



# THE HARBOUR VIEW FEDERATION

member schools of

## THE HAMWIC EDUCATION TRUST, HILLARY PARTNERSHIP

### Twin Sails Infant School & Nursery Admissions Policy

The following information is for admissions for the academic year 2021/2022

This policy sets out the admission arrangements for the **Twin Sails Infant School & Nursery**. The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and academies, and with the law on admissions as it applies to publicly funded schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy.

Children with an Education, Health and Care plan issued by a local authority naming Twin Sails Infant School & Nursery will be admitted before preferences are considered for admission in September.

#### **Oversubscription criteria**

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number of 120 for the admission year group:

1. A "Looked After child" or who was "previously Looked After"
2. Children with a sibling who is already attending Twin Sails Infant School & Nursery in Reception or Key Stage 1 and will continue to attend Twin Sails at the time of admission.
3. Children with a sibling who is already attending Hamworthy Park Junior School and will continue to attend Hamworthy Park at the time of admission. For those applying for a Reception place, this includes children who have a sibling in Year 2 at Twin Sails and have applied for Year 3 at Hamworthy Park.
4. Children of staff at Twin Sails Infant School & Nursery:
  - a) where the member of staff has been employed at Twin Sails for two or more years at the time at which the application for admission is made or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children eligible for the service premium (see appendix 1)
6. Children who have the shortest distance between home and Twin Sails Infant School & Nursery measured by shortest safe walking distance.

---

*Every Child, Every Day, Every Possibility*

Twin Sails Infant School & Nursery is proud to be part of the Hillary Partnership and the Hamwic Education Trust





## **Admission Arrangements :**

### **Entry to Reception including deferred entry**

All children can start in Reception on a full-time basis in the Autumn Term. Parents/carers can discuss with the Headteacher whether they are ready to start full-time or part-time. The final decision will rest with the parent/carer of the child. If parents want their child to start school at a later point in the school year, they need to discuss this with the Headteacher. Parents can defer the date their child starts school until later in the school year but not beyond the point at which the child reaches compulsory school age (the start of the term after the child's fifth birthday). For children born between 1 April and 31 August, parents must arrange for their child to start school by the beginning of the final term in the school year (the term that starts after Easter/Spring holidays).

If parents/carers want to apply for their child to start school the following academic year, they would normally be expected to apply for a place in Year 1. Parents need to be aware that Year 1 in the school could be full at this stage. Parents/carers who want to apply for a year group different to the one determined by the child's date of birth, including delayed admission for summer born children, need to refer to the next section. Parents are advised to contact the school and the local authority at the earliest possible opportunity (preferably before 31 October 2020) to ensure a decision has been made before the national closing date for applications.

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

Applications for children to be educated in a year group different to that determined by their date of birth, including delayed admission to reception for summer born children, will be considered on their individual merits by a specialist Harbour View Federation Admission Panel comprising the Headteacher, a Board Member from the Governing Body and Inclusion Lead from Twin Sails Infant School & Nursery. If the Headteacher is unable to sit on the Panel then the Deputy Headteacher will take her place.

The Harbour View Federation has adopted the local authority's "Policy for responding to parental requests for admission to community and voluntary controlled schools to a year group different to that determined by their date of birth, including delayed admission to reception for summer born children" when considering applications for a year group different to that determined by date of birth.

Details of what you need to do to apply for a different year group can be found in the policy document available online at

<https://www.poole.gov.uk/schools-and-education/school-admissions/>

or from the Poole Admissions Team. Excepted pupils for infant classes (Years R, 1 and 2) Infant classes must not contain more than 30 pupils with a single school teacher.

---

*Every Child, Every Day, Every Possibility*

Twin Sails Infant School & Nursery is proud to be part of the Hillary Partnership and the Hamwic Education Trust





### **In year admissions**

For in year admissions (not including looked after and fair access, please see sections below), where there are more applications than places available, the school will prioritise applications in order of the oversubscription criteria. This means that there will be no sibling connection for admission purposes for applicants if they have a brother or sister in the Nursery.

### **In year admissions of looked after children**

A looked after child may be admitted to Twin Sails Infant School & Nursery above the Published Admission Number if it is felt that the school is the most appropriate placement to meet the needs of the individual child. The school has adopted the Borough of Poole Protocol for dealing with in year admissions of looked after children.

### **In year admissions fair access** (including children moving into the area)

Twin Sails Infant School & Nursery adheres to guidelines set out in the In Year Fair Access Protocol organised by the Borough of Poole Admissions Team. The purpose of the In Year Fair Access Protocol is to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to an infant class where there are already 30 children in the class.

### **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 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. 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.

### **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 admission authority what evidence is required

---

*Every Child, Every Day, Every Possibility*

Twin Sails Infant School & Nursery is proud to be part of the Hillary Partnership and the Hamwic Education Trust





(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 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.

### **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place. An offer of a place can be withdrawn even after the child has started at the Academy.

### **Late Applications**

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

### **Waiting List**

Parents / Carers whose applications have not been successful may request that children's names be placed on the waiting list for one academic year. The waiting list is ranked using the oversubscription criteria above applied in the order set out. If and when further places become available (for example because a family with a child at the school or to whom a place has been offered moves away), these are offered to children at the top of the list. It should be noted that children can be added to or removed from the waiting list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down.

### **Pupils with disabilities**

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Equalities Act 2010 (amended). Twin Sails Infant School & Nursery will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

### **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 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

---

*Every Child, Every Day, Every Possibility*

Twin Sails Infant School & Nursery is proud to be part of the Hillary Partnership and the Hamwic Education Trust





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

## 2) Siblings

Priority will be given to those who have a brother or sister attending Harbour View Federation schools in Reception, Key Stage 1 and Key Stage 2 at the time of admission but not application. This means that there will be no sibling connection for admission purposes for applicants for entry to Year R in September 2019 if they have a brother or sister in either the Nursery or in Year 6 at the time of application. The definition of a brother or sister is:

- 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
- Adopted or foster children who live 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.

## 3) Children of multiple births

Where the final place in a year group is offered to one of twins, triplets or other children from multiple births living at a single address, the other siblings of the multiple birth will be admitted over the school's Published Admission Number.

## 4) Service Personnel

Children eligible for the service premium

- have parent(s) who currently serve in the UK regular armed forces
- have parent(s) who served in the UK regular armed forces at any time in the last 3 years
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

If you are applying for a place for a child at Twin Sails Infant School & Nursery who is eligible for service premium you must be able to provide evidence. Please complete the Supplementary Information Form in Appendix 1.

## 5a) How home to school distance is measured

The distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.

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. The total distance measured is a combination of 2 measurements using 3 points:

- i) Geocoded home address point -to
- ii) Centre of nearest road/footpath -to-
- iii) Nearest approved school access point that is for use by pupils.

---

*Every Child, Every Day, Every Possibility*

Twin Sails Infant School & Nursery is proud to be part of the Hillary Partnership and the Hamwic Education Trust





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.

**5b)** For applicants living on islands or residing permanently on a boat within Poole harbour, the distance measurement will be a straight line from the geocoded home address point to either

1. the nearest public landing steps at Poole Quay, or
2. a point on the mainland that the applicant proves to the satisfaction of the admission authority that he/she can access.

The total distance measured is a combination of 3 measurements using 4 points:

- i) Geocoded home address point  
-to-
- ii) Public landing steps or other Every Child, Every Day, Every Possibility Twin Sails Infant School & Nursery is proud to be part of the Hillary Trust approved access point on the mainland  
-to-
- iii) Centre of nearest road/footpath  
-to-
- iv) Nearest approved school access point that is for use by pupils.

**5c)** If an applicant advises the admission authority that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.

#### **8) Tie break**

If Twin Sails Infant School & Nursery is oversubscribed in any of the categories on page 1, pupils who live closest to the school will be given priority. The school admission authority will use random allocation for applicants living an equal distance from the school or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be a member of the Trust who has no involvement with school admissions. Please read the final section in the policy for more information about how distance is measured.

**Admission to Twin Sails Infant School & Nursery will be in accordance with the agreed scheme for co-ordinated admission arrangements 2021/2022.**

---

*Every Child, Every Day, Every Possibility*

Twin Sails Infant School & Nursery is proud to be part of the Hillary Partnership and the Hamwic Education Trust





## APPENDIX 1

Supplementary Information Form in support of an application for a place at Twin Sails Infant School & Nursery or Hamworthy Park Junior School

Please complete if you are applying for a place for a child who is **eligible for service premium** at **Twin Sails Infant School & Nursery or Hamworthy Park Junior School**

Section A (to be completed by the Parent/Carer) Please do not use abbreviated or "known as" names

Child's First Name \_\_\_\_\_

Child's Legal Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Has either parent been discharged from the UK regular armed forces in the last 6 years? YES / NO

(please circle)

*If YES, please provide evidence (e.g. discharge papers) or arrange for Section B to be completed*

Has either parent died serving in the UK regular armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme? YES / NO (please circle)

*If YES, please provide evidence (e.g. pension documentation) or arrange for Section B to be completed.*

Is either parent serving in the UK regular armed forces? YES / NO (please circle)

*If YES, please arrange for Section B to be completed*

PLEASE TURN OVER FOR SECTION B

---

*Every Child, Every Day, Every Possibility*

Twin Sails Infant School & Nursery is proud to be part of the Hillary Partnership and the Hamwic Education Trust







**Section B** (to be completed by Families Liaison Officer/Commanding Officer/other appropriate serving member of the Armed Forces)

Please ensure that you answer all the questions below by **circling** Y/N/NA to answer the question.

Q1 Is one of the child's parents serving in the regular armed forces? Yes No N/A

Q2 Has one of the child's parents served in the regular armed forces in the last 6 years? Yes No N/A

Q3 Has one of the child's parents died while serving in the armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)?  
Yes No N/A

**I confirm that this information is correct**

Name of Families Liaison Officer/Commanding Officer/Other appropriate serving member of The UK

Regular Armed Forces (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Rank \_\_\_\_\_

Regiment \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**Parent(s)/Carer(s):** When the completed form is returned to you please send it with your completed application form, or if you have completed an on-line application or live in another local authority area send it directly to:

**The School Admissions Team, Children Young People & Learning, Dolphin Centre, Poole BH15 1SA**

---

General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018 - We process your personal information in accordance with GDPR and Data Protection Act 2018. If you would like to know how we use your information, please see our Privacy Notice on the Council's Privacy policy link. In accordance with the DPA 2018 we are required to keep the information we hold about you up to date and accurate. By signing this form you are confirming the information is correct.

---

*Every Child, Every Day, Every Possibility*

Twin Sails Infant School & Nursery is proud to be part of the Hillary Partnership and the Hamwic Education Trust

