



Queen's Park Academy Admissions Policy 2015 - 2016

INTRODUCTION

The name of the school is Queen's Park Academy (**The School**). *The School* is an Academy.

The Local Governing Body of Queen's Park Academy (**LGB**) is the admissions authority.

The Academy provides education for children living in area of Queen's Park, Charminster and Townsend.
(**The area served by The School**).

This policy has been made in accordance with the The Equality Act 2010 and the Public Sector Equality Duty, The Human Rights Act 1998, School Standards Framework Act 1998.

This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of *the LGB*.

The information given below is correct for the school year shown above, but it could be altered for future years. *Parents* should check with *The School* that no changes have occurred. All applications are made by *Parents* for their child / children.

THE ADMISSIONS TIMETABLE

The **Local Authority** operates a timetabled co-ordinated admissions procedure for all Schools in line with Government legislation.

The **Local Authority** will manage the process on behalf of *The School* according to the scheme which they will publish in their Admissions Booklet for that year but it is still *the LGB*, as the Admission Authority for this school who will offer the available places in line with this policy.

The closing date for admission application forms to be received by the **Local Authority** will be as published in the **Local Authority's** Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form on-line, dates for notification to parents of admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the **Local Authority** or *The School*.

FURTHER INFORMATION

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

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Bournemouth
BH8 9PU

t: 01202526079
f: 01202516218
e: qpa@queenspark-academy.co.uk



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ADMISSIONS

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

OVERSUBSCRIPTION CRITERIA

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (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)
2. Children transferring from Queen's Park Infant School at the normal age of transfer.
3. Children *Living Inside **The Area Served by The School*** who at the time of application have a sibling on the roll of ***The School***.
4. Children *Living Inside **The Area Served by The School***.
5. Children *Living Outside **The Area Served by The School*** who at the time of application have a sibling on the roll of ***The School***.
6. Children *Living Outside **The Area Served by The School***.

IN ALL CASES ABOVE

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority.

Distance will be measured in a straight line by the *Local Authority's* computerised measuring system from the designated point of the child's home address to the designated point of the school (as designated by the Local Authority measuring system). If distances are equal (for example within a block of flats), lots will be drawn by a person independent of *the LGB* to determine the allocation.



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NOTES AND DEFINITIONS

CHILDREN WITH STATEMENTS - NAMING THE SCHOOL

The School will admit children with statements of Special Educational Needs (SEN) in which *The School* is named. Where places, required by pupils with statements that name *The School*, are known before the governors admissions committee meets to allocate places, these places will count towards the PAN for *The School*.

APPLICATIONS TO JUNIOR CLASSES

The published admission number is 120 into Year 3

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 deadline dates for in year applications.

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 *the LGB* attention will be investigated. *The LGB* reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

DEADLINES

Make sure your *Local Authority* Application Form is returned on time and sent to the right place. Details of dates are in the *Local Authority* Admissions Booklet.

APPLICATION FORMS

For this school you must complete the *Local Authority* Application form. The *Local Authority* Form may be completed on-line. Please refer to the *Local Authority's* information on admissions.

ADMISSION APPEALS

If you are unsuccessful in gaining 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.



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DEFINITIONS

1 'Parents'

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.

2 'Home Address'/'Living in the area'

The 'home address' 'living in the area' means the address where the child usually lives.

Where parents have shared residence of a child and the child lives for part of the week with each parent *the LGB* will take the home address to be the address at which:

- The child lives most of a school week.

Where there is equal shared access of the Child, the "home address" will be deemed to be the property to which Child Benefit payments are being made for the Child.

Moving Home and UK service personnel and Crown servants

Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- iv. 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 parish or priority area of *The School* (or to establish distance from *The School*).

3 'Siblings'

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address.

If the last pupil offered a place in an infant class within the Published Admission Number is from a multiple birth or has a sibling in the same year group, a place will be offered to all siblings.

4 'Waiting List'

When all available places have been allocated, *The School* will adopt the Local Authority waiting list. Parents should confirm with the school that their child's name is included on the list or if they want their child's name removed from the waiting list.

Any places that become available will be allocated by *the LGB* 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 and those allocated a place within the Fair Access Protocol will take precedence over other children on the waiting list.



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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 half term, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following term.

5 'Right of Appeal'

Parents whose children are unsuccessful in gaining a place to *The School* have a right of appeal to an independent appeals panel. Parents will be notified in the refusal letter from the *Local Authority* of how an appeal can be lodged.

6 '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 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.

