



## **Admissions Policy and Arrangements for 2021-22**

***UNICEF Rights of the Child: Article 28 ~ “Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children’s dignity. Richer countries must help poorer countries achieve this.”***

**This policy will be reviewed annually in the Autumn Term.**

### **Admissions to Muscliff Primary School**

This policy will apply to all admissions from 1 September 2021, including in-year admissions. It will be used during 2020-21 for allocating places for September 2021 as part of the normal admission round for Year Reception. The criteria to be used applies to all entry year applications received by the closing date and to applications received after the closing date, if any places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with. The criteria also applies to all admissions outside the normal September main entry intake unless any In-Year Fair Access Protocols agreed through the BCP Admissions Forum are applicable.

The Board of Directors of Muscliff Primary School is the Admission Authority for the School. The admission arrangements are determined by the Board of Directors and any changes to the arrangements are made following a statutory consultation process.

The Published Admission Number (PAN) for Muscliff Primary School is 90. The PAN is the number of places for children available in the year group. A guiding principle of admissions to this school is that it serves the families in its local community. A list of roads within the ‘catchment area’ forms part of this document.

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 Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Directors will admit any pupil whose Education, Health and care plan (previously a Statement of special educational needs) names the School. Where possible such children will be admitted within the PAN.

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**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of young people with Education, Health and Care Plans where Muscliff Primary School is named on the Plan, the criteria will be applied in the order in which they are set out below:

#### Category 1

Children who are “Looked after” by a Local Authority or a child who was previously looked after (as defined by the Admissions Code). Children who have been in ‘state care’ outside England are also included within this category.

## Category 2

Children living in the designated catchment area of the school who will have a brother or sister attending the school at the time of admission.

## Category 3

Children living in the designated catchment area of the school.

## Category 4

Children living outside the designated catchment area of the school who will have a brother or sister attending the school at the time of admission.

## Category 5

Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance.

### **Over-subscription criteria:**

In the case of over subscription in categories 1 - 5, priority will be given to these children within their category:

- (i) where a placement is recommended for a child's medical reasons as essential by professional medical advisors or where there are other exceptional reasons or extenuating circumstances supported by evidence which in the view of the Academy Trust requires placement at a particular school. The responsibility rests with the parent to provide documentary evidence to the school at the time of application and, if the application is for a September main entry intake, any supporting documentation should be submitted before the allocated closing date.
- (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. The current system in use is Synergy.) 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. (See note 9)

### **Admission Criteria – Notes**

#### **1. Looked After Children**

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. It is at the discretion of the Academy what evidence is required. The final decision will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

#### **2. Children who appear to have been in state care outside England**

Children who appear to have been in state care outside England. 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 what evidence is required. The final decision will be made by the Academy.

If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

### **3. Distance measurements**

The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

### **4. Home Address**

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. 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 Academy 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 Academy. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer. Please see Catchment Roads list at the end of the policy.

### **5. Applications from separated Parents/Carers**

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is 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. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. (See Point 4. Home Address)

### **6. Definition of siblings**

"Sibling" means:

- a full brother or sister who lives with one or both parents or carers in the same property during the school week.
- a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
- an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
- a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

### **7. Multiple Births**

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.

### **8. Late applications**

The School will apply the above criteria to applicants, subject to the following exception: 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.

### **9. Final Tie-Break Allocation Process**

If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Tribal Technology.

## **The Application Process**

### **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.

### **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.bournemouth.gov.uk](http://www.bournemouth.gov.uk) for the prospectus and details of the scheme.

You must complete a Local Authority application form which can be requested from the Local Authority or parents can apply online at <https://enrol.bournemouth.gov.uk>

### **Offering places for Reception intake**

Notifications to parents offering a place will be sent by the Local Authority on the notification day. Applications made after midnight on the closing date 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.

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

Pupils born between 1 September 2016 and 31 August 2017 (inclusive) are entitled to full-time schooling from September 2021. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made. Where parents 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 of children with birthdays between 1 April and 31 August 2017 (inclusive), whose child has not started in a Reception class during the 2021-22 school year, may wish to request admission to Reception in September 2022 rather than admission to Year 1. In these circumstances all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Reception was in the child's best interests. If agreement is reached that a child born between 1 April and 31 August 2017 may start in Reception in September 2021, parents must apply for a place the following year for that year group. If parents 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 other applicants. Places cannot be reserved or held from the previous year.

It is recommended that parents considering such a request contact the School and the Local Authority Admissions Team in the Autumn Term 2020 to ensure that an informed decision is made. Please see the Policy for Summer Born Babies delayed admission to Reception at the end of this document.

### **Waiting Lists**

When all available places have been allocated a waiting list will be operated by the School. All children not being offered a place will automatically be placed on the waiting list for the School unless a parent requests for them not to be. Waiting lists for all year groups will be maintained until the end of the academic year. 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 arrangements will take priority over the waiting list. Applicants will be required to re-apply for admission if they wish to continue to be considered for a place. Please note the School may review waiting lists on a regularly basis at the end of each term or when a place becomes available.

### **Co-ordination between Admission Authorities**

In accordance with the law and the agreed schemes the offer of places at the main points of entry at the primary and secondary level will be co-ordinated between all those who decide upon admissions to schools (admission authorities) in Bournemouth.

Schools in Bournemouth together with Bournemouth Council operate an In-Year Fair Access Protocol in accordance with the Code on School Admissions. This is reviewed by The Admissions Forum on a regular basis. A single application form will be available for all applications for in-year admission.

### **School Admission Appeals**

The School will not consider repeat appeals by the same applicant for the same school in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined on the advice of the Head of Bournemouth Borough Council's legal department.

### **Withdrawal of an offer of a place**

The School may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or intentionally misleading application, or it has been offered in error.

### **Summer Born Babies Policy**

There is a policy available in regard to consideration of requests from parents for their child's admission to Reception to be delayed by a year. The policy can consider requests from parents of children whose birthday is between 1 April and 31 August and meet the criteria. The procedure for consideration of these requests is set down within the policy at the end of this document.

## Muscliff Primary School – Catchment roads

Ampfield Road  
Aragon Way  
Ashstead Gardens  
Ashurst Road  
Axford Close  
Barrowgate Way  
Belmont Avenue  
Blackfield Road  
Boleyn Crescent  
Bosworth Mews  
Boveridge Gardens  
Bradford Road  
Braishfield Gardens  
Bramshaw Gardens  
Broadlands Close  
Broadway Lane  
Bucklers Way  
Cadnam Way  
Calmore Close  
Carey's Road  
Castle Lane West (odds 1-481)  
Cerne Close  
Charlton Close  
Charnwood Avenue  
Cheddington Road  
Chesilbourne Grove  
Chesildene Avenue and Drive  
Chickerell Close  
Colehill Crescent  
Copythorne Close  
Cox Avenue and Close  
Cucklington Gardens  
Damerham Road  
Diamond Avenue  
Dibden Close  
Downton Close  
Durweston Close  
Edifred Road  
Fawley Green  
Ferris Avenue, Close and Place  
Fritham Gardens  
Gillingham Close  
Godshill Close  
Granby Road  
Greenways Avenue  
Gunville Crescent  
Harbeck Road  
Heather Close  
Holbury Close  
Horton Close  
Hungerford Road  
Hurstdene Road  
Iwerne Close  
Knowlton Gardens  
Landford Gardens and Way  
Lara Close  
Larksfield Avenue  
Lavender Road and Walk  
Littlecroft Avenue  
Magpie Close  
Michelmersh Green  
Mill Road, Road (North) and Road (South)  
Moreton Road  
Muscliffe Lane  
Newmorton Road  
Nursling Green  
Portesham Gardens  
Riverside, Wimborne Road  
Rownhams Road  
Ruskin Avenue  
Sandford Close  
Sandringham Close and Gardens  
Seagrim Road  
Setley Gardens  
Shawford Gardens and Road  
Sherfield Close  
Shillingstone Drive  
Sidney Gardens  
Spetisbury Close  
Stinsford Close  
Stour Walk  
Strathmore Road  
Stratton Road  
Sturminster Road  
Sussex Close  
Sway Gardens  
Tarrant Road  
Taylor Drive  
Thorncombe Close  
Throop Road (Fair Acres and properties west of Fair Acres)  
Throopside Avenue  
Tincton Gardens  
Tolpuddle Gardens  
Tweedale Road  
Twyford Close  
Tyndale Close  
Tytherley Green  
Warmwell Close  
Whitsbury Close  
Willow Mead  
Wimborne Road (odds 1137-1177 and Riverside)  
Wishart Gardens  
Wynford Road

## POLICY FOR DELAYED ADMISSION TO RECEPTION YEAR GROUP

### **The Policy will apply to requests for summer born children to delay admission to Reception**

#### **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 still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence to the Local Authority.
3. The application form will ask parents to confirm that they understand the policy. If approved, any existing applications will be cancelled and the parents 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<sup>th</sup> of 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 will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).
9. Parents 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 School is its own admitting authority, the final decision on whether to allow delayed entry lies with them, however they will take note of The Panel's recommendation when making their decision.
11. The School will write out to parents within 10 days once a final decision has been made.

### **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 can make a complaint through the School's complaints procedure.

If a parent is unhappy with the way the School has handled their complaint, the parent may then refer their complaint to the Local Government Ombudsman.