

# HIGHCLIFFE ST MARK PRIMARY SCHOOL

(A Church of England Foundation School)

## ADMISSIONS POLICY – September 2021

### Introduction

- The name of the school is Highcliffe St Mark Primary School (The School). The School is a Church of England Foundation School.
- The Governing Body of Highcliffe St Mark Primary School (The Governing Body) is the admissions authority.
- The School's trust deed of 1 January 2006 states that The School was established to provide education for children living within the local parish, which is referred to as the school's catchment area. A map of this area is available from the school. This Policy will apply to all admissions from 1 September 2021. The Published Admission Number for the school is 90 children in the reception year. The transition from Key Stage 1 to Key Stage 2 marks a separate point of entry into the school. A further two places per class in Year 3 are provided for within the governor's Planned Admission Number, i.e. 32 per class..
- This policy has been made in accordance with the Sex Discrimination Act, The Race Relations Act, The Human Rights Act, The Equality Act 2010. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of the Governing Body.
- The information given below is correct for the school year shown above, but it could be altered for future years. We advise you to check with the school that no changes have occurred. All applications are made by parents (see footnote 6) for their child/children.

### 1. ADMISSION CRITERIA

Where all parental preferences for places at the school can be satisfied all children seeking a place will be admitted. Children whose final statement of special education needs names the school will be admitted within the PAN (see Footnote 2).

Where there are too few places available (see footnote 1) to satisfy all preferences places will be allocated according to the following priority order;

- i) children who are looked after by a Local Authority (see footnote 3)
- ii) children living within the school's catchment area ( see footnotes 4, 10, and 11) and who will have a sibling attending the school at the time of admission (see footnote 5).
- iii) children living within the school's catchment area (see footnote 4)
- iv) children living outside the school's catchment area who will have a sibling attending the school at the time of admission (see footnote 5); and
- v) children living outside the school's catchment area

### 2. IN ALL CASES ABOVE

Where there are too few places available to satisfy all preferences in any category above, the following priority order will apply:

- vi) children(or families) who have exceptional medical reasons for attending the school. Applications need to be supported by the Clinical Medical Officer's Report which must demonstrate the reasons why it is essential the child should attend the school rather than any other; (see footnote 7)
- vii) children whose parents wish them to attend Highcliffe St Mark Primary School because - the family are active members of a Christian Church as defined by the following

statement: *“A worshipping fellowship who confess the Lord Jesus Christ as God and Saviour according to the Bible and therefore seek to fulfil together their common calling to the glory of the one God, Father, Son and Holy Spirit; who are members or participant observers of the World Council of Churches or the World Evangelical Alliance”* and who requests admission on denominational grounds and provides relevant evidence. The commitment must be declared by the parents and validated by a church official using the schools Supplementary Information Form (SIF). Parents wishing to apply using the Christian Commitment criteria must ask the school for a SIF and return it to the school before the deadline for admission published by BCP Council. (see footnotes 8 and 9).

viii) all other children.

If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the child's proximity to the school (see footnote 4) [defined by straight line measurement using a geographical information based system which identifies an Easting and Northing for the home address and the school building and calculates a distance between the two locations].

### **3. MOVING HOME & UK SERVICE PERSONNEL & CROWN SERVANTS**

Applications from new entrants into the area, will require, by the deadline for receipt of Applications (see footnote 10), to produce documentary evidence of their impending move as follows: (see footnotes 4, 10 and 11).

- ix) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property relevant to the application;
- x) a current dated Rental Agreement, signed by both the Tenants and the Landlord, showing the address of the property relevant to the application;
- xi) a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application;
- xii) in the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the (relevant parish or) catchment area of the school.

### **4. WAITING LIST**

The names of children seeking a place when none is available will be placed on a waiting list, at the parent's request. The waiting list will be reviewed each term. Parents must contact the school in the first week of each term (by phone, email or letter) to confirm they wish to remain on the waiting list. When there is an available place, the local authority will use the above criteria to prioritise names on the waiting list. (see footnote 12).

### **5. YEAR R**

#### **Starting school in Year R**

The School will provide for the admission of all children in the September following their fourth birthday. Places in the reception year will be provided from the beginning of the academic year, the September, in which a child will reach the age of five years. The Governing Body will consider the applications for the reception places for The School in main admissions round; i.e. The Governing Body will consider first all those applications received by the published deadline of **midnight on 15<sup>th</sup> January 2021**. Notifications to parents offering a place will be sent by the Local Authority on 16<sup>th</sup> April 2021.

### **Deferred entry into Year R**

Parents can request that the date their child is admitted to school 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.

### **Part time places In Year R**

Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Exceptionally, parents of children with birthdays between 1 April and 31 August (inclusive) may wish to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1.

Please discuss these arrangements with the School as soon as possible.

## **6. KEY STAGE 2**

### **Joining school in Year 3**

The transition from Key Stage 1 to Key Stage 2 marks a separate point of entry in the school. A further two places per class are provided for within the governors Planned Admission Number, i.e. 32 per class. Therefore, six places are potentially available for children to join Year 3 in September 2021. The Governing Body will consider the applications for the additional Year 3 places for The School in main admissions round; i.e. The Governing Body will consider first all those applications received by the published deadline of **midnight on 15<sup>th</sup> January 2021**. Notifications to parents offering a place will be sent by the Local Authority on 16<sup>th</sup> April 2021.

## **7. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case. Parents 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.

## **FOOTNOTES:**

1. The places available are defined as the published Admissions Number for the school for that year of entry.
2. The admission of children with Statements of Special Educational Needs or Education, Health and Care Plan is covered by sections 324-328 of, and Schedule 27 to, the Education Act 1996. Where the school is named in a child's Education, Health and Care Plan the governing body recognises its duty to admit the child to the school. (In Year Fair Access – Appendix 1 available from the school office.)
3. A 'looked after child' or a child who was previously looked after. Looked after children are defined as those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989. Previously looked after children are those who were previously looked after but immediately being looked after became subject of an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or

section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

4. The school's catchment area is a defined geographical area and a Map is available from the school. 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.
5. The term "sibling" means full brother or sister, stepbrother/sister, half-brother/sister, adoptive brother/sister, foster children and non-blood related children who live with married or cohabiting parents in the same household. Where twins, triplets, or children of multiple births apply, the Governors will decide whether it would be detrimental to the social and educational development of such children, to place in separate classes. If the last pupil offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN.
6. The term "parent" includes foster parents, legal guardians and those in loco parentis. Where more than one parent has a part-week residence order, the residence address for school admission will be deemed to be the address the child is registered to at their doctor's surgery and evidence of this may be required by the Governors.

**7. CHILDREN OR FAMILIES WHO HAVE A SERIOUS MEDICAL CONDITION**

Where a place is requested for a child(or family member) who has an exceptional medical condition, you must supply supporting evidence from the clinical/medical officer's report at the time of application confirming the reason(s) why attendance at the school is essential and describing the difficulties that would be caused if the child had to attend another school. The evidence will be considered carefully in confidence by the admissions committee of the Governing Body, who will endeavour to reach a fair and equitable decision.

**8. ACTIVE MEMBER OF A CHRISTIAN CHURCH**

Active member of a Christian church is defined as attending worship at a church under the definition given in this policy at least twice a month for the previous two years before the deadline for admissions. Parents applying under this criteria are required to complete a Supplementary Information Form (SIF) which is available from the school's website.

**9. WHEN TO APPLY**

The deadline for receipt of Applications is the deadline published by BCP Council for any particular year.

**10. WARNING**

Places are withdrawn every year 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 school 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.

**11. HOME ADDRESS**

Home address means the address where the child usually lives. Children who have parents with shared responsibility will be deemed to live at the address the child is registered to at their doctor's surgery.

**12. WAITING LISTS**

Any places that become available will be allocated according to the criteria of the admission 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. Fair Access admissions and school closure arrangements will take priority over the waiting list.

## **INFORMATION:**

**1. 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 placements 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 any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

**2. Admission appeals**

If you are unsuccessful in gaining a place for your child at this school you will be informed by the Local Authority in writing, be given reasons and informed of your right of appeal to an independent tribunal against the decision.

**3. Applications to Reception Classes**

The Governing Body will admit 90 children to the reception classes. This is the Published Admission Number for the school (PAN). Deferred Admission – initially Year R children may attend part-time. Where a child, under statutory school age, is offered a place in the school from September, the parent has the option of deferring their child's entry until later in that school year. The child must join the school before the end of the school year and when the child joins he or she will be placed in the class which entered in September. Deferred Admission should be discussed with the school but is not part of the admission process for the school.

**4. Applications to Key Stage 1 Classes**

The Governing Body will admit 30 children to the KS1 classes.

**5. Applications to Key Stage 2 Classes**

The Governing Body will admit 32 children to the KS2 classes. This is to include the PAN of 6 children to start at the beginning of Year 3.

**6. In Year Applications**

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. There are no deadlines for in year applications.