



ADMISSIONS POLICY 2019-2020

This policy has been written in accordance with the School Admissions Code and will be reviewed annually. The Governing Body is the admitting authority for the school and participates in the Local Authority Co-ordinated Admissions Arrangements.

This policy is written to help you make an application for your child or children to attend this school. Please do not hesitate to contact the school if you require assistance.

The Planned Admission Number (PAN) will be 60 pupils per year group.

Places will be allocated to the Reception Class in the following order:

Category 1

Children who are “Looked after” by the Local Authority, or a child who was previously looked after but immediately following being looked after was subject to an adoption, child arrangements, or special guardianship order.

Category 2

Children living in the designated catchment area of the school who will have a brother or sister attending the school at the time of admission.

Category 3

Children living outside the designated catchment area of the school who will have a brother or sister attending the school at the time of admission.

Category 4

Children of staff members:

- 4.1 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
- 4.2 The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Category 5

Children living in the designated catchment area of the school who live closest to the school as measured by straight line distance.

Category 6

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

Notes:

Note 1: A “looked after” child is a child who is in the care of the local authority, or 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.

Note 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 permanently in the same household.

Note 3: In the case of oversubscription in categories 1 – 6, priority will be given to those children:

3 (i) Where a placement is recommended for medical, physical or psychological reasons as essential by the school's professional medical advisers or where there are exceptional reasons supported by recognised professional evidence.

3 (ii) Who live closest to the school, as measured by a straight-line distance calculated by the Local Authority's Geographical Information System (GIS) in use at the time of the 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 Local Authority'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.

Multiple Births

Note 4: Where a twin or a child from a multiple birth is admitted to this school under this policy, any further twin or child of the same multiple birth will be admitted, if you so wish, even though this may raise the number in the year group above the school's PAN.

Note 5: The school will apply the above criteria to your application subject to the following exceptions:

5 (i) If you are 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 from you may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement, or as prescribed within the co-ordinated admissions arrangements.

5 (ii) Where your child has a Statement of Special Educational Need or formal Education Health and Care Plan and admission to this school is specifically named in the plan.

The Child's Main Residence

Note 6: For the purpose of awarding places, your child's main residence will be considered as the dwelling of the parent or carer with whom the child spends the majority of their time including weekends and school holidays. Documentary evidence may be required, for example, the address to which any Child Benefit is paid or at which your child is registered with your medical GP, together with a copy of the most recent annual council tax bill and a water, gas or electricity bill relating to the relevant address dated within the last three months. Further evidence may also be requested. Legal advisers for the Governors will consider pertinent evidence from both parents to determine the property in which your child mainly resides.

Offering Places and deadlines:

Note 7: The governing body will consider first those applications received by the published deadline of midnight on Monday 14th January 2019. Notifications to parents offering a place will be sent by the Local Authority on Monday, 15th April 2019

All on-time applications will be considered simultaneously and ranked in accordance with the admission criteria.

(If more than one school can offer a place, the parents' highest stated available preference will be allocated. The governors do not know your stated order of preference and this plays no part in their decision making when considering your application)

The deadline for informing the school of a change of address for an application in the main admissions round will be 30th March 2019.

Moving Home from a Different Area and UK Service Personnel and Crown Servants

Note 8: Places can only be offered with regards to future moves on the basis of:

- A letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application.
- A tenancy agreement confirming the renting of a specific property relevant to the application.
- A letter from a housing association confirming that you will be living at a specific address relevant to the application.
- 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 catchment area of this school.

All evidence to be considered must be submitted at the time of application.

Waiting Lists

Note 9: The school operates a formal Waiting List for those refused a place. Subject to Note 3, the waiting-list is ranked according to the oversubscription criteria. Any places that become available, if not required for a child with a Statement of Special Education Needs or an Education Support and Care Plan 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 to those who have been on the Waiting List longest or to those that applied after the closing date.

Waiting Lists for the Reception Year will cease on 31st December 2019. If you wish to continue on the Waiting List, you must notify the school between the 1st and 31st December 2019.

Waiting Lists for all other year groups will cease at the end of the academic year 2019/20. If you wish to remain on one of these lists where relevant, you must advise the school before the end of the summer term.

Co-ordination between Admission Authorities

Note 10: 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.

In-Year Fair Access

Note 11: Schools in Bournemouth together with Bournemouth Council operates an In-Year Fair Access Protocol in accordance with the Code on School Admissions. This is reviewed by the Schools' Admissions Forum on a regular basis.

Entry into the Reception Year and Deferring Entry

Note 12: If you are seeking admission for your child to the Reception Class and he or she will reach the age of 4 on or before 31st of August 2019 and if your child was born between 1st September 2014 and 31st of August 2015, you may choose for your child to start school in September 2019.

You may also request that the date that your child is admitted to the Reception Class is deferred until later in the school year or until he or she 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 as been made and accepted.

You can request that your child takes up the place part time until he or she reaches compulsory school age. Application to go part-time must be made direct to the school after you have accepted the offer of a place.

Final Tie-Break Allocation Process

Note 13: If there are insufficient places to accommodate all applicants and, after using all tiebreak 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.

Admission Appeals

Note 14: If you are unsuccessful in being offered a place for your child at the school, you will be informed by the Local Authority in writing, being given reasons for refusal and informed of your right to an independent appeal against the decision. The Governors will not consider repeated appeals from you in the same academic year unless you are able to prove there has been a material change in your circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Governors.

Withdrawal of the Offer of a Place

Note 15: The governors may withdraw an offer of a place at the school where:

- A parent fails to respond to the offer within a reasonable timescale.
- If the place was offered on the basis of a fraudulent or intentionally misleading application.
- It has been offered in error.

Summer-Born Children (Children who are born between 1st April and 31st August)

Note 16: If you have a summer-born child/children you may request that your child/children starts the Reception Class a year later than they could do so. The School's Policy is as follows:

POLICY FOR DELAYED ADMISSION TO THE RECEPTION YEAR GROUP

Introduction

This policy sets out the process and criteria for considering requests to delay admission to the school for summer born children with the exception of those holding or undergoing assessment for a statement of special educational needs/Education Health & Care Plan.

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 you wish to register an interest in applying for delayed entry to Reception, you should arrange a meeting with the Headteacher to discuss your options.
2. If, after discussion with the Headteacher, you still wish to pursue an 'out of year' admission, you will be asked to complete and submit an application form together with supporting evidence to the school.
3. The application form will ask you to confirm that you understand the policy. If approved, any existing applications will be cancelled and you 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 parents 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, you can

delay admission for your child and the original offer will be withdrawn and offered to the next child on the waiting list.

6. The form will also ask for basic information about your child and the following information must be provided:
 - Clear reasons for the request
 - Information from your 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 you may be asked to 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. As the school is its own admitting authority a Panel of Governors will meet within 15 school days of receipt of your written request (Application form and supporting evidence).
9. You will be informed of the recommendation of the Panel in writing within 5 working days of the meeting.
10. The final decision on whether to allow delayed entry lies with the governors.

The decision making process

Where requests for out of year admissions are made a Panel of Governors will be convened to consider the request.

On occasion there may be insufficient evidence for the Panel to reach a decision. In this instance the Panel may request additional information or a meeting with the parent(s) which may include the child.

Criteria for agreement to out of year admissions

The following list is not final and binding but is an example of the type of information that will be considered by the Panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The Panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Relevant research into the outcomes of summer born and premature child.

Right of appeal following the decision to delay Admission

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, you can make a complaint through school's complaints procedure. If you are unhappy with the way the school has handled your complaint, you may then refer your complaint to the Local Government Ombudsman.