



“Taking learning deeper, wider, further”

**St Luke’s CE Primary School
Admissions Policy
2019/20**

Part 1: Admission to Reception Year and above

Part 2: Delayed Admission to Reception for Summer Born Children

Policy Adopted Date:	
Signed:	
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Policy Review Date:	
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Amendments	



Part 1: Admission to Reception Year and above

Introduction

This policy will apply to all admissions from 1 September 2019, including in-year admissions. It will be used during 2019-20 for allocating places for September 2019 as part of the normal admission round for Year R and Year 3.

Ocean Learning Trust is the admission authority for **The School**. The Trust Board determines the admission arrangements after policy localisation and statutory consultation, which the Local Governing Body are required to undertake under the **Scheme of Delegation**. The **Local Governing Body** are responsible for operating the policy at a local level, eg, working with the Local Authority to rank applications and offer places.

The Published Admission Number (PAN) for St Luke's Church of England Primary School (**The School**) is 60 for Early Years (Reception). The transition from Key Stage 1 to Key Stage 2 marks a separate point of entry into the school. A further four places per year group are provided for within the governors' Planned Admission Number i.e. 4 (32 per class for Year groups 3, 4, 5 & 6). Children currently attending St Luke's Infants site will not need to apply and will automatically retain their place at the school.

A guiding principle of admissions to this school is that a church school should serve its local community. This is illustrated in the Catchment area map. This is referred to as **The Catchment Area**. The Catchment Area is displayed in the school office and on the school's website.

The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's In Year Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

If **The School** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

Admission Criteria

1. **Looked after children or children who were previously looked after.** (see Definition A)
2. A child or their family who live in the **Catchment area** of The School (see Definition C), who have a **serious medical, psychological or physical condition** which makes it **essential** that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support of the application.) (see Definition B)
3. A child who at the time of admission will have a **sibling** (see Definition C) on the roll of **The School**.
4. A child **living in the catchment area** of **The School**: (see Definition D)
5. A child **living out of the catchment area** of **The School**

Definitions

A Looked after children or children who were previously looked after

This criterion provides a priority for children 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). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, 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. A 'child arrangements order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989, as amended by the Children and Families act 2014, section 14. 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). A copy of the adoption, child arrangements or special guardianship order will need to be provided.

B Serious medical, psychological or physical condition

Where a place is requested for a child or family, who live in the **Catchment area** of The School, who have a serious medical, psychological or physical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at **The School** is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Local Governing Body, who will endeavour to reach a fair and equitable decision.

C Sibling

'Sibling' refers to a brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister and includes children living as siblings in the same family unit. It will also be applied to situations where a half brother or sister are living at separate addresses. Category 3 includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

D The Catchment Area

The catchment area for St Luke's Church of England School is the Historic Ecclesiastical Parish of St Luke and a designated Neighbourhood area which incorporates a section of four neighbouring parishes.

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

You may need to provide documentary evidence of your home address, for example: the address to which any child benefit is paid or at which the child is registered with a medical GP, together with a copy of your council tax bill relating to the year of admission or a water, gas or electricity bill relating to the relevant address dated within the last 3 months. We may ask for further evidence if required. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents/guardians with shared responsibility for each part of the week).

Deadline for informing the school of a change of address for an application in the main admission round will be 31 March 2019 (NB Documentation as outlined above will be required in evidence).

Moving home & UK service personnel & crown servants

Places can only be offered on the basis of 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 the parent(s) will be living at a specific address relevant to the application; or
- 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 catchment area of **The School** (or to establish distance from **The School**).

To be considered all evidence must be submitted at the time of application.

Additional Information

Tie-breaker

If **The School** is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer **The School** have priority. Distance will be measured in a straight line by the Local Authority's computerised measuring system (Geographical Information System or 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 Junior Site in Bemister Road and the applicant's home.



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. If distances are equal (for example within a block of flats), lots will be drawn by a person independent of The Local Governing Body to determine the allocation of a place.

Who can apply

Only a parent can apply for a place at a school. 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. All persons with parental responsibility should be in agreement with schools named and the order in which they are named prior to submitting their child's application.

How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see www.bournemouth.gov.uk for the prospectus and details of the scheme.

You must complete a local authority Common Application Form (CAF) available from website www.bournemouth.gov.uk.

Admission to Key Stage 2 in St Luke's Primary School

The transition from Key Stage 1 to Key Stage 2 marks a separate point of entry into the school. A further four places per year group are provided for within the governors' Planned Admission Number i.e. 32 per class. Therefore, four places are potentially available for children to join in year 3. The Local Governing Body will consider the applications for the additional Year 3 places for **The School** in the normal admissions round; i.e. the Local Governing Body will consider first all those applications received by the published deadline of midnight on Tuesday 15th January 2019. Notifications to parents/guardians offering a place will be sent by the Local Authority on Tuesday 16th April 2019. Children currently attending St Luke's Infants site will not need to apply and will automatically retain their place at the school.

Offering places

The Local Governing Body will consider first all those applications received by the published deadline of **midnight on Tuesday 15th January 2019**. Notifications to parents/guardians offering a place will be sent by the Local Authority on **Tuesday 16th April 2019**.

Applications made after **midnight on Tuesday 15th January 2019** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Pupils with an Education Health Care Plan

The Local Governing Body will admit any pupil whose Education Health Care Plan names **The School**. Where possible these children will be admitted within the PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents/guardians so wish, even though this may raise the number in the year group above **The School's** PAN.

In-year applications (ordinary)

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the local authority Common Application Form (CAF) available on line at www.bournemouth.gov.uk. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Local Governing Body will decide whether a place can be offered at **The School**.

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 the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

Waiting lists

When all available places have been allocated, **The School** will operate a waiting list. Parents/guardians must request (in writing) that their child is placed on the waiting list. Waiting lists for any academy year will be maintained for two terms.

Any places that become available will be allocated by The Local Governing Body 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, those allocated a place within the In Year Fair Access Protocol and school closure arrangements will take precedence over other children on the waiting list.

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 school year, when parents/guardians with a child on the waiting list for any year group will be required to confirm in writing to the school their wish to remain on the list for the following school year. If the school does not receive written confirmation, it will be assumed that they do not wish to remain on the list and the child's details will be removed.

A child's details will be removed if

- a) Written confirmation is not received by the end of the school year to confirm they wish to remain on the waiting list.
- b) Confirmation in writing received by the school from the parent, requesting details to be removed.
- c) Offered a higher preference school by Local Authority and place is declined or accepted.

It is the responsibility of the parent to contact the school to inform the school of any changes in circumstances which may affect priority on waiting list.

Starting school and deferred entry to Year R

Pupils born between 1 September 2014 and 31 August 2015 (inclusive) are entitled to full-time schooling from September 2019. Parents/guardians can defer the date their child is admitted to school until later in the school year, but not beyond the point they reach compulsory school age, or for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made. Where parents/guardians wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents/guardians of children with birthdays between 1 April and 31 August 2015 (inclusive), whose child has not started in a Year R class during the 2019-20 school year, may wish to request admission to Year R in September 2020 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents/guardians would be expected to state clearly why they felt admission to Year R was in their child's best interests. If agreement is reached that a child born between 1 April and 31 August 2015 may start in Year R in September 2020, parents/guardians must apply for a place the following year for that year group. If parents/guardians have already applied for a place to start in 2019 and subsequently delayed admission is agreed, the application would be withdrawn and they would need to reapply the following year alongside all other applicants. Places cannot be reserved or held from the previous year.

It is recommended that parents/guardians considering such a request contact **The School** and the Local Authority Admission Team in the Autumn term 2018 to ensure that an informed decision is made.

Notes on compulsory school age and summer born children

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.



The term **summer born children** relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for children to be admitted out of their normal year group will come from parents/guardians of children born in the later summer months or those born prematurely.

Admission of children outside their normal age group

In addition to requests from parents/guardians of summer born children, those with children who are gifted and talented, or who have experienced problems or missed part of a year, for example due to ill health, can seek places outside the normal age group. The Local Governing Body will make a decision on the basis of the circumstances of each case and may seek advice from the Special Educational Needs Team and the Education Psychology Service. Parents/guardians 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.

Admission Appeals

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, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

Warning

Places are withdrawn every year because parents/guardians give false information on application forms, e.g. a false 'home address'. This includes cases where parents/guardians 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/guardians, all allegations of fraudulent practice brought to The Local Governing Body attention will be investigated. The Local Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

Deadlines

The closing date for primary school admissions is midnight on Tuesday 15th January 2019.

The deadline for informing the school of a change of address for an application in the main admission round is 31st March 2019.

The offer of places will be sent by the Local Authority.

Further Information

If you require further information about applying for a place at St Luke's Church of England Primary School, please contact **The School**.

Address: Infant Department, Maxwell Road, Winton, Bournemouth, BH9 1DL
Tel: 01202 516499
Fax: 01202 539457
Admissions Email: stlukesadmissions@oceanlearning.org.uk
Web: www.st-luke.bournemouth.sch.uk

Registered address:
Ocean Learning Trust
Knole Road
Bournemouth
BH1 4DJ
Reg. Number 09628750

Clerk to Board: Sue Grey
Email: sue.grey@oceanlearning.org.uk



Part 2: Delayed Admission to Reception Year for summer born children

Introduction

This policy document sets out the process and criteria for considering requests to delay admission to school for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for a statement of special educational needs/Education Health Care Plan whose parent(s)/carer(s) should contact the Borough's Special Educational Needs Team for advice.

All other application forms should be submitted direct to the Local Authority School Admissions Team.

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 a parent expresses an interest in applying for delayed entry to Reception, **The School** should suggest that they arrange a meeting with the head teacher to discuss their options.
2. If, after discussion with the head teacher(s), the parents/guardians still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence to the Local Authority.
3. The application form will ask parents/guardians to confirm that they understand the policy. If approved, any existing applications will be cancelled and the parents/guardians 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 they 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 that the child can delay admission 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 the child and the following information must be provided:
 - Clear reasons for the request
 - Information from the 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, they 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. Parents/guardians will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).
9. Parents/guardians along with **The School** will be informed of the recommendation of the Panel in writing within 5 working days of the meeting.
10. As the Trust Board is its own admitting authority, the final decision on whether to allow delayed entry lies with them, however they will take note of The Panel's recommendation when making their decision.



11. **The School** will write out to parents/guardians within **10 working days** once a final decision has been made.

The decision making process

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

This Panel will consist of:

- A senior officer from Admissions (Chair)
- The Principal Educational Psychologist (PEP) (or her representative)
- An Early Years Advisor (where appropriate)

A member of the Admin support team will minute the meeting and inform the parent of the outcome.

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 and 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

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, parents/guardians can make a complaint through either the Borough of Bournemouth's complaints procedure or the Trust's complaints procedure.

If a parent is unhappy with the way the local authority has handled their complaint, the parent may then refer their complaint to the Local Government Ombudsman.



Appendix 1: Catchment map and roads in catchment

<https://st-luke.bournemouth.sch.uk/bournemouth/primary/stlukes/site/pages/admissions>

https://st-luke.bournemouth.sch.uk/bournemouth/primary/stlukes/site/pages/admissions Inclusive of Numbers quoted
Abbott Close
Abbott Road
Acland Road
Albermarle Road
Alington Road
Alma Road
Alyth Road
Belvedere Road
Bemister Road
Bengal Road
Benmore Road - <i>Numbers 1-8 in catchment. All other numbers out of catchment</i>
Berkeley Road
Berwick Road
Bingham Road
Bishop Road
Bonham Road
Brownen Road
Bryanstone Road
Calvin Road
Cardigan Road
Carrbridge Close
Carrbridge Gardens
Carrbridge Road
Castle Road - Odd numbers in catchment / even numbers out of catchment
Cawdor Road
Charminster Avenue - Odd numbers 1-47 in catchment. Even numbers 2 - 44 in catchment .All other numbers out of catchment
Charminster Road - Odd Numbers between 1-483 in catchment. All other odd numbers out. All even numbers out
Clive Road
Cranmer Road
Crichel Road
Crimea Road
De Lisle Road
Denmark Road
Dulsie Road
Dunbar Road
Dunkeld Road
East Avenue
Edgehill Road- Odd numbers 1-33 in catchment, Even numbers 2 - 42 in catchment. All other numbers out of catchment
Elgin Road - All numbers in catchment EXCEPT 1, 1A AND 3
Fernside Road
Firbank Road
Firs Glen Road
Fitzharris Avenue
Fortescue Road
Frampton Road
Frederica Road



Gerald Road
Glenferness Avenue Numbers 41-97 in catchment, all others out of catchment
Glenmoor Road
Grafton Close
Grafton Road
Green Road
Greenwood Road
Gresham Road - Even numbers in catchment / odd numbers out of catchment
Hankinson Road
Heathwood Road
Heron Court Road
Huntly Road
Iddesleigh Road
Junction Road
Keith Road
Kemp Road
Kilmarnock Road
Kings Road
Kinross Road
Latimer Road
Leamington Road
Leslie Road
Linwood Road
Little Forest Road
Loader Close
Lonsdale Road
Luther Road
Mansfield Road - odd numbers only in catchment
Maple Road
Markham Road
Maxwell Road
Melville Gardens
Melville Road
Meyrick Park Crescent
Midland Road
Murley Road
Murley Road
Muscliff Road - Odd numbers in catchment 1 - 51, Even numbers in catchment 2-78. All other numbers out of catchment
Nairn Road
Namu Road - Even numbers only between 58-100 in catchment. All other even numbers and all odd numbers out of catchment
Norton Road Odd numbers 65 - 123 in catchment. Even numbers 72 - 144 in catchment. All other numbers out of catchment
Norway Close
Oban Road
Osborne Road
Parker Road
Pine Road
Portland Road
Privet Road - even numbers only in catchment. Odd numbers out of catchment
Ridley Road
Ripon Road - Odd Numbers in catchment 1 -81. Even numbers in catchment 2 - 70. All other numbers out of catchment
Roslin Road
Roslin Road
Roslin Road South



Ross Glades
Rushton Crescent
Rutland Road
Sedgley Road
Somerley Road
Southill Road - Numbers 1-14 in catchment. Other numbers out of catchment
St Lukes Road
Stanfield Road
Stirling Road
Stirling Road
Stokewood Road
Strouden Road
Talbot Avenue
Talbot Hill Road
Talbot Road
Trafalgar Road
Truscott Avenue
Waterloo Road
Wimborne Road (starting cemetery junction end progressing through Winton) Even numbers 34 - 488 in catchment, all other even numbers out of catchment
Wimborne Road (starting cemetery junction end progressing through Winton) Odd numbers 5 -655 in catchment, all other odd numbers out of catchment
Windermere Road
Withermoor Road
Woodend Road
Woods View Road
Wycliffe Road