

# COMMUNITY AND VOLUNTARY CONTROLLED INFANT, JUNIOR AND PRIMARY SCHOOLS



## ADMISSIONS POLICY 2023/24

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The admission authority for all community and voluntary controlled mainstream schools in the Bournemouth, Christchurch and Poole Council area is the Local Authority. This policy applies to applications for school places starting in September 2023 and should be read in conjunction with the parents' guide available at [bcpcouncil.gov.uk/schooladmissions](https://bcpcouncil.gov.uk/schooladmissions) from 12 September 2023.

Children with an Education, Health and Care Plan issued by a local authority naming a school where a child should receive his/her education will be admitted to that school before preferences are considered for admission in September.

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number:

1. "Looked After Children" or "previously Looked After Children" (note 1) including children who appear to have been in state care outside of England (note 2).
2. Children who BCP Council accepts have an exceptional medical or social need and where there is a need for a place at one specific school (note 3)
3. Children who live in the school's catchment area who have a sibling who is already on the roll of the school and will continue to attend the school at the time of admission (note 4)
4. Children living within the school's catchment area who are attending a recognised feeder school and are on that school's roll at the time of application (note 5)
5. All other children who live in the school's catchment area
6. Children who live outside the school's catchment area who have a sibling who is already on the roll of the school and will continue to attend the school at the time of admission (note 4)
7. Children living outside the school's catchment area who are attending a recognised feeder school and are on that school's roll at the time of application (note 5)
8. Children living outside the school's catchment area and whose parents wish them to attend a CE voluntary controlled school on denominational grounds (note 6)
9. Children of staff where the member of staff has been employed for two or more years at the school applied for at the time the application for admission is made or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission (note 7)
10. All other children who live outside the school's catchment area.

If a school is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the school will be given priority (notes 8, 9 and 10).

If the distance measurement is equal for two or more applicants the place will be allocated by the drawing of lots (note 11).

Please ensure you read notes 1 to 11 and the remainder of this policy for further information.

### **Admission arrangements**

Admission will be in accordance with the agreed scheme for co-ordinated admission arrangements 2023/24.

### **Starting Reception in 2023/24**

All children can start in Reception on a full-time basis in September 2023. Parents/carers may discuss with the Headteacher whether or not their child should start on a part-time basis. The final decision will rest with the parent/carer of the child.

### **Delayed or deferred start**

For children born between 1 September and 31 March, parents can delay their child's start date until later in the school year but not beyond the point at which they reach compulsory school age (i.e. by the start of the term following their fifth birthday). For children born between 1 April and 31 August, parents can also delay their child's start date; but not beyond the beginning of the final term of the school year (i.e. the term that starts after the Easter/Spring holidays) for which the offer was made.

The school place offered cannot be delayed until the following academic year – it must be taken up in the academic year for which it is offered. Parents and carers who do not take up the offer of a place during the Reception year will need to re-apply for a school place the following year. Places offered but not taken up by the beginning of the final term (i.e. the term that starts after the Easter/Spring holidays) will be withdrawn.

If parents/carers want to apply for the following year they would normally be expected to apply for a place in Year 1. Parents and carers need to be aware that Year 1 in the school they were originally offered could be full at this stage.

### **Applications for a place in a year group different to that determined by date of birth, including delayed entry to reception for summer born children**

Applications for children to be educated in a year group different to that determined by their date of birth, including delayed admission to reception for summer born children, will be considered on their individual merits by a specialist panel comprising: a Senior Officer from the School Admissions Team, a senior member of the SEND Team where a child has/is believed to have special educational needs and the Headteacher of the school applied for.

Details of what you need to do to apply for a different year group can be found in the policy document "Policy for responding to parental requests for admission to community and voluntary controlled schools to a year group different to that determined by their date of birth, including delayed admission to reception for summer born children" available online at [bcpcouncil/schooladmissions](https://www.bcpccouncil.gov.uk/schooladmissions) or from the School Admissions Team.

Parents considering this are advised to contact the Local Authority at the earliest possible opportunity (preferably before 30 November 2022) to ensure a decision has been made by the Local Authority before the national closing date for applications to

Reception.

### **Excepted pupils for infant classes (Years R, 1 and 2)**

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school;
- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### **In Year Fair Access**

All the admission authorities in BCP Council have established an In Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to an infant class where there are already 30 children in the class.

### **In Year Admissions – Looked After Children**

A Looked After Child (see Notes) may be admitted to a school above the Published Admission Number (PAN) if it is felt by the local authority that a particular school is the most appropriate placement to meet the needs of the individual child. BCP Council has adopted a Protocol for dealing with in year admissions of Looked After Children.

### **Home Address**

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the local authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.).

The final decision on the home address of a child will be made by BCP Council. If any information supplied by an applicant is judged by the local authority to be fraudulent or intentionally misleading, the Council may refuse to offer a place, or if already offered, may withdraw the offer.

### **Applications from separated Parents/Carers**

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of BCP Council what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Council. If any information supplied by an applicant is judged by BCP Council to be fraudulent or intentionally misleading, the Council may refuse to offer a place, or if already offered, may withdraw the offer.

### **Changes of address**

When applying for point of entry, BCP Council will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups (Reception, Year 3 and Year 5) is 15 January 2023. This means if your moving date is after 15 January 2023, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, you **must** inform us **before** the 15 January 2023 to ensure your application is considered from your new address.

### **Applications for children of multiple births**

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc) in any year group and one child can be admitted, the other siblings of the multiple birth will be admitted over the school's Published Admission Number. If it is in an infant class (Years R, 1 and 2) the additional children over the PAN will be considered as excepted pupils for the entire time they are in an infant class at the school or until the class numbers fall back to the infant class size limit in accordance with the School Admissions Code.

### **Waiting Lists**

The LA operates a limited waiting list policy. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Parents can apply to have their child's name placed on a waiting list for the academic year for which the school place was refused. If parents wish to keep a child on a waiting list beyond this term they will need to submit a new application for the next academic year. There is no guarantee of a school place by remaining on the waiting list.

### **Appeals**

If the LA is unable to offer a place at a school that has been applied for, the parent has the right to appeal to an independent Appeals Panel. Details will be included in the letter refusing the school place. The decision of the Panel is binding on all parties.

## Notes

1. A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of BCP Council what evidence is required. The final decision will be made by the Council. If any information supplied by an applicant is judged by BCP Council to be fraudulent or intentionally misleading, the Council may refuse to offer a place, or if already offered, may withdraw the offer.
2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of BCP Council what evidence is required. The final decision will be made by the Council. If any information supplied by an applicant is judged by BCP Council to be fraudulent or intentionally misleading, the Council may refuse to offer a place, or if already offered, may withdraw the offer.
3. If applying under medical or psychological grounds, written advice from an NHS Consultant (for medical grounds), or an NHS Consultant Psychiatrist (for psychological grounds) that documents the child or young person’s medical or psychological needs must be included with the application. Children will only meet this criterion if the school(s) named on the application form is assessed by BCP Council to be the only school(s) that can meet any specific medical or psychological needs identified.
4. “Sibling” means:
  - a full brother or sister who lives with one or both parents or carers in the same property during the school week.
  - a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
  - an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
  - a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
  - non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

**For Christchurch Infant School and Mundeford Infant School** the sibling link will apply to Christchurch Junior School and Mundeford Junior School and vice versa.

5. Children who are on roll at the recognised feeder Infant School and are applying to the recognised receiver Junior School. This applies to Mundeford Infant & Junior Schools and Christchurch Infant & Junior Schools only.

6. In order to qualify for consideration under this category, parents/carers will need to show that at least one adult family member and the child to whom the application relates to have been attending their local church at least once a month for a minimum of a year prior to the closing date for applications. The application must also be supported by a Supplementary Information Form signed by the vicar/priest/minister or leader of the church confirming this.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

7. Staff are defined as all Bournemouth, Christchurch and Poole Council employed teaching and support staff at the preferred school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.
8. With the exception of Hillbourne Primary School the distance between the child's home and preferred school will be determined by the shortest straight line measurement calculated using the LA's geographical information system in use at the time of allocation (the system at the time of setting the policy is Servelec Synergy, and takes the measurement between the address mapping points of the school and the applicant's home). NB. School transport is based on walking distances.
9. **For Hillbourne Primary School** the distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.

The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points:

- i) Geocoded home address point  
-to-
- ii) Centre of nearest road/footpath  
-to-
- iii) Nearest approved school access point that is for use by pupils

All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements

obtained through other sources (e.g. search engines, mapping systems) will be accepted.

10. For applicants living on islands or residing permanently on a boat within Poole Harbour, the distance measurement will be a straight line from the geocoded home address point to either:
  1. the nearest public landing steps at Poole Quay, or
  2. a point on the mainland that the applicant proves to the satisfaction of the local authority that he/she can access

The total distance measured is a combination of 3 measurements using 4 points:

- i) Geocoded home address point  
-to-
- ii) Public landing steps or other approved access point on the mainland  
-to-
- iii) Centre of nearest road/footpath  
-to-
- iv) Nearest approved school access point that is for use by pupils using a straight line or walking route distance dependent upon the school applied for.

If an applicant advises the local authority that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.

11. If there are insufficient places to accommodate all applicants and the distance criterion is used, the local authority will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an officer within the local authority who has no involvement in the school admissions process.

# COMMUNITY AND VOLUNTARY CONTROLLED INFANT, JUNIOR AND PRIMARY SCHOOLS



## PUBLISHED ADMISSION NUMBERS 2023/24

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School Name	Published Admissions Number 2023/24
Burton CE Primary School	45
Christchurch Infant School	120
Hillbourne Primary School	60
Mudeford Community Infant School	60
Mudeford Junior School	66
Somerford Primary School	30