

## Admissions Policy 2019-2020

Elm Academy is a 3 form entry academy, with a 90 pupil entry in reception.

The Governors are responsible for the admission of pupils. For entry into Reception the admissions application and offer process is co-ordinated by Bournemouth LA. All pupils are admitted without reference to ability or aptitude.

The admission criteria are listed below in priority order:

### 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 academy who will have a brother or sister (see note 3) attending the academy at the time of admission.

### Category 3

Children living in the designated catchment area of the academy.

### Category 4

Children living outside the designated catchment area of the academy who will have a brother or sister (see note 3) attending the academy at the time of admission.

### Category 5

Children living outside the catchment area of the academy who live closest to the academy as measured by straight-line distance.

### Admissions 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 1-6, priority will be given to these children.
  - a. 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 academy.
  - b. Live closest to the academy 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 from the centre of the building of the home address to the centre of the building of the academy). 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.

2. 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.
3. 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.
4. The authority will apply the above criteria to applicants subject to the following exceptions:
  - a. Where an applicant is seeking admission for the September entry of the academy entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstance a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or bereavement or as prescribed within the co-ordinated admission arrangements.
  - b. Where a child has a statement of special educational needs and for whom there is legal requirement to admit to a particular academy named in the statement.
5. 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 academy place. The council may also require other evidence of proof of address. Examples of acceptable proofs of address will be listed in the Council Information Booklets.

### **Waiting Lists**

6. The council operates a formal waiting list of those refused a place. The waiting list is ranked, subject to note 4, according to the over-subscription criteria and any places that do become available, if not required for a child with a statement of special educational needs 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.
7. Academies in Bournemouth together with Bournemouth Council operate an In-Year Fair Access Protocol in accordance with the Code of Practice on admissions and this is revised by the Admissions Forum on a regular basis.

### **Admission Timetable**

Parents will receive notification of a place offer from Bournemouth LA and must return completed form to show their acceptance of this place. Elm Academy receive notification of the offer at the same time.

### **Admission Date – for pupils in the Reception Year**

Children are eligible to be admitted to main academy during the academic year in which their fifth birthday falls.

All children who commence their main academy education at the beginning of the academic year will attend academy part time for the first two weeks.

All children will be offered the opportunity to transfer to full time education after the two week period. Younger children who defer entry are offered a minimum of half a term of part time attendance which may be increased to a whole term if parent and head of academy feel it is appropriate.

All in-year admissions will be dealt with directly by the academy governors.

### **Nursery – Admissions Policy**

The admission criteria are listed below in priority order:

#### **Category 1**

Children living inside the local designated area of the academy who will have an older sibling attending the academy at the time of admission.

#### **Category 2**

Children living in the local designated area of the academy.

#### **Category 3**

Children living outside the local designated area of the academy who will have an older sibling attending the academy at the time of admission.

#### **Category 4**

Where a particular placement is recommended for medical reasons as essential by the LA's professional advisors and this is accepted by the LA as an essential placement.

#### **Category 5**

Where there are exceptional reasons which in the view of the Director of Education require placement at a particular nursery.

#### **Category 6**

Priority will be given to those children who live closest to the academy as measured by the most direct safe available walking route from home address to the academy.

#### **Admission Date**

Children are eligible to be admitted to Nursery as from the date of their third birthday, providing there is a place available.

#### **Nursery Sessions**

Children attending Nursery are offered five sessions per week- sessions being either morning or afternoon.

#### **Admission to Main Academy**

Admission to Nursery does not guarantee a place in the main academy. Governors are responsible for admissions, and a preference form must be completed and submitted to the Admissions Team at Bournemouth Local Authority.