

Pokesdown Community Primary School (Academy)

Admission Policy 2021 - 22

This policy has been written in accordance with the School Admissions Code (December 2014) and is reviewed annually.

The Published Admission Number (PAN) for 2021 will be 60.

Places will be allocated at the school in the following order of category:

Category 1

Children who are “Looked after” by a Local Authority or a child who was previously “Looked after” but immediately following being looked after subject to an adoption, residence, or special guardianship order. (See Note 1.)

Category 2

Children living in the designated catchment area of the school who will have a brother or sister (see notes 3 & 4) attending the school at the time of admission.

Category 3

Children living outside the designated catchment area of the school who will have a brother or sister (see notes 3 & 4) attending the school at the time of admission.

Category 4

Children of staff members

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Category 5

Children living in the designated catchment area of the school.

Category 6

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))

Admission Criteria - Notes

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
2. In the case of over subscription in categories 1- 6, priority will be given to these children:
 - i. where a placement is recommended for medical reasons as essential by the School's professional medical advisors or where there are exceptional reasons supported by evidence requires placement at a particular school
 - 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 12
3. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister and the children of parents who are married or cohabiting, where the parents and children live together in the same household
4. 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
5. 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 or as prescribed within the co-ordinated admission arrangements
 - ii. where a child has a statement of special educational needs and for whom there is a legal requirement to admit to a particular school named in the statement
6. A child's main residence will be the dwelling of the parent 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 of the school. The legal advisors for the school will consider pertinent evidence from both parents to determine the property in which the child mainly resides

Waiting Lists

7. The School operates a formal waiting list for those refused a place. Subject to note 3, the waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with a statement of special educational need or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date.

Waiting Lists for main entry years cease on 31 December. Previous applicants wishing to continue on a waiting list must re-apply to Bournemouth Council between 1 and 31 December. Waiting lists for all other year groups will cease at the end of the academic year. Applicants will be required to re-apply (in August) for admission if they wish to continue to be considered for a place. Please note the school may review waiting lists on a regular basis at the end of each term or when a place becomes available at a school.

Co-ordination between Admission Authorities

8. 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
9. 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

Entry in to the Reception Year

10. Applicants seeking admission of their child to the Reception class whose child will reach the age of 4 on or before 31 August 2021 and whose child is born between 1 September 2016 and 31 August 2017 may apply for their child to start school in September 2021.

Parents can request that the date their child is admitted to the school Reception Class is deferred until later in the school year or until the child reaches compulsory school age in that school year, without affecting the offer of the school place. Application to defer entry should be made direct to the school after the offer of a place has been made and accepted by the parent.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age. Application for their child to go part-time must be made direct to the school after the offer of a place has been made and accepted by the parent.

Summer-Born Children (Children who are born between 1st April and 31st August)

11. The parents of summer-born children may request that their child starts the Reception class a year later than they could do so. Pokesdown Community Primary School will follow Bournemouth Borough Council's procedures for such requests, as set out below:

“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 academy should suggest that they arrange a meeting with the head teacher to discuss their options.*
2. *If, after discussion with the Headteacher(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 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 academy will be informed of the recommendation of the Panel in writing within 5 working days of the meeting.*
10. *As the academy 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 academy will write out to parents within 10 days once a final decision has been made.*

The decision making process

Where requests for out of year admissions are made a Panel will be convened to consider the request. This Panel will consist of:

- *A senior officer from Admissions (Chair)*
- *The Principal Educational Psychologist (PEP) (or her representative)*
- *An Early Years Advisor (where appropriate)*

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 can make a complaint through the Borough of Bournemouth's complaints procedure.

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

Final Tie-break allocation process

12. 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 Synergy.

School admission appeals

13. 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 by the Governors at the school

Withdrawal of an offer of a place

14. 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.

Further information can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

Single Equality Policy

This policy has been written in accordance with the school's Single Equality Policy.

Pokesdown Community Primary School is committed to ensuring that no person (pupil, employee, parent and all other individuals and groups associated with the school) receives less favourable treatment based on grounds such as disability; ethnicity/race; religion, faith or belief; gender; transgender; age; marital status; sexual orientation; pregnancy and maternity; or identification with any other group. We strive continually to achieve equality in all areas of school life, both inside and outside the classroom. Positive attitudes and respect towards pupils with differing backgrounds are taught and fostered; our inclusive approach extends to all members of the school community. It requires awareness and sensitivity on the part of the staff themselves to develop these attitudes, which are based on the mutual respect we all have for each other, and then to develop them in our pupils.

It is central to the school's policy that everyone in the school community has a responsibility to ensure we achieve our Equality objectives.