



**Stourfield Infant School
Admissions Policy and Arrangements for 2016-17
(Managed for Stourfield Infant Academy Trust by the Local Authority)**

The Planned Admission Number for 2016 – 17 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

- 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
- b) All admissions outside the normal September main entry intakes unless any In-Year Fair Access Protocols (see note 9) agreed through the Bournemouth Admissions Forum are applicable.

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 following being looked after subject to an adoption, residence, 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, or on acceptance of an offered place.

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, or on acceptance of an offered place.

Category 5

Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance. (See note 2(ii) below)

Admission Criteria - Notes

1. A looked after child is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by the Local Authority in the exercise of their social services functions as defined in section 22 (1) of the Children Act 1989.
2. In the case of over subscription in categories 1 – 5 priority will be given to these children:
 - (i) where a placement is recommended for medical reasons as essential by the Council's professional medical advisors or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer employed by the Council which in the view of the Corporate Director with specific responsibility for Children and Families Services require placement at a particular school.
 - (ii) 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 the Council's 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 below in Note 11.
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 cohabiting, 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. The Council will apply the above criteria to applicants subject to the following exceptions:
 - (i) where an applicant is seeking admission for the September entry of the school entry year, applications received before the closing date 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.
 - (ii) where a child has a statement of special educational needs and for whom there is a legal requirement to admit to a particular school named in the statement.
6. A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by the Council prior to offer of a school place. If Child Benefit payments are not made or suspended then the decision on which address to use for the child, for the purposes of admission to school only, will be made by Stourfield Infant Academy Trust. Evidence/verification of the address in which the child mainly resides may be required.

Waiting Lists

7. The Council operates a formal waiting list for those refused a place. Subject to note 3, the waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with a statement of special educational need or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date.

Waiting Lists for main entry years will cease on 31 December 2015. Previous applicants wishing to continue on a waiting list must re-apply to Bournemouth Council between 1 and 31 December 2015. Waiting lists for all other year groups will cease at the end of the academic year 2014/15. Applicants will be required to re-apply (in August 2015) for admission if they wish to continue to be considered for a place. Please note Bournemouth Borough Council, on behalf of Stourfield Infant Academy Trust, may review waiting lists on a regular basis at the end of each term or when a place becomes available at a school.

Co-ordination between Admission Authorities

8. In accordance with the law and the agreed schemes the offer of places at the main points of entry at the primary and secondary level will be co-ordinated between all those who decide upon admissions to schools (admission authorities) in Bournemouth.
9. 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. A single application form will be available for all applications for in-year admission.

Entry into the Reception Year

10. Applicants seeking admission of their child to the Reception class whose child will reach the age of 4 on or before 31 August 2015 and whose child is born between 1 September 2010 and 31 August 2011 may choose for their child to start school in September 2015.

Parents can request that the date their child is admitted to the school Reception Class is deferred until later in the school year or until the child reaches compulsory school age in that school year, without affecting the offer of the 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 request that their child takes up the place part-time until the child reaches compulsory school age. Application for their child to go part-time must be made direct to the school after the offer of a place has been made and accepted by the parent.

Final Tie-Break Allocation Process

11. If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) 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 Tribal Technology.

School Admission Appeals

12. 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 Stourfield Infant Academy Trust.

Withdrawal of an offer of a place

13. The Council may, on behalf of Stourfield Infant Academy Trust, withdraw an offer of a school place 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.

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

14. Where additional places 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 Office of the Schools Adjudicator where necessary.