

Admissions Policy 2028 - 2029

Avonwood Primary School
The best in everyone™
Part of United Learning

Document Control	
Document Title:	Admissions Policy 2028 - 2029
Ratified By:	Governors
Date Ratified:	TBC
Reviewed by:	C. Jackson
Review By Date:	January 2028

To be ratified

Avonwood Primary School
Admissions Policy
2028-29

Avonwood Primary School ("the School") is part of United Learning Trust ("the Trust"). The Governors of the School are delegated responsibility by the Trust for the admission of pupils.

The admission authority for all community and voluntary controlled mainstream schools in the Bournemouth, Christchurch and Poole Council area is the local authority (BCP LA).

For entry into reception the admissions application and offer process will be coordinated by Bournemouth, Christchurch and Poole local authority (BCP LA). All pupils are admitted without reference to ability or aptitude. The published admission number for each year group is 60.

The BCP LA admissions portal can be accessed here: School admissions | BCP

Places will be allocated the School in the following order of category.

- **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 or child arrangement order (See note 1)

- **Category 2** – Children currently with an older brother or sister at the School at point of admission into the School. See below for explanation of the term brother / sister (note 5)

- **Category 3** - Children of permanent staff currently employed at the School 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 b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- **Category 4** – Distance from the applicant's home address to the School. The distance will be calculated using a Geographical Information System and will measure a straight line from the central point of the School to the applicant's home in accordance with the definition below (note 4 (ii)). The applicants will be ranked nearest to furthest.

The School will apply the above criteria to applicants subject to the following exceptions:

(i) Where a child has an Education Health Care Plan (EHCP) which names the School on the EHCP that child will be admitted and the published admissions number will reduce accordingly,

(ii) Where an applicant is seeking admission for September 2028, applications received on or before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application maybe considered as received on time. Exceptional circumstances could be illness involving hospitaliation or a bereavement.

To be ratified

Admission Criteria - 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 Child Arrangement Order under Section 8 of the Children Act 1989 (as amended) or Special Guardianship Order under Section 14A of the Children Act 1989. The school gives priority to previously looked after children from outside England. 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 the Trust what evidence is required. The final decision will be made by the Trust. If any information supplied by an applicant is judged by the Trust to be fraudulent or intentionally misleading, the Trust may refuse to offer a place, or if already offered, may withdraw the offer.
2. 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 School 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 School. If any information supplied by an applicant is judged by the School Trust to be fraudulent or intentionally misleading, the School may refuse to offer a place, or if already offered, may withdraw the offer.

   When applying for point of entry, Avonwood Primary School will not accept a change of address once the National Closing Date has passed. This means if your moving date is after the national closing date, 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, the main allocation will be based on your address at the closing date. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

3. Applications from separated Parents/Carers

   Only one application can be considered for each child. Where parents/carers are separated, it is essential that agreement be 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 the majority of school nights (Sunday to Thursday) during term time at the point of application. 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 School 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 School. If any information supplied by an applicant is judged

To be ratified

by the School to be fraudulent or intentionally misleading, the School may refuse to offer a place, or if already offered, may withdraw the offer.

4. In the case of over subscription in categories 1 - 4, priority will be given within category to children:

   (i) where a placement is recommended for medical reasons and seen as essential by the child's General Practitioner (family doctor) or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer employed by the School or working in collaboration with the School which in the view of the and governors require placement at the School .

   (ii) who live closest to the School as measured by the straight-line distance calculated by a Geographical Information System (GIS). The distance will be calculated using a Geographical Information System and will measure a straight line from the central point of the Academy to the applicant's home. If distances are equal, as calculated by the 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. Details of this process are outlined below in note 10.

5. Brothers or sisters are defined as half or full brother/sister, adoptive brother/sister, foster children and the children of parents who are married or cohabiting, where the parents and children live together in the same household.

6. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place 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.

Waiting Lists

7. The School operates a formal waiting list for those refused a place. The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an EHCP 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. The governors will review the waiting list regularly and all parents / carers will be asked to reaffirm their intention to remain on the waiting list at the end of each academic year. All waiting lists will cease on 31 of August each year, and if parents wish to remain, they must submit a new application from 1 June.

Co-ordination between Admission Authorities

8. 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 coordinated by the School Trust between all those who decide upon admissions to schools (admission authorities) in BCP.

9. Schools in Bournemouth together with BCP Council operate an In-Year Fair Access Protocol in accordance with the School Admissions Code. The Fair Access Protocol is reviewed by The

To be ratified

Admissions Forum on a regular basis. A single application form in accordance with the coordinated scheme will be used for all applications for in-year admission.

Final Tie-Break Allocation Process

10. If there are insufficient places to accommodate all applicants and, after applying the oversubscription 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 Trust IT system in use at this time and overseen by a person independent of the Trust and the School

School Admission Appeals

11. An applicant who is unsuccessful in applying for a school place at the School is entitled to appeal to an independent appeal panel. Details of how to appeal will be provided at the relevant time and the Trust will publish the timetable for admission appeals on or before 28th February of each year.

12. Applicants do not have the right to make a second appeal for a school place in respect of the same academic year unless, in exceptional circumstances, there are significant and material changes in the circumstances of the parent or child. The final decision as to whether the material changes warrant a second appeal will be determined by the governors of the School.

Withdrawal of an offer of a place

The Governors may withdraw an offer of a school place where:

- a parent fails to respond to an offer within a reasonable timescale
- the place was offered on the basis of a fraudulent or misleading application
- a place was offered by the School Trust, not the Admission Authority, in error.

Monitoring and Review

This policy has been made in accordance with the most recent legislation. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of The Governing Body of the School.

To be ratified

Admission of children out of their normal age group

The Policy will apply to requests for summer born children to delay admission to Reception or where parents wish their child to be admitted outside of their normal age group. Please note parents /carers of a pupil holding, or undergoing assessment for, an Education Health & Care Plan should contact the local authority's Special Educational Needs Team for advice.

Introduction

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1, they may request that the child is admitted out of their normal age group.

Please note the following:

(i) **You must make an application for admission to the School for September 2028 entry but make it clear on the application form that you wish your child to enter the reception class in September 2029.**

(ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2029. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.

(iii) If the request is agreed the September 2028 application may be withdrawn before a place is offered, or if agreed after a place has already been offered then that place will be withdrawn. **A fresh application will need to be made** for September 2029 entry **which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements**.

PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2029 as there is no guarantee of a school place. Any applications made the following year will not be given special priority over applications for children falling naturally in that year group.

(iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

To be ratified

Parents of children other than summer born children may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Head teacher as early as possible in the admissions round associated with that child's date of birth (if the request is made in the normal admissions round). If, after discussion with the head teacher(s), the parents 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 Governors' admission committee who will consider the application.

Supporting professional evidence will assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the ability of the Governor admissions committee to make an informed decision.

Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned.

If you are offered a place in the School in the child's normal age group there is no statutory right of appeal.

To be ratified