



Castle View Academy
The best in everyoneTM

Admissions Policy

2026 -27

Introduction

Castle View Academy is an 11-16 school in Portsmouth. The academy is a co-educational secondary academy and is part of United Learning¹.

Castle View Academy seeks to bring out 'The best in everyone'. The academy serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

Admission Number(s)

The admission number is 200 students for entry into Year 7 in September 2026.

The academy will accordingly admit this number of students if there are sufficient applications. Where fewer applicants than the proposed admission number are received, places will be offered at the academy to all those who have applied.

Application Process for Year 7

The academy operates its admission arrangements as part of the coordinated admission scheme operated by Portsmouth City Council.

All applications must be made using the Common Application Form (CAF) supplied by the Local Authority in whose area the student lives. The one for Portsmouth can be found here: [School admissions - Portsmouth City Council](#). All applications received by the published deadline (as set out on the Council's website) will be considered.

Notifications to parents offering a secondary academy place will be sent by Portsmouth City Council on 1 March 2026 as part of National Offer Day.

Applications made after the closing date will be considered late and will be reviewed after all on-time applications have been fully processed, unless exceptional circumstances merit consideration alongside on-time applications.

Oversubscription Criteria

When there are more applications than there are places, and after the admission of students with an Education, Health and Care Plan naming the academy, priority for admission will be given to those children who meet the criteria set out below, in priority order¹:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See Notes A and B.
2. Children or families who have a significant medical, physical, psychological or social need. Evidence must be attached with the application. Applications under this



criterion must be supported by written evidence from an appropriate professional involved stating clearly why the preferred academy is the most appropriate for the child and reasons why other schools in the city are inappropriate. See Note C.

3. Children who have a brother or sister (living within the same household) already on roll and who will still be attending the academy the following academic year. See Note D.
4. Children whose home address lies within the academy's designated catchment area. A map of the catchment area can be found on Portsmouth City Council's website, here: [Castle View Academy Catchment Area](#). If the academy cannot admit all applications from the catchment area, priorities 5i to 5ii will be used. See Notes D and E.
5. Children living outside the academy's catchment area in the following priority order:
 - i. Children attending a feeder junior/primary school: - see Note G.
 - Medina Primary
 - Beacon View Primary School
 - Portsdown Primary
 - The Victory Primary School
 - ii. Children who live closest to the academy, based on the shortest distance from home to academy, measured 'as the crow flies'. This distance will be used where necessary to prioritise applications; see Notes H and I. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots – Note J.

Students with a Statutory Education, Health and Care Plan

Admission of students who have been issued with a statutory education, health and care plan is through a different process. Families should contact their local authority's SEND team for further information about admissions.

Admission of Children Outside of 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 out of normal year group is being requested.

When such a request is made, the decision will be based on the circumstances of the case and what is in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Waiting Lists

The academy will operate a waiting list. Where the academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. All parents who have been refused a place at the academy will have the



option to indicate their wish to remain on the waiting list via a tick box on the online allocation response form or on a paper reply slip.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Children will remain on a waiting list only until the end of the academic year, August 2026. If parents/carers want their children to be on the waiting list for the following academic year, they must reapply. Portsmouth City Council's Admissions Service administers this function on behalf of the academy.

In Year Admissions

Arrangements for Admitting Students Outside of the Normal Admissions Round

Applications outside of the normal admissions round are known as in-year admissions.

Parents are encouraged to apply for a place in-year via Portsmouth City Council by completing this form here: [Make an in-year application for secondary school - Portsmouth City Council - My Portsmouth](#). Parents will be notified by Portsmouth City Council of the outcome of their in-year application within 10 school days of the receipt of the application. Further information can be found on the City Council's website, here: [In-year applications - Portsmouth City Council](#)

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

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 appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

Appellants should file an appeal via Portsmouth City Council's Admissions Service who administer appeals on behalf of the Academy. [Waiting list and appeals for a school place - Portsmouth City Council](#)

If appellants decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible,

and there will be an opportunity for parents/carers to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

Fair Access Protocol

Castle View Academy participates in the In-Year Fair Access Protocol managed by Portsmouth City Council (Inclusion Support Panel) in order to minimise the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis. Further information can be found here: [Inclusion Support Panel - Portsmouth City Council](#)

For more information regarding admissions at Castle View Academy, please contact the Data and Admissions Manager on 023 9237 0321.



Appendix 1: Notes

Looked After Child

- A. “Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child, and a copy of the relevant court order will be required.

- B. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

Medical, Physical, Psychological or Social Need

- C. If your child or a family member has a significant medical, physical, psychological or social need that you would like taken into account when places are allocated, please tick the relevant box on the application form and attach supporting evidence to your form. All evidence must be sent together with the application form. The evidence must be in writing from your doctor or another appropriate professional involved with your child’s health, wellbeing or your specific family circumstances. Failure to attach supporting evidence will delay the progress of your application and result in it not being considered under this criterion. It is your responsibility to provide the necessary evidence to support your application. All information given will be treated confidentially. If you are in any doubt about whether or not to include details, please contact the Admissions Service for further advice.

Sibling Links

- D. ‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Catchment Areas

- E. A catchment area is a geographical area defined by the council. The idea of having a catchment area is to give some priority for the admission of children living in the local area of the academy. Please note: living in the catchment area does not guarantee a place at the academy.

Home Address

F. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Separated Parents

G. Applications from separated Parents/Carers Only: One application can be considered for each child. Where parents/carers are separated, it is essential that agreement be reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. The address used should be the one of the parent/guardian who receives the Child Benefit Allowance for the child. If Child Benefit is not claimed, the address should be that at which the child spends most of their time during term time at the point of application.

Feeder Primary/Junior Schools for Castle View Academy:

H. The following schools are feeder schools for Castle View Academy which means children attending these schools get priority over some others.

- Medina Primary
- Beacon View Primary School
- Portsdown Primary
- The Victory Primary School

Distance

I. Where it is necessary to prioritise applications, the criterion will be prioritised based on the shortest distance from the child's home to academy, measured in a straight line 'as the crow flies'. Distances will be measured using the council's Geographical Information System (GIS) department. The Local Land and Property Gazetteer's (LLPG) unique property reference co-ordinates will be used to represent the academy, whilst home co-ordinates will be primarily derived from the LLPG, with Ordnance Survey's ADDRESSPOINT® product used as support. This will be done in conjunction with the LA, we will use their system to measure distance to ensure alignment with the LA's wider role in admissions.

J. For multi-occupancy dwellings (i.e. flats) where there is only one unique property reference point, lower floor dwellings will take priority over higher floor dwellings. For dwellings on the same floor, lower numbered dwellings will take priority over higher numbered dwellings. Only distances measured by GIS will be taken into account for the purposes of the distance criterion.



K. Should there be two or more identical distances, the prioritisation will be done by casting lots. The Admissions Service will arrange for this to be carried out by the LA's Democratic Services who are independent of the academy and the admissions process.