



Twynham Primary School

A member of Twynham Learning

Admissions Policy

2021-2022

Last amended 15.01.2020 by Hayley Upton

Determined by the Local Advisory Board 12.03.20

Approved by the CEO on behalf of Trustees 20.02.2020

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.

Definitions of terms used within this policy

Catchment Area	The area defined by the red line on the catchment map (see Appendix 1). Houses that fall on the line of the catchment area, such as where it intersects roads, will be deemed as falling within the catchment area. A map of the designated area may be viewed at the school office.
PAN	The Published Admissions Number for the School, currently 30 in reception
Sibling	A full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with married or cohabiting parents in the same household and in any year group within the school

Introduction

This document sets out the 2021-2022 Admission arrangements for Twynham Primary School, a member of the Twynham Learning Multi-Academy Trust (the Trust). For the purpose of this policy, the Board of Trustees is the admission authority and has delegated the admissions process to BCP Council.

Parents who wish their children to be admitted to the school must complete the application form that can be obtained from the Local Authority. The Local Authority Common Application Form (CAF) can also be obtained from the Local Authority or via the BCP Council website.

Every year the trustees will review and publish information concerning the Twynham Primary School admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the PAN, which is currently 30 in reception, and explain how places will be allocated. The school is 1-form entry, with 30 pupils in each year group.

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

Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all students.

The school aims to provide a place for all children whose address is within the designated catchment area. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, which will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week.) Where a child lives with parents with shared responsibility each part of the week, the "home address" will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required).

Admission of Students – General Principles

Twynham Primary School policy is centred on the principles of:

- Serving a traditional area/community identified as a catchment area;
- The social and educational advantages of children attending their local schools;
- Admission arrangements being consistently and equally applied to all requests being made by parents for admission, irrespective of background;
- The school complies with the Local Authority co-ordinated scheme/s for in-year and normal year-of-entry admissions;

Application Process

The application form is available from the school, Local Authority or online at www.bournemouth.gov.uk/childreducation/Schools/ApplyingForASchoolPlace This must be completed and returned to the Local Authority, to arrive no later than 23.59 hours on 15th January 2021.

See Appendix 2 for a guide for parents.

Oversubscription Criteria

Where a child has a statement of special educational needs or an Education Health and Care Plan, either of which names the school, the Trust recognises a duty to admit the child to the school.

Where all parental preferences for places at the school can be satisfied all children seeking a place will be admitted. Where there are too few places available, as measured against the PAN, places will be allocated according to the following priority order:

1. Looked after children and previously looked after children. This criterion specifically relates to children with either a care order (full or interim) who are accommodated under Section 22 of the Children Act 1989 or who were formerly looked after by a local authority but who were then adopted.
2. Children living within the school's catchment area and who will have a sibling(s) attending the school at the time of admission.
3. Children living within the school's catchment area.
4. Children living outside the school's catchment area who have a sibling(s) attending the school at the time of admission.
5. Children of permanent staff employed at the school.¹
6. Children living outside the school's catchment area.

Tie Break/Random Allocation

If the school is oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight line measurement using the LA's geographical information system which identifies the Easting and Northing for the home address and the centre point of the school site and calculates the distance between the two locations.

In the event that it is not possible to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent (of the school) person to determine the final place(s).

Deferred Entry

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

¹ This is applicable to all permanent staff employed by Twynham Learning to work at Twynham Primary School as follows:

a) 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

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage and is subject to the DfE Admissions Code 2014.

Admissions outside of normal school year

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. The reasons for the request must be fully explained in writing and included with the school place application form.

Any parent can apply for a place for their child at any time by making an application to Twynham Learning (office@twynhamschool.com). Applications can only be considered in line with the admission policy and oversubscription policy of the school. (Such an in-year application will be considered no more than half a term in advance of the date the place is required.)

As the Local authority co-ordinates the in-year applications it maintains a waiting list of children awaiting a school place. This operates on a termly basis. When a place is available those on the waiting list, pending appeals and current applications are considered together and the place allocated in accordance with the relevant admissions authority.

Applications submitted on behalf of summer born children (see delayed admission to reception year group below)

In the case of children born between 1st April and 31st August (summer born), parents may choose for their child to enter reception when they are 4 or in the September immediately following their 5th birthday.

Multiple Birth Applications

Where applications are received at the same time for multiple birth siblings and by adhering to PAN these siblings could not be offered a place at the school, the admission number will be exceeded to accommodate the multiple birth siblings as an exception to the infant class size rules that generally require infants to be taught in classes of 30 or fewer to a teacher. This recognises the exceptional nature of emotional bonds between multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of (the first term after the beginning of the school year). This will be maintained by the Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

Parents have a right of appeal to an independent panel against the decision of the Trust to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

DELAYED ADMISSION TO RECEPTION YEAR GROUP

This 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.

This document sets out the process and criteria for considering requests to delay admission to school for summer born children. This 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 should 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.

Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?

Admissions Policy

2. Upon whom will this impact?

The complete Twynham Primary School community

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

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

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	x		
Gender	x		
Disability	x		
Religion, Faith or belief	x		
Sexual Orientation	x		
Transgender	x		
Age	x		
Rurality	x		

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

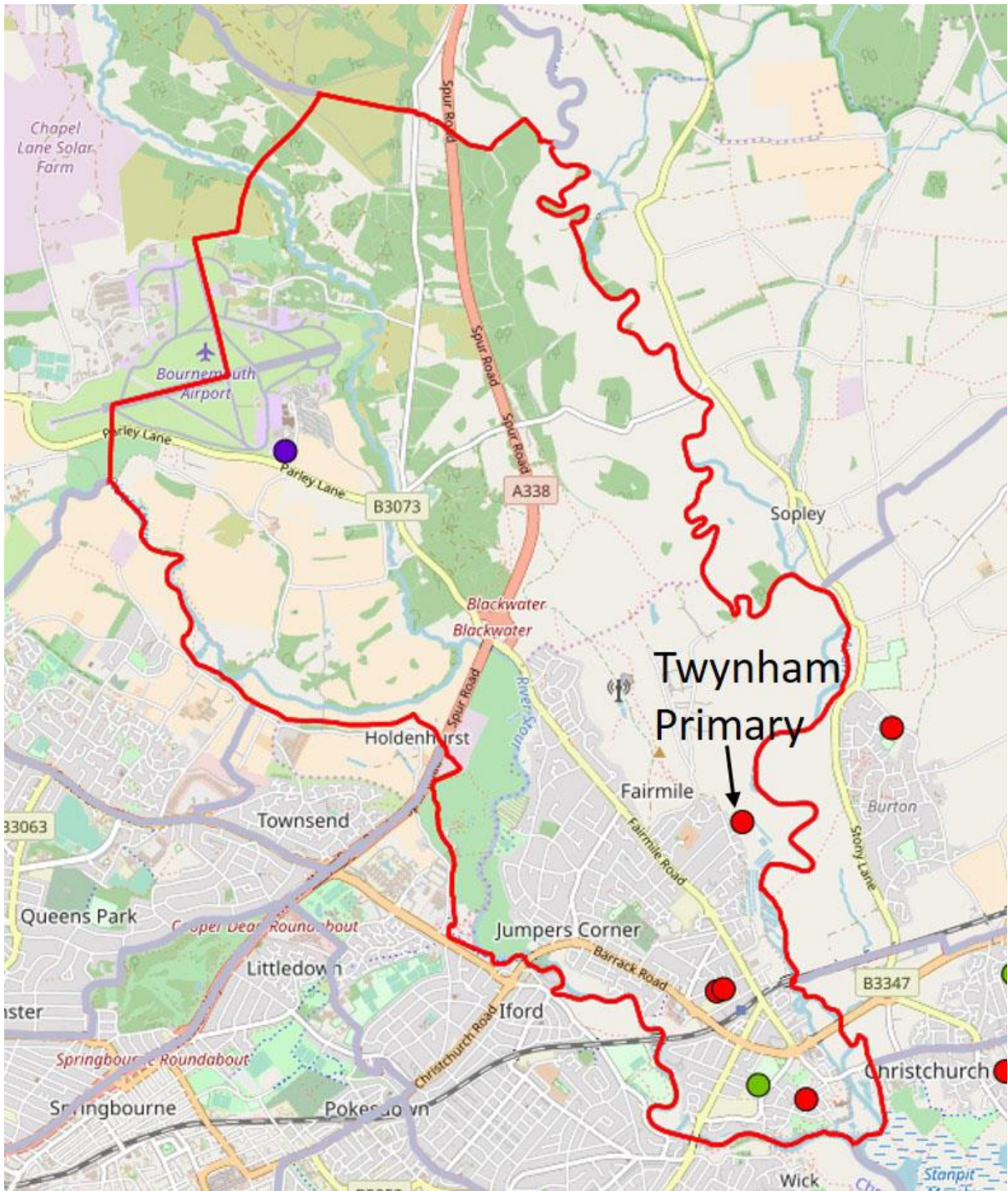
Further comments:-

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

Initial screening carried out by Jon Chapple, Headteacher, June 2015

Comment by Headteacher:

Appendix 1: Map of Catchment Area



Appendix 2: Guide for Parents

Admission Procedures and Arrangements for Four Year Olds

The academic year runs from September to July. In September, children's entry into school is slightly staggered to enable pupils to settle more happily into school and allow teachers and parents to have home school visits prior to entry. Pupils are able to attend full-time from their starting date in September. However, parents may choose for their children to attend on a part-time basis. Part-time is defined as mornings only (5 in total), full-time is morning and afternoon sessions (10 in total).

Pupils may attend full-time either from their allotted start date in September or after the autumn half-term holiday. Similarly, the school may wish to recommend that an individual child attend only on a part-time basis if it is in the child's best interest, such as for children with special educational needs. This is negotiated with the parents.

The school operates the following procedures for registration of children for new Foundation classes:

1. On first enquiry

Names of prospective children are collected using the registration form.

2. On receipt of the registration form

The school keeps the form on file, but parents are told that this does not guarantee a space.

3. In the year prior to admission

September / October – Admission booklets are available to view online. The Headteacher will give tours of the school and explain the admissions process. Parents of children who have registered with the school will receive an information letter from the Local Authority which gives details on how to apply for places. When the school receives an application form, it is dated prior to being sent to the Local Authority. Some parents choose to send forms directly to the Local Authority instead of to the school.

NB: It is the parents' responsibility to ensure the application form is returned to the Local Authority's Schools Admissions Team by the closing date.

Early January – The Local Authority's deadline date for applications is in January. Any names submitted after the closing date are placed on a second allocation list and are dealt with after children on the first allocation list have been allocated places.

By the end of the spring term – The Local Authority assimilates all relevant information and issues judgements on parental preference placements. The Local Authority writes and informs parents of an offer of a place and they are given a specific time within which the offer must be accepted or declined.

NB: If the school is oversubscribed, then the Local Authority will allocate places in the priority order set out in the Oversubscription Criteria above (page 3 of this document).

April / May – The Headteacher writes to parents of children due to start the following September and invites them to various induction events. Parents are asked to provide information about their child and give an indication as to whether they wish their child to attend school full-time from their allocated start date in September, or after the autumn half-term.

June / July - Induction meetings and other activities take place and induction packs are given out. Children attend school for taster sessions and are invited to special events at the school.

September – The class teacher and Teaching Assistant go on home visits to answer any parent concerns. Children begin school, with slightly staggered starting dates to allow the teacher to get to know individual children and their needs. Children can attend full-time from their start date in September.