



Stourfield Infant School

A member of Twynham Learning

Admissions Policy 2021-2022

Last Updated by Hayley Upton October 2019

Agreed by the Local Advisory Board 9th May 2019

Ratified and Determined by Twynham Learning Board of Trustees 23rd October 2019

This document sets out the 2021-2022 Admission arrangements for Stourfield Infant School, a member of the Twynham Learning Multi-Academy Trust. For the purpose of this policy, the Board of Trustees of Twynham Learning Multi-Academy Trust are the Admission Authority and have delegated the admissions process to Stourfield Infant School and Bournemouth, Christchurch, Poole (BCP) Council.

Parents who wish their children to be admitted to the school must complete the application form that can be obtained from the BCP Council.

In accordance with government legislation, the governing body will consult with the Local Authority, parents, local community groups and other local schools in respect of the admissions policy.

This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.



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Stourfield Infant School

Every day:
Respecting, Collaborating, Aspiring

Our **passionate vision** is to provide a nurturing, **inclusive** community school.

We have high expectations of progress in **all** areas of **learning**.

We help our children to be **confident, independent** and **happy** learners.



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The Planned Admission Number for 2021-2022 is 120 pupils for entry year.

The criteria to be used by Stourfield Infant School are as set out below.
They will be applied to:-

Entry into Reception Year

- a) 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.

In-Year Admissions

- b) All admissions outside the normal September main entry intakes unless any In-Year Fair Access Protocols agreed through the Bournemouth Admissions Forum are applicable. (More information can be found on the BCP (Bournemouth, Christchurch and Poole) Council website). <http://www.bournemouth.gov.uk/childreducation/Schools>

Places will be allocated 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 moved on from that status after becoming subject to an adoption, child arrangements 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 below) attending the school (or Stourfield Junior 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 (see notes 3 & 4) attending the school (or Stourfield Junior School) at the time of admission.

Category 5

living outside the catchment area of the school.

Children

NOTE Applicants are ranked by distance to the school as measured by straight-line distance (See note 2 on the next page) within each of the above admission categories.

Please see Appendix A and B at the end of this policy for details of the school's catchment area and roads which fall within catchment.



Notes relating to the Admission Criteria/Categories

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

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

2. Within each of the categories (categories 1 – 5 on the first page), priority will be given to: children who 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 BCP (Bournemouth, Christchurch and Poole) Local Authority 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 further in this policy under the heading Final Tie-Break Allocation Process.
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 co-habiting, 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. Applications will be given a sibling link (see categories 2 and 4), where at the time they are admitted to the school, they will have a sibling attending either Stourfield Infant or Junior School.



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How to apply for a school place

BCP Council operates a Co-ordinated Admissions Scheme which processes all admission applications, so there is one application and one offer per pupil. They also publish documentation which details all admission arrangements for schools within the Local Authority.

Please see <http://www.bournemouth.gov.uk/childreducation/Schools> for details of the Co-ordinated Admissions Scheme and further information about applying for a school place.

Applications for a school place must be made using the Local Authority Admission Form available direct from the Local Authority or applications can be made online at <https://bcp.cloud.servelec-synergy.com/parentportal/>

BCP (Bournemouth, Christchurch and Poole) Local Authority will notify Stourfield Infant School of all applicants for a school place.

Entry into Reception Year

For parents/carers 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.

A published deadline applies, which can be found on the Bournemouth Local Authority website <http://www.bournemouth.gov.uk/childreducation/Schools>.

On-time applications are considered before those made after the deadline.

In-Year Applications

There are no deadline dates for in year applications.

Offering places

The Governors of the school will consider all applications and will rank them according to the admission criteria and categories. If more than one school can offer a place, the parent/s highest stated available preference will be allocated.

Entry into Reception Year

Where an applicant is seeking admission for the September entry of the school entry year (into the Reception Year), applications received before the published deadline 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.

After the on-time applications have been ranked against the admission criteria, places will be offered up to the published admission number.

In-Year Applications

In-year applications are ranked against the admission criteria and categories. The Directors of the school will decide whether a place can be offered.



Special Educational Needs where the child has an Educational Healthcare Plan (EHCP)

Directors will consider the provision of a place for a child where a child has an Educational Healthcare Plan (previously a Statement of Educational Needs) and for whom there is a legal requirement to admit the child to a particular school named in the Educational Healthcare Plan. Where possible, such children will be admitted within the school's published admission number.

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

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

Families moving to the area

Where families are moving to the area, governors will allocate an 'In-Area' category once the applicant is actually residing in the catchment area and any proof of residency requested has been provided. The proof of residency is such as:-

- a tenancy agreement relating to the address which is relevant to the application for a school place;
- a letter from the Housing Association (or Council) confirming that the parents/carers will be living at a specific address and that address is relevant to the application for a school place;
- a solicitor's letter (or equivalent) confirming the exchange of contracts to buy a property which is relevant to the application for a school place

UK Service Personnel moving to the area or crown servants returning from overseas

Applications from UK Service Personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, need to provide proof of their future move and address. This proof should be in the form of an official government letter that declares the relocation date and postal address.

Places can only be categorised and offered on the basis of such future moves and addresses, once the required proof (explained above) has been received.



Catchment area

The school has a catchment area, however, we would like to inform applicants that residence within the catchment area of the school does not ensure that a place at the school is offered.

Applicants are ranked by distance to the school within each admission category and if places are oversubscribed and/or the school is full in the appropriate year group, the school will not be able to offer a school place.

Please also see Appendix A and B at the end of this policy for details of the school's catchment area and roads which fall within catchment.

Withdrawal of an offer of a place

The offer of a school may be withdrawn 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.

Final Tie-Break Allocation Process

If there are insufficient places to accommodate all applicants after using all tie break criteria, the remaining places 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 Technology.

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 primary level will be co-ordinated between all those who decide upon admissions to schools (admission authorities) in Bournemouth.

The co-ordinated process means that there is one application and one offer per pupil.

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. More information can be found on the Bournemouth Local Authority website). <http://www.bournemouth.gov.uk/childreducation/Schools>

Deferred entry into the Reception Year

Parents can request that the date their child is admitted to the school Reception Class is deferred until later in the school year but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday, without affecting the offer of a 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 also request that their child attends part-time for a certain period until the child reaches compulsory school age.

Delayed entry into the Reception Year for summer born children

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Parents can request delayed entry for their summer born child.



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Please see the school's Policy for Delayed Admission to Reception Year Group (for summer born children), which is available at the end of this policy (page 9) and can be found on the school's website www.stourfieldinfants.com or a hard copy can be obtained from the school.

Waiting Lists

The school holds waiting lists for those refused a place to the school. The waiting list is ranked according to the categories listed in this Admission Policy and each category is ranked according to distance to the school as measured by straight-line distance. Any places that become available will be allocated from the waiting list, with no account being taken of the length of time on the list.

The waiting list regularly changes as follows:-

- ~ each time a child is added to, or removed from, the waiting list;
- ~ when a child's changed circumstances affect their priority.

At the time of receiving an offer of a school place, parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list for as many schools as they wish and for as long as they wish.

School Admission Appeals

Parents whose children are unsuccessful in gaining a place at our school have a right of appeal to an independent appeals panel.

Further information on admission appeals can be found on the school's website www.stourfieldinfants.com or can be obtained from the school.

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 School.

Changes to the Admission Policy, number of available places and catchment areas

Where additional places, changes are required according to legislation, or a school closure or amalgamation is proposed or implemented after the setting of these admission arrangements a change may be required to be made to the policy, admission number or related catchment areas. Application will be made to alter the arrangements to the Education Funding Agency where necessary.

Warning

Places can be withdrawn because parents give a false 'home address' on application forms. 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 Directors' attention will be investigated. The Directors reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.



DELAYED ADMISSION TO RECEPTION YEAR GROUP

The Policy will apply to requests for summer born children to delay admission to Reception until the next academic year

If there are any future changes to the School Admissions Code relating to the delayed entry to school (for summer born children), this policy will be amended or removed to reflect any changes to the code.

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 BCP Council 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 school to discuss their options.
2. If, after discussion with the school, the parents still wish to pursue an 'out of year' or delayed admission, they will be asked to complete and submit an application form together with supporting evidence to BCP Council.
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 application 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. Twynham Learning is the schools own admissions authority, the final decision on whether to allow delayed entry lies with the Trustees, they have delegated this function to the schools Admissions Committee who will meet to consider applications. The school will endeavour to make their final decision within 15 school days of the parents written request.
9. The school will write out to parents within ten days once a final decision has been made.

This process may be used with any other admissions requests and queries.

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 local authority has handled their complaint, the parent may then refer their complaint to the Local Government Ombudsman.

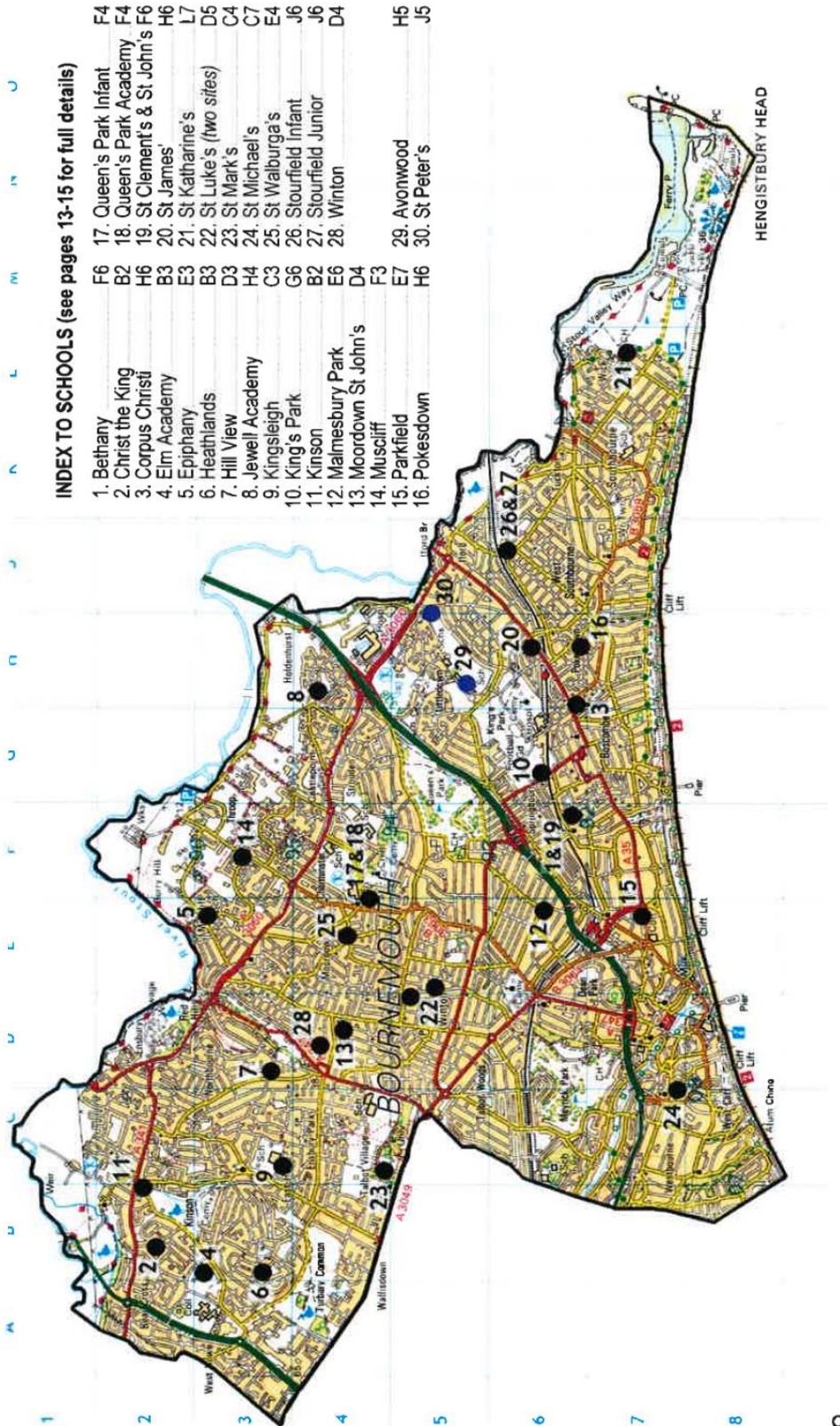


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APPENDIX A - Map of Catchment Area

MAP OF PRIMARY SCHOOLS IN BOURNEMOUTH





APPENDIX B - Roads which fall within the catchment area of the school.

Please Note: roads formed as part of new building schemes may fall within the catchment area of the school but may not be listed below.

ROAD LIST ~ STOURFIELD INFANT SCHOOL

Admiralty Road	Douglas Mews and Road	Malcomb Close
Alexandra Road	Droxford Road	Meon Road
Amesbury Road	Dukes Close	Merrivale Avenue
Appletree Close	Duncliff Road	Newcombe Road
Ariel Close and Drive	Durrington Place and Road	Newstead Road
Arnewood Road	Elise Close	Northey Road
Ashford Road	Elmsway	Nugent Road
Athelstan Road	Eltham Close	Old Bridge Road
Avoncliffe Road	Evesham Close	Old Priory Road
Baring Road	Exton Road	Ovington Avenue and Gardens
Bartlett Drive	Fenton Mews and Road	Oxford Avenue
Beauchamps Gardens	Ferry Road	Padfield Close
Beaufort Road	Foxholes Road	Paisley Road
Bedford Crescent	Frankston Road	Perryfield Gardens
Belfield Road	Geneva Avenue	Petersfield Place
Belle Vue Close, Crescent and Road	Glendale Road	Petersfield Road (odds 5+, evens 4+)
Bolton Close and Road	Glenroyd Gardens	Ravenscourt Road
Boreham Road	Guildhill Road	Riversdale Road
Bourton Gardens	Hambledon Gardens and Road	Riverside Avenue, Lane and Road
Braemar Avenue and Close	Hampden Lane	Rockford Close
Branders Close and Lane	Harbour Road	Rolls Drive
Bridle Crescent	Hares Green	Ropley Road
Brightlands Avenue	Harewood Avenue (odds 1-61, evens 2-64)	Roscrea Close and Drive
Broadlands Avenue	Harewood Place	Rowena Road
Broadway (not The Broadway)	Harland Road	Rufford Gardens
Burleigh Road	Harting Road	Rushmere Road
Burns Road	Hartsbourne Drive	S ^t Anne's Avenue
Burtley Road	Hatfield Gardens	S ^t Catherine's Road
Carbery Avenue and Gardens	Hathaway Road	S ^t Saviour's Close
Carlyle Road	Hazelton Close	Sandy Lane
Castle Lane East	Heatherlea Road	Sarah Close
Castlemain Avenue	Hengistbury Head	Saxonbury Road
Castle Parade	Hengistbury Road	Saxon King Gardens
Cellars Farm Road	Herberton Road	Seafeld Drive and Road
Chandlers Close	Heytesbury Road	Sea Road (Southbourne)
Chaseside	Hillbrow Road	Selfridge Avenue and Close
Cheriton Avenue	Holdenhurst Avenue	Sevenoaks Drive
Chilcombe Road	Holmfield Avenue	Shakespeare Road
Christchurch Road (odds 1013+, evens 1050+)	Honeybourne Crescent	Shelton Road
Church Road	Horsa Close, Court and Road	Shepherds Way
Clingan Road	Hospital Residences	Shires Copse
Clowes Avenue	Hursley Close	Solent Road
Colemore Road	Iford Close, Gardens and Lane	Southbourne Coast Road
Collingbourne Avenue	Inverleigh Road	Southbourne Overcliff Drive (odds 81+, evens 76+)
Corhampton Road	Irving Lane and Road	Southbourne Road (evens)
Covena Road	Ken Road	Southlands Avenue
Cowell Drive	Kimberley Road	Southlea Avenue
Cranleigh Close, Gardens and Road	Kingfisher Close	Southwick Place and Road
Cringle Avenue	Kingsley Avenue and Close	Sparkford Close
Dalmeny Road	Kirby Way	Springfield Avenue
Danesbury Avenue	Kittiwake Close	Stamford Road
Deansleigh Road	Lechlade Gardens	Stevenson Road
Denmead Road	Leigham Vale Road	Stourvale Road (odds 53+, evens 68+)
Dickens Road	Lingdale Road	Sunnyhill Road
Donnelly Road	Lombard Avenue	
	Lucerne Avenue	
	Magnolia Close	



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Sunnylands Avenue
Swanmore Close and Road
Tan Howse Close
Tern Court
The Beeches
Thornbury Road
Trentham Avenue and Close
Tuckton Close and Road
Twynham Road
Verona Avenue
Verwood Crescent
Viking Close and Way
Vine Close
Walkwood Avenue

Waltham Road
Warnford Road
Warren Edge Close and Road
Watcombe Road
Water Lane
Wayside Road
Westfield Road
Wick Lane
Wicklea Road
Wickmeads Road
Wildown Gardens and Road
Wollaston Road
Woodcocks Crescent



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Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?	Admissions Policy 2021-2022
2. Upon whom will this impact?	Stourfield Infant School Community

3. How would the work impact upon groups; are they included and considered?

<i>The Equality Strands</i>	Negative impact	Positive impact	No impact
Minority ethnic groups			√
Gender			√
Disability			√
Religion, faith or belief			√
Sexual orientation			√
Transgender			√
Age (N/A to pre-school and school children)			√
Rurality			√

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	√		
Gender	√		
Disability	√		
Religion, Faith or belief	√		
Sexual Orientation	√		
Transgender	√		
Age	√		
Rurality	√		

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:- None

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by LGB 9th May 2019

Comment by Headteacher: None