

## Moordown St John's CE Primary School

# Policy for Admissions (from September 2021)

***"A Christian community where commitment to educational excellence changes lives"***

The Board of Directors of Moordown St. Johns CE Primary School  
determined this policy on 30 January 2020

Review Date: September 2020

A copy of this policy in an alternative format, such as large print or different language,  
may be provided on request from the school office.

## Policy for Admissions from September 2021

This policy will be used during 2021/2022 for allocating places in the main admission round for entry to Year R in September 2021. It will also apply to in-year admissions during 2021/22. Outside the normal admissions round, the Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Board of Directors is the admission authority for Moordown St John's Church of England Primary School. The admissions arrangements are determined by the Board of Directors after statutory consultations.

The published admission number (PAN) for entry to Year R at Moordown St John's Church of England Primary School is **60**. The school will admit this number if there are sufficient applications. Where fewer applications than the published number are received, places will be offered to all those who have applied.

The guiding principle of admission to this school is that a church school should serve its local community, defined in the trust deed of 1877 as the ecclesiastical parish of St John the Baptist, Moordown.

The Board of Directors will consider first all those applications received by the published deadline of **midnight on Friday 15<sup>th</sup> January 2021**. Notifications to parents offering a primary or infant school place will be sent by the Local Authority on **Friday 16<sup>th</sup> April 2021**.

Applications made after midnight on **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 and Care Plan (EHCP)**

Any child with and Education, Health and Care Plan naming Moordown St John's Church of England Primary School will be admitted. Where possible such children will be admitted within PAN.

### **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following priority order:

- 1) Looked after children or children who were previously looked after (see definition i)
- 2) Children living in or out of the catchment area (see Definition ii) who at the time of application have a **sibling** (see Definition iii) on the roll of **Moordown St John's Church of England Primary School** who will still be on the roll of **Moordown St John's Primary Church of England Primary School** at the time of the sibling's admission.
- 3) Children living in the catchment area of Moordown St John's Church of England Primary School (see Definition ii).
- 4) Children living out of catchment area of Moordown St John's Church of England Primary School.

### **Tie Breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordinance Survey home address point to the school address point using the Local Authority's geographic Information Systems (GIS). 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. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the Local Authority website.

## **Additional Information**

### **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.

### **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 (see Definition iv).

### **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 from the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Fair Access Placements**

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol. The Protocol is based on legislation and government.

### **Waiting Lists**

Waiting lists will be established for each year group where more applications are received than places available. These will be maintained by the school and will be open to all refused applicants wishing to be placed on them.

Any places that become available will be offered to a child at the top of the list on the day the place becomes available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access arrangements 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 circumstance affects their priority;

For entry to Year R, the waiting list will remain open until 31 August 2022, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Should parents wish their child to be considered for a place at the school in the following school year, they must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

### **Starting school**

Pupils born between 1 September 2016 and 31 August 2017 (inclusive) are entitled to full time schooling from September 2021. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between

- 1 September and 31 December 2016 (inclusive) reach compulsory school age on 31 December 2021, at the start of the spring term 2022.
- 1 January and 31 March 2017 (inclusive) reach compulsory school age on 31 March 2022, at the start of the summer term 2022
- 1 April and 31 August 2017 (inclusive) reach compulsory school age on 31 August 2022, at the start of the new school year in September 2022.

Parents of summer born children (those born between) 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2022. This is called decelerated admission. In making a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interest. It is recommended that parents considering such a request contact the school in the autumn term 2020 to ensure that an informed decision is made.

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

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

### **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the school and Local authority in accordance with the School Admission Code and will be published at the time for specific schools affected.

## Admission Appeals

If you are unsuccessful in being offered a place for your child at Moordown St John's Church of England Primary School you will be informed by the Local Authority in writing, will 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 give false information on application forms, e.g. a false home address. This includes cases where parents 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, all allegations of fraudulent practice brought to the Board of Directors' attention will be investigated. The Board of Directors reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

## How to apply

The Local Authority operates a Co-ordinated Admissions Scheme which processes all main round (ordinary) admissions applications. You must complete a Local Authority Form available from website

<https://www.bournemouth.gov.uk/childreducation/Schools/ApplyingForASchoolPlace.aspx>

## Definitions

- i) Looked after children are defined as those who are a) in the care of a local authority, or b) being provided with accommodation by a local authority under exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangement order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian(s).
- ii) A map of Moordown St John's Church of England Primary School catchment area, together with a list of roads, is available in Appendix 1 of this policy.
- iii) Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses.
- iv) The address provided on your application must be your child's permanent residence on the application deadline (even if you are planning to move after this date). The permanent address is the child's normal place of residence. A business address, workplace address, relative's address or childminder's address will be not be accepted.

Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Board of Directors what evidence is

required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Board of Directors. If any information supplied by an applicant is judged by the Board of Directors to be fraudulent or intentionally misleading, the Board of Directors may refuse to offer a place, or if already offered, may withdraw the offer.

### **Moving house**

If you move house before the application deadline you must notify and send evidence of your new address to the Admissions Team at BCP Council. This must be done via email or on paper. You cannot amend your address on the online system once your application has been submitted as your child's record will not be updated.

New address evidence: You will need to provide evidence of your new address. Please refer to the list below for the evidence required depending on your type of move.

- A letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application.
- If you are purchasing a new build, in addition to the above, you must provide evidence that you will be living there before your child's expected start date, for example, a letter from the developer confirming a build completion date. Documents evidencing the ownership or purchase of a plot of land will not be accepted.
- 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.

To be considered all evidence must be submitted by the published deadline.

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulation and the School Admissions Code (Published by the DfE in 2014)

### **Contact Details of the School**

Moordown St John's Church of England Primary School

Address: Vicarage Road, Bournemouth BH9 2SA

Telephone: 01202 527683

Email: [msjoffice@st-johns.bournemouth.sch.uk](mailto:msjoffice@st-johns.bournemouth.sch.uk)

Website: [www.st-johns.bournemouth.sch.uk](http://www.st-johns.bournemouth.sch.uk)

**Review and monitoring of the policy**

This policy has been carefully considered by the Board of Directors at its meeting on 17 October 2019 and was determined, following consultation, at its meeting on 30 January 2020.

This policy will be reviewed annually, the next review will take place during September 2020.

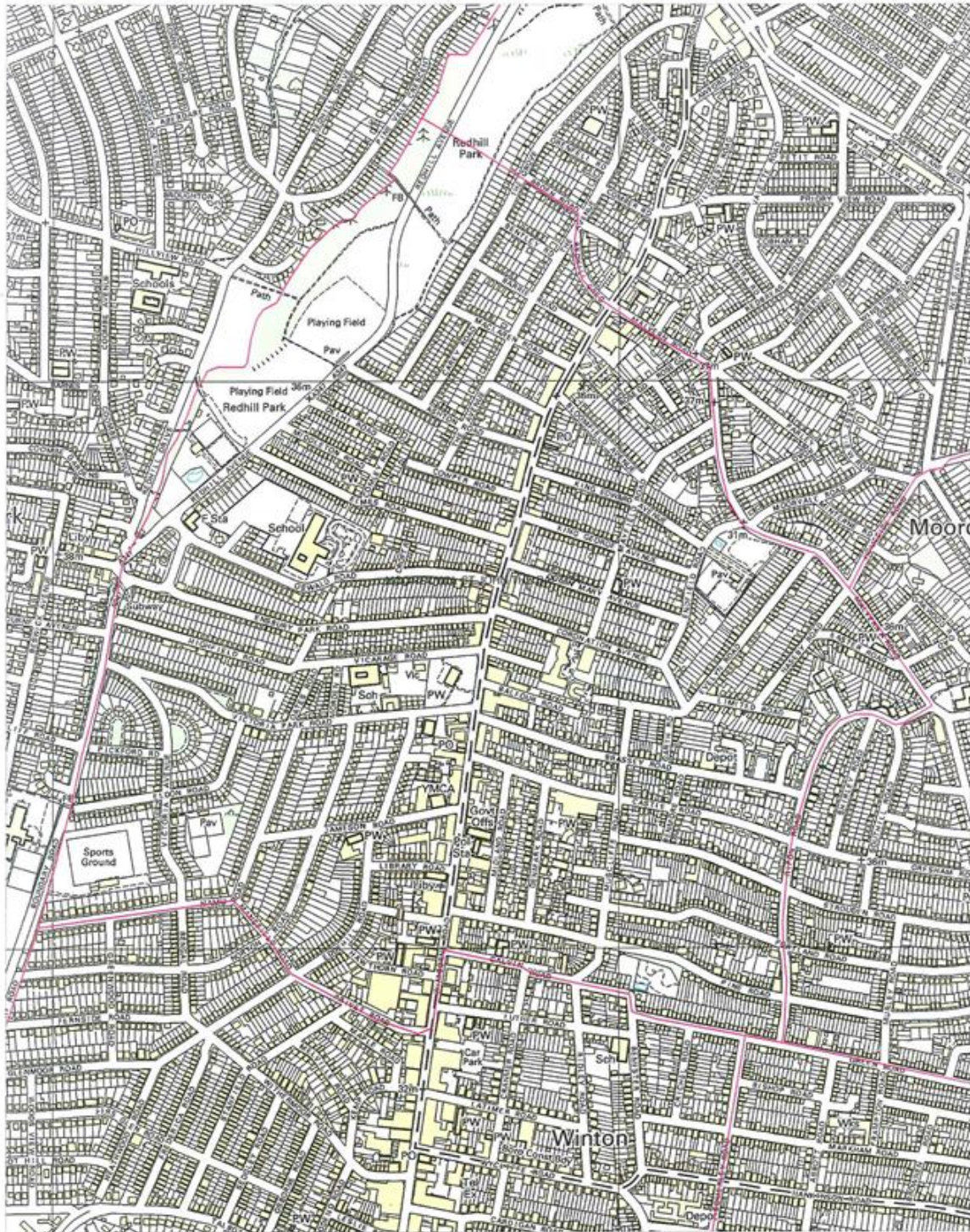
Signed: 

**Chair of Board of Directors**

**Dated:** 30 January 2020



Appendix 1: Map of the catchment area of The School



Digital map from Dotted Eyes, © Crown copyright



## Roads (House numbers) within *The Area Served by The School*

**Please note** that roads formed as part of new building schemes may fall within the Area Served by the School but may not be listed below:

Alexander Gardens  
Arden Road (even nos)  
Ashton Road

Balfour Road  
Barrie Road  
Benmore Road  
Bentley Road  
Bloomfield Avenue  
Bloomfield Place  
Boundary Road (2 & 6)  
Brassey Close  
Brassey Road

Calvin Road (evens nos)  
Carey Road  
Castle Road  
Cherries Drive  
Clifford Road  
Clive Road  
Comley Road  
Coronation Avenue  
Cowper Road  
Croft Road

Delhi Road  
Denmark Road  
Derwent Close

Easter Road  
Edgehill Road (35-129, 46-130)  
Eldon Road  
Elmes Road  
Endfield Road  
Ensbury Park Road  
Evelyn Road

Garth Road  
Green Road (evens 2-62A)

Hawthorne Road  
Henry Joy Close  
Highfield Road

Iris Road

Jameson Road

Kilmarnock Road  
King Edward Avenue  
King George Avenue

Lampton Gardens  
Library Road

Limited Road

Maclaren Road  
Malvern Road (odds 3-151)  
Mansfield Road (evens 10-12)  
Mayfield Road  
McWilliam Road  
Melgate Close  
Middleton Road  
Midland Road  
Moorfield Grove  
Morden Road  
Muscliffe Road

Namu Road (3-101, 2-58)  
Naseby Road  
Norton Gardens  
Norton Road (1-63, 2-70b)  
Norway Close

Oates Road  
Old St John's Mews  
Oswald Close  
Oswald Road

Pickford Road  
Pine Road (1-127, 2-112)  
Portland Road (1-75, 2-88)  
Privet Road (odd nos)

Queen Mary Avenue

Redhill Avenue  
Redhill Crescent (even nos)  
Ripon Road (even nos)  
Rose Gardens  
Rosebud Avenue

Smithfield Place  
St John's Gardens  
St Maradox Lane  
Strouden Road (97-161, 98-188)

Tennyson Road  
The Avenue (1-61, 2-70a)  
The Grove (5-79, 2-80)

Vicarage Road  
Victoria Avenue  
Victoria Park Place  
Victoria Park Road

Wimborne Road (531-981, 506-976)

