



# Community and voluntary controlled infant, junior and primary schools admissions policy 2025-2026

# Admissions policy 2025-26

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 2025 and should be read in conjunction with the parents' guide available at [bcpcouncil.gov.uk/schooladmissions](https://bcpcouncil.gov.uk/schooladmissions) from 12 September 2025.

Children with an education, health and care plan (EHCP) issued by a local authority naming a school where a child should receive their 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 one) including children who appear to have been in state care outside of England (note two).
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 three).
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 four).
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 five).
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 four).
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 five).
8. Children living outside the school's catchment area and whose parents wish them to attend a Church of England voluntary controlled school on denominational grounds (note six).
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 local authority 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 seven).

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 eight, nine and ten).

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

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

## **Admission arrangements**

Admission will be in accordance with the agreed scheme for coordinated admission arrangements 2025-26.

## **Starting reception in 2025-26**

All children can start in reception on a full-time basis in September 2025. Parents and carers may discuss with the headteacher whether their child should start on a part-time basis. The final decision will rest with the parent or carer of the child.

## **Delayed or deferred start**

For children born between 1 September and 31 March, parents and carers 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).

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 and carers want to apply for the following year, they would normally apply for a place in year one. Parents and carers need to be aware that year one in the school they were previously 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.

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.gov.uk/schooladmissions](http://bcpcouncil.gov.uk/schooladmissions) or from the school admissions team.

Parents and carers considering this should contact BCP Council at the earliest possible opportunity (preferably before 30 November 2024) to ensure a decision is made before the national closing date for applications.

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

Infant classes must not contain more than thirty pupils with a single schoolteacher. 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 (EHCPs) 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 (United Kingdom) 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 SEND who are normally taught in a SEND 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 protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are provided with 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 thirty 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 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 a residential property that is the child's main or only address during term time.

Applicants can be asked to provide additional evidence 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 (general practitioner) 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, BCP Council may refuse to offer a place, or if already offered, may withdraw the offer.

## **Applications from separated parents and carers**

Only one application can be accepted for each child. Where parents and 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 or carer and part with the other, only one address can be provided. 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 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 BCP Council. If any information supplied by an applicant is judged by to be fraudulent or

intentionally misleading, BCP 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 2025. This means if your moving date is after 15 January 2025, 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 2025 to ensure your application is considered from your new address.

## Application 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 published admission number 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

BCP Council maintains waiting lists for its schools. When a child is added to the waiting list it must 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 when their name was added to the waiting list.

Parents and carers 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 or carers wish to keep a child on a waiting list beyond this term, they will need to submit a new school application form for the new academic year. There is no guarantee of a school place by remaining on the waiting list.

## Appeals

If the local authority is unable to offer a place at a school that has been applied for, the parent or carer 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 appeal 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 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 BCP Council. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, BCP 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 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 BCP Council. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, BCP 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’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 and Junior Schools and Christchurch Infant and Junior Schools only.

6. To qualify for consideration under this category, parents and 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.

If 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 teaching and support staff employed 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 criterion applies to the applicant must be provided at the time of application.
8. The distance between the child's home and preferred school will be determined by the shortest straight-line measurement calculated using the local authority's geographical information system in use at the time of allocation. The system at the time of setting the policy is Servelec Synergy and it takes the measurement between the address mapping points of the school and the applicant's home. Please note that eligibility for school transport assistance is based on walking distance measurements.
9. If there are insufficient places to accommodate all applicants and the distance criterion is used, BCP Council will use random allocation for the remaining places. This can apply to 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. 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 BCP Council who is not involved in the school admissions process.



## Published admission numbers 2025-26

School Name	Published Admissions Number 2025/26
Burton CE Primary School	45
Christchurch Infant School	120
Mudeford Community Infant School	60
Mudeford Junior School	66
Somerford Primary School	30

**BCP Council School Admissions and Transport Team**

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