethnic minority achievement, through bilingual assistance, projects, training, family learning and advisory support. It is based at Aldworth Science College, Western Way, Basingstoke RG22 6HA. Tel: 01256 330195

Education welfare

The Education Welfare Service works with schools, pupils and their families to provide advice and help where there are social or emotional difficulties that affect education or attendance. Details are available at www.hants.gov.uk/childrens-services/schoolsandcolleges/ed-welfare.

Support for young people caring for others

At www.hants.gov.uk/childrens-services/youngcarers there are details of training which can be arranged for young carers, including relaxation, assertiveness and information sessions, depending on need. There are also details of summer camps, which include a mixture of fun activities as well as more serious issues.

Services for Young People (SfYP)

Services for Young People (SfYP) is a collection of teams within Children's Services Department that provide services for 13 – 19 year olds. Support can extend from 11 – 25 in certain circumstances. Visit www.hants.gov.uk/youth or call 0845 603 5621 or email at youth.info@hants.gov.uk.

Hampshire Family Information Directory

At www.familyinformationdirectory.hants.gov.uk there are details on a wide range of services for families across the county, including childcare, parenting, activities for young people and much more. The directory forms part of the national Family Information Direct programme – a suite of free services for families.

Local social care contacts

Hampshire County Council social care services include: assessments of children in need and their families, assessment of children with disabilities, protection for children at risk of harm and children looked after away from home. Social care services work in cooperation with health services, schools and the police, in particular where a child needs protection. Information, including details of area offices, is at www.hants.gov.uk/adult-services/local-offices. The Hampshire Safeguarding Children Board child protection procedures can be found at www.hants.gov.uk/childrens-services/child-protection.

For advice out of hours and emergency help: Social Services Direct

If you need emergency help when offices are closed, for example, in cases of child protection or mental illness, you can contact Hampshire Social Services Direct in the evening and at weekends on **0845 600 45 55**. This helpline is staffed by social workers and other specialists who can deal with anything from advice about how best to help an elderly relative, to getting help in an emergency.

Term and holiday dates 2012-2013

Autumn term 2012

Monday 3 September - Friday 21 December
(Half term Monday 29 October - Friday 2 November)

Spring term 2013

Monday 7 January – Thursday 28 March
(Half term Monday 18 - Friday 22 February)

Summer term 2013

Monday 15 April – Tuesday 23 July
(Half term Monday 27 – Friday 31 May)

There are five 'Professional Days' used for in-service training, which are set by individual schools. These days are arranged during term-time. Pupils do not attend on these days.

Please make a note of the schools where you have applied for a place

First preference school:

Tel number:

Second preference school:

Tel number:

Third preference school:

Tel number:

If you are applying online, you may wish to make a note of your user ID and password here:

User ID:

Password:

If you have comments about the design of this booklet, please contact the Admissions Team on admissions.team@hants.gov.uk.