



Coastal Learning  
PARTNERSHIP

## **Admissions Policy 2021/22**

### **Heathlands Primary Academy**

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty



## **Part 1: Admission to Reception Year and above**

### **Introduction**

This policy will apply to all admissions from 1 September 2021, including in-year admissions. It will be used during 2021-22 for allocating places for September 2021 as part of the normal admission round for Reception and above.

Coastal Learning Partnership is the admission authority for Heathlands Primary Academy (The School). The Trust Board determines the admission arrangements after policy localisation and statutory consultation, which the Local Governing Body are required to undertake under the Scheme of Delegation. The Local Governing Body are responsible for operating the policy at a local level, e.g., working with the Local Authority to rank applications and offer places.

The Published Admission Number (PAN) for Heathlands Primary Academy (The School) is 30. The PAN is the number of places available for children in the year groups above.

The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's In Year Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

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:

### **Admission Criteria**

1. Children who are "Looked after" by a Local Authority or a child who was previously looked after. (See Note 1)
2. Children living in the designated catchment area of the school who will have a brother or sister (see notes 4 & 5) attending the school at the time of admission. (see notes 4 and 5)
3. Children living in the designated catchment area of the school.
4. Children living outside the designated catchment area of the school who will have a brother or sister (see notes 4 & 5) attending the school at the time of admission.
5. Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance. (See note 2(ii)).

### **Definitions**

1. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions as defined in 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.

2. In the case of over subscription in categories 1, 3 – 7, and for Nursery Class categories 3-6, priority will be given to these children:
  - (i) where a placement is recommended for medical reasons as essential by professional medical advisors or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer which in the view of the Trust Board require placement at a particular school following consultation with relevant senior officer(s) in the Local Authority.
  - (ii) live closest to the school as measured by the straight-line distance calculated by the Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the applicant's home). If distances are equal, as calculated by the Council's GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation. Details of this process are outlined below in Note 14.
3. In the case of over-subscription in category 2 priority will be given to applicants in the main admission category order, sub-divided by the priorities in Note (1) (i) and (ii) above.
4. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister and the children of parents/carers who are married or cohabiting, where the parents/carers and children live together in the same household.
5. When considering twins, triplets or other multiple births places will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number. Twins, triplets and multiple births will be given a priority over other sibling links and other applicants.
6. The School will apply the above criteria to applicants subject to the following exceptions:
  - (i) where an applicant is seeking admission for the September entry of the school entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement. The final decision to accept a late application as received on time will be made by the Trust Board.
  - (ii) where a child has an Education Health and Care Plan (EHCP) and for whom there is a legal requirement to admit to a particular school named in the EHCP.
7. A child's main residence will be the dwelling of the parent/carer or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by The School prior to offer of a school place. If Child Benefit payments are not made or suspended then the decision on which address to use for the child, for the purposes of admission to school only, will be made by the Governing Body on the advice of the legal department of Ocean Learning Trust. The legal department will consider pertinent evidence from both parents/carers to determine the property in which the child mainly resides. The School may also require other evidence of proof of address.

***Deadline for informing the school of a change of address for an application in the main admission round will be 31 March 2021 (NB Documentation as outlined above will be required in evidence).***

## Moving home & UK service personnel & crown servants

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant catchment area of The School (or to establish distance from The School).

To be considered all evidence must be submitted at the time of application.

### Additional Information

#### Tie-breaker

If The School is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer The School have priority. Distance will be measured in a straight line by the Local Authority's computerised measuring system (Geographical Information System or GIS) in use at the time of allocation. The system at the time of setting the policy takes the measurement between the address mapping points of the School and the applicant's home.

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. If distances are equal (for example within a block of flats), lots will be drawn by a person independent of The Governing Body to determine the allocation of a place.

#### Who can apply

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989. All persons with parental responsibility should be in agreement with schools named and the order in which they are named prior to submitting their child's application.

#### How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see [www.bcpCouncil.gov.uk](http://www.bcpCouncil.gov.uk) for the prospectus and details of the scheme.

You must complete a local authority Common Application Form (CAF) available from website [www.bcpCouncil.gov.uk](http://www.bcpCouncil.gov.uk).

#### Offering places

The Local Authority and Local Governing Body will consider first all those applications received by the published deadline of midnight on **Friday 15<sup>th</sup> January 2021**. Notifications to parents/guardians offering a place will be sent by the Local Authority on **Friday 16<sup>th</sup> April 2021**.

Applications made after midnight on Friday 15<sup>th</sup> January 2021 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal 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.

### **Pupils with an Education Health Care Plan**

The Local Governing Body will admit any pupil whose Education Health Care Plan names The School. Where possible these children will be admitted within the PAN.

### **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/guardians so wish, even though this may raise the number in the year group above **The School's** PAN.

### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the local authority Common Application Form (CAF) available on line at [www.bcpccouncil.gov.uk](http://www.bcpccouncil.gov.uk). Any parent with parental responsibility can apply for a place for their child at any time to any school. The Local Governing Body will decide whether a place can be offered at The School.

### **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 the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

When all available places have been allocated, The School will operate a waiting list. Parents/guardians must request (in writing) that their child is placed on the waiting list. Waiting lists for any academy year will be maintained for the current academic year.

Any places that become available will be allocated by the Local Governing Body according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list or any priority order expressed. Looked after and previously looked after children, those allocated a place within the In-Year Fair Access Protocol and school closure arrangements will take precedence over other children on 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/guardians with a child on the waiting list for any year group will be required to confirm in writing to the school their wish to remain on the list for the following school year. If the school does not receive written confirmation, it will be assumed that they do not
- wish to remain on the list and the child's details will be removed.

### **A child's details will be removed if**

- a) Written confirmation is not received by the end of the school year to confirm they wish to remain on the waiting list.
- b) Confirmation in writing received by the school from the parent, requesting details to be removed.
- c) Offered a higher preference school by Local Authority and place is declined or accepted.

It is the responsibility of the parent to contact the school to inform the school of any changes in circumstances which may affect priority on waiting list.

### **Starting school and deferred entry to Year R**

Pupils born between 1 September 2016 and 31 August 2017 (inclusive) are entitled to full-time schooling from September 2021. Parents/guardians can defer the date their child is admitted to school until later in the school year, but not beyond the point they reach compulsory school age, or for children born between 1 April and 31 August 2017, not beyond the beginning of the final term of the school year for which the offer was made. Where parents/guardians wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents/guardians of children with birthdays between 1 April and 31 August 2017 (inclusive), whose child has not started in a Year R class during the 2021-22 school year, may wish to request admission to Year R in September 2022 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents/guardians would be expected to state clearly why they felt admission to Year R was in their child's best interests. If agreement is reached that a child born between 1 April and 31 August 2017 may start in Year R in September 2022, parents/guardians must apply for a place the following year for that year group. If parents/guardians have already applied for a place to start in 2021 and subsequently delayed admission is agreed, the application would be withdrawn and they would need to reapply the following year alongside all other applicants. Places cannot be reserved or held from the previous year.

It is recommended that parents/guardians considering such a request contact The School and the Local Authority Admission Team in the Autumn term 2020 to ensure that an informed decision is made.

### **Notes on compulsory school age and summer born children**

*Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

*The term **summer born children** relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for children to be admitted out of their normal year group will come from parents/guardians of children born in the later summer months or those born prematurely.*

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

In addition to requests from parents/guardians of summer born children, those with children who are gifted and talented, or who have experienced problems or missed part of a year, for example due to ill health, can seek places outside the normal age group. The Local Governing Body will make a decision on the basis of the circumstances of each case and may seek advice from the Special Educational Needs Team and the Education Psychology Service. Parents/guardians do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### **Admission Appeals**

If you are unsuccessful in being offered a place for your child at **The School** you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

## Warning

Places are withdrawn every year because parents/guardians give false information on application forms, e.g. a false 'home address'. This includes cases where parents/guardians take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents/guardians, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

## 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 (published by the DfE in 2014).

## Deadlines

The closing date for primary school admissions is midnight on Friday 15<sup>th</sup> January 2021.

The deadline for informing the school of a change of address for an application in the main admission round is 31<sup>st</sup> March 2021.

The offer of places will be sent by the Local Authority.

## Further Information

If you require further information about applying for a place at Heathlands Primary Academy, please contact The School.

Address:	Andrews Close, Springwater Road, West Howe, Bournemouth, BH11 8HB
Tel.	01202 574452
Fax.	01202 591839
Admissions Email:	<a href="mailto:heathlands@oceanlearning.org.uk">heathlands@oceanlearning.org.uk</a>
Web:	<a href="http://www.heathlandsprimarybournemouth.co.uk">www.heathlandsprimarybournemouth.co.uk</a>
Registered Address:	Coastal Learning Partnership Knole Road Bournemouth BH1 4DJ
Reg. Number	09628750
Clerk to Board:	Sue Bennett
Email:	<a href="mailto:s.bennett@coastalpartnership.co.uk">s.bennett@coastalpartnership.co.uk</a>

## Part 2: Delayed Admission to Reception Year for summer born children

### Introduction

This policy document sets out the process and criteria for considering requests to delay admission to school for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for a statement of special educational needs/Education Health & Care Plan whose parent(s)/carer(s) should contact the Borough's Special Educational Needs Team for advice.

All other application forms should be submitted direct to the Local Authority School Admissions Team.

Process for consideration of parental requests for Summer Born Babies to be admitted to Reception a year later than their chronological age group admission

1. If a parent expresses an interest in applying for delayed entry to Reception, The School should suggest that they arrange a meeting with the head teacher to discuss their options.
2. If, after discussion with the head teacher(s), the parents/guardians still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence.
3. The application form will ask parents/guardians to confirm that they understand the policy. If approved, any existing applications will be cancelled and the parents/guardians will need to re-apply for a place in Reception for the following year. This application must be submitted prior to the closing date of 15 January the following year. At no time will they be able to hold school offers for their child in two year groups.
4. Any applications made the following year will not be given special priority over applications for children falling naturally in that year group.
5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission the original offer will be withdrawn and offered to the next child on the waiting list.
6. The form will also ask for basic information about the child and the following information must be provided:
  - Clear reasons for the request
  - Information from the child's current nursery or pre-school if applicable
  - Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2-year-old check
7. In addition, they may be asked to provide specific information/documentation such as:
  - Early Years reports and assessments where this is available
  - Existing professional reports and assessments e.g. educational psychology reports from LA where this is available
  - Health information
  - Other relevant information and documentary evidence
8. Parents/guardians will be informed of the date that the Trust Board Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).



9. Parents/guardians along with The School will be informed of the recommendation of the Panel in writing within 5 working days of the meeting.
10. As the Trust Board is its own admitting authority, the final decision on whether to allow delayed entry lies with them.
11. The School will write out to parents/guardians within 10 working days once a final decision has been made.

### **The decision making process**

Where requests for delayed admissions are made a Panel will be convened to consider the request.

A member of the Admin support team will minute the meeting and inform the parent of the outcome.

On occasion there may be insufficient evidence for the Panel to reach a decision. In this instance the Panel may request additional information or a meeting with the parent(s) which may include the child.

### **Criteria for agreement to out of year admissions**

The following list is not final and binding and is an example of the type of information that will be considered by the Panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The Panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature child.

### **Right of appeal following the decision**

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents/guardians can make a complaint the Trust's complaints procedure.

### Part 3: Admission to Heathlands Primary Academy Nursery

#### Introduction

This policy sets out the arrangements to be followed for part-time admissions to Heathlands Primary Academy nursery for eligible 2, 3 and 4 year olds.

#### Admission to Nursery

Administration of admission to the nursery is undertaken by the Local Governing Body.

Application can be made for a place in our nursery for a child the term following their third birthday (or second birthday if eligible for free early years education place). Typically, the start date would be at the start of term or half-term following:

- The receipt of the child’s application where the child is 2, 3 or 4
- The term following the child’s third birthday where an application has been made early

The part time admission dates are:

Term in which 2nd, 3rd and 4 <sup>th</sup> birthday falls	Dates of birth	Term of Part-time admission
Spring	1st January – 31st March	Summer
Summer	1st April – 31st August	Autumn
Autumn	1st September – 31st December	Spring

Where our nursery has more spaces available than applications all eligible children will be offered a place.

Should there be more applications than spaces available, places will be offered to those applicants with the highest priority as listed in the priority order below:

1. Children with an Education Health and Care Plan (EHCP)
2. Children who are “Looked after” by a Local Authority or a child who was previously looked after but immediately following being looked after became subject to an adoption, residence, or special guardianship order.
3. Children living in the designated catchment area of the school who will have a sibling (see note 4 & 5) attending either the school or the nursery at the time of admission
4. Children living in the designated catchment area of the school
5. Children of staff members working in the school
6. Children living outside the designated catchment area of the school who will have a sibling (see note 4 & 5) attending the school or the nursery at the time of admission
7. Children living outside the catchment area of the school who live closest to the school as measured by the straight-line distance

In the case of over subscription in categories 3 – 6. Please see note (i) below.

- (i) Where a child is not able to be offered a place then the child's name can be put on the waiting list for the nursery. Vacant places arising during the year will be offered according to the admission priorities outlined above.

**Note**

A child who is in attendance at Heathlands nursery does not gain automatic admission into the Reception year at the school. Places in school reception classes are allocated according to a separate application process.

**Attendance**

Attendance for universal early years funded places will be for 5 sessions per week – either every morning or every afternoon.

Children who will be four between 1 April and 31 August and meet the criteria set out in Part 2- Delayed Admission for Summer Born Children, may be able to stay in Nursery from September following their fourth birthday. This will be in discussion with the Headteacher of Heathlands Primary Academy and, where applicable, the Headteacher of the school the child is delaying admission to, if this is not Heathlands Primary Academy.

**Additional early years funding**

Some 3 and 4 year olds are eligible for up to 30 hours per week free early years education from the term after their third birthday. Eligibility for additional early years education is confirmed by the government. Applications must be made through the government's online childcare service ([www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk)) or via their helpline 0300 1234097.

Your application must be made the term before you wish to start receiving the additional funding. Additional funded hours will not be offered by Heathlands Primary Academy until funded hours are confirmed and commence.

Applications for additional funding must be made no later than:

For autumn term	31st August
For spring term	31st December
For summer term	31st March

Heathlands Primary Academy and Ocean Learning Trust are unable to process applications for additional early years funding.

**Applications for admission**

Parents/guardians seeking a place at the nursery should complete the school's application form in full. This includes details of the child's date of birth and address. When a place is offered in the nursery evidence to verify the child's identity and address must be provided. Schools are also requested to record details of a parent's/guardian's surname, date of birth of birth and National Insurance or NASS (National Asylum Support Service) number, in order for the Local Authority to be able to check for a child's eligibility for Early Years Pupil Premium (EYPP).

Parents/guardians may apply for a Nursery place at any time (after the child is 2 years old). Places will be offered according to the published admission criteria above.

Applications should be received not later than:

For the Autumn Term	last Friday in May
For the Spring Term	last Friday in October
For the Summer Term	last Friday in February

Parents/guardians will be notified of the allocation of a place within **15** working days of the application deadline.

Parents/guardians should confirm that they accept the offer of a place.

Following notification that a place is available, a child should take up the place within 2 weeks of the start of term. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher then the offer of a place can be removed.

If a child is refused an early education place, then the parent/carer may appeal to a committee of Governors. Governors should adhere to the Statutory Framework for the Early Years Foundation Stage 2014 (and subsequent revisions) and they cannot admit children over their designated capacity. Therefore, the only grounds for upholding an appeal should be where a parent demonstrates that an error has been made by the school when processing an application that may have resulted in a place being offered to another child.

Appendix 1: Catchment map and roads in catchment



- 2 Christ the King Catholic School
- 4 Elmrise
- 5 The Epiphany CE Primary School
- 6 Heathlands Primary Academy**
- 8 Kingsleigh Primary School
- 7 Hill View Primary School
- 10 Kinson Primary School
- 12 Moordown St Johns CE Primary School
- 23 St Walburgha's Catholic Primary School
- 27 Winton Primary School

**Road names in Heathlands Primary Academy catchment area:**

Andrews Close	Maclean Road
April Close	Mandale Close and Road
Batchelor Crescent and Road	Montgomery Avenue
Coleman Road	Moore Avenue
Cunningham Close, Crescent and Place	Moorside Gardens
Dominion Road	Mount Road
Draper Road	Nutley Close and Way
Elliott Road	Paget Road
Fernheath Close and Road	Pilot Hight Road
Frost Road	Poole Lane (evens 164+)
Gladdis Road	Raglan Gardens
Gort Road	Ritchie Road
Grower Gardens	Rochester Road
Hall Road	South Kinson Drive
Hanlon Close	Springwater Close and Road
Jephcote Road	Tedder Close, Gardens and Road
Kimber Road	Turbary Park Avenue (except 11)
Lydford Gardens and Road	Verney Close and Road
	Wavell Road
	West Howe Close
	Willow Tree Rise