



**Coastal Learning**  
**PARTNERSHIP**

## **Admission Policy 2021/2022**

### **Queen's Park Infant Academy**

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

# Queens Park Infant Academy

## Admissions Policy 21-22

### 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 **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 Queen's Park Infant Academy (**The School**) is 120. 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 but immediately following being looked after subject to an adoption, residence, child arrangements or special guardianship order. (see Note 1 & 2)
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 5 and 6)
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 5 & 6) 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 3)

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

2. 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 admission authority what evidence is required. The final decision will be made by the admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse a place, or if already offered, may withdraw the offer.
3. In the case of over subscription in category 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 Corporate Director with specific responsibility for Children and Families Services require 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 under tie-breaker.
4. 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.
5. 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.
6. 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.
7. The School will apply the above criteria to applicant's 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/Education Health and Care Plan (EHCP) and for whom there is a legal requirement to admit to a particular school named in the statement/EHCP.

8. 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 admission authority 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 admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

9. 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. It is at the discretion of the local authority 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 admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

### **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 <https://www.bcpCouncil.gov.uk> for the prospectus and details of the scheme.

Available on request from the Local Authority or online at <https://bcp.cloud.servelec-synergy.com/ParentPortal/>

## Offering places

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

Applications made after **midnight on Wednesday 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 <https://www.bcpCouncil.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 as part of the main admission round. 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 2021, 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 Wednesday 15<sup>th</sup> January 2020. The offer of places will be sent by the Local Authority.

### **Further Information**

If you require further information about applying for a place at Queen's Park Infant Academy, please contact **The School**.

Address: East Way, Bournemouth, BH8 9PU  
Tel: 01202 528805  
Admissions Email: [mandy.santoriello@oceanlearning.org.uk](mailto:mandy.santoriello@oceanlearning.org.uk)  
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Registered address:  
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Clerk to Board: Sue Bennett  
Email: [s.bennett@coastalpartnership.co.uk](mailto:s.bennett@coastalpartnership.co.uk)



Abbott Close	Frampton Road	Portland Road (odds 75a+, evens 92+)
Abbott Road (odds)	Green Road (odds 43+, evens 64+)	Queen's Park Avenue
Acland Road	Gresham Road	Queen's Park West Drive (evens 14+)
Alma Road (odds 125+)	Hadden Road	Queenswood Avenue
Arcadia Avenue	Hankinson Road (odds 61+, evens 70+)	Richmond Park Avenue and Crescent
Ashling Close and Crescent	Hastings Road	Richmond Park Road (evens 102+)
Balmoral Avenue	Haverstock Road	Richmond Wood Road
Barrow Drive, Road and Way	Helyar Road	Ripon Road (odds 1-41)
Beatty Road	Heron Court Road (even 22)	Rutland Road
Birch Drive	High Trees Avenue	S' Alban's Avenue, Crescent and Road
Bower Road	Hogarth Way	S' George's Avenue and Close
Brackendale Road	Holdenhurst Village Road	Sandy Mead Road
Bradpole Road	Homeside Road (evens)	Seagull Road
Brazier Close	Hopkins Close	Shirley Road
Broad Avenue	Howard Road	Sonning Way
Brockenhurst Road	Huntfield Road	Southill Gardens and Road
Brownen Road	Huntvale Road	Stacey Gardens
Burnham Drive	Ibbertson Close, Road and Way	Stone Gardens
Bushey Road	Inglewood Avenue	Strouden Avenue
Camden Close	Jewell Road	Strouden Road (odds 1-87, evens 2-94)
Castle Gate Close	Leydene Avenue and Close	Sutton Road
Castle Lane West (odds 607+, Eventide and Memorial Homes; evens 126+)	Linkside Avenue	Swansbury Drive
Castle Way	Linwood Road	Sylmor Gardens
Cattistock Road	Loader Close	Throop Close
Cecil Avenue and Hill	Longbarrow Close	Throop Road (consecutive 1-4, odds 29-45, evens 40-52 and 62, Hewetts Gardens, and properties to the east of Hewetts Gardens)
Chapel Gardens	Luckham Close, Gardens, Place, Road and Road East	Townsville Road
Charminster Avenue, Close and Place	Mallard Close and Road	Tyrrell Gardens
Charminster Road (odds 177+, evens 170+)	Malvern Road (odds 157+, evens 124+)	Uplands Gardens and Road
Cheshire Drive	Markham Road (odds 59+, evens 72+)	Valley Road
Chigwell Road	Maurice Road	Vanguard Road
Claremont Avenue and Road	Mavis Road	Vickers Close
Cooper Dean Drive	Maxwell Road (odds 1-79, evens 2-8)	Watton Close
Copsewood Avenue	Midwood Avenue	West Way (odds 1-95, evens)
Court Road	Mortimer Road	West Way Close
Cowdrey Gardens	Mountbatten Gardens	Wilkinson Drive
Craigmoor Avenue and Close	Mount Pleasant Drive	Wilverley Avenue
Crantock Grove	Murley Road	Woodbury Avenue
Culford Close	Normanhurst Avenue	Wordsworth Avenue
Curlew Road	Noyce Gardens	
East Way	Oakwood Close and Road	
Evershot Road	Parkway Drive	
Feversham Avenue	Pine Road (odds 129+, evens 130+)	
Firbank Road		
Fitzharris Avenue (odds 1-3, evens 2-46)		

