

**BOURNEMOUTH PRIMARY MULTI ACADEMY TRUST**  
**Admissions Policy and Arrangements for 2019-2020**  
**for Malmesbury Park and Hill View Primary Schools.**

The criteria for allocating school places to be used in Malmesbury Park and Hill View primary schools are written in accordance with Bournemouth Schools Admissions and Appeals Policy as set out below. This, the Bournemouth Primary Multi Academy Trust's (BPMAT) arrangements, will be reviewed annually.

Malmesbury Park Primary School and Hill View Primary School are separate academies within the Multi Academy Trust. If you wish to apply for both schools please be aware that this will count as two of your preferences.

The admission number for each school for 2019 will be 90.

Criteria will be applied to:

- a) All entry year applications received by the closing date and to applications received after the closing date, if any places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with
- b) All admissions outside the normal September main entry intakes unless any In-Year Fair Access Protocols (see note 9) agreed through the Bournemouth Admissions Forum are applicable.

Places will be allocated to these schools 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, child arrangements or special guardianship order. (See Note 1)

**Category 2**

Children living in the designated catchment area of the school who will have a brother or sister (see notes 3 & 4) attending the school at the time of admission who live closest to the school as measured by straight-line distance (see note 2(ii)).

**Category 3**

Children living in the designated catchment area of the school who live closest to the school as measured by straight-line distance (see note 2(ii)).

**Category 4**

Children living outside the designated catchment area of the school who will have a brother or sister (see notes 3 & 4) attending the school at the time of admission who live closest to the school as measured by straight-line distance (see note 2(ii)).

## Category 5

Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance. (See note 2(ii))

### For Malmesbury Park Primary School only, Nursery Class

Application can be made for a place in the nursery class for a child the term following the child's third birthday. Typically the start date would be at the start of term or half-term following:

- The receipt of the child's application where the child is 3 or 4
- The term following the child's third birthday where an application has been made early

Where a nursery class has more spaces available than applications all eligible children will be offered a place. Should there be more applications than spaces available, places will be offered to those applicants with the highest priority as listed in the priority order below:

1. Children with a statement of special educational need/ Education Health and Care Plan (EHCP) for whom there is a legal requirement to admit to a particular school named in the statement/EHCP.
2. 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, child arrangements, or special guardianship order. (See Note 1)
3. Children living in the designated catchment area of the school who will have a brother or sister (see note 3 & 4) attending either the school or the nursery class at the time of admission who live closest to the school as measured by straight-line distance.
4. Children living in the designated catchment area of the school who live closest to the school as measured by straight-line distance.
5. Children living outside the designated catchment area of the school who will have a brother or sister (see note 3 & 4) attending the school or the nursery at the time of admission who live closest to the school as measured by straight-line distance.
6. Children living outside the catchment area of the school who live closest to the school as measured by the straight-line distance.

In the case of over subscription in categories 3 - 6. Please see note (2(i) & 2(ii)) below.

Where a child is not able to be offered a place at the preferred nursery class then the child's name can be put on the waiting list for the nursery class. Vacant places arising during the year will be offered according to the admission priorities outlined above.

## Note

A child who is in attendance at Malmesbury Park Nursery Class *does not* gain automatic admission into the Reception year at the school. Places in school reception classes are allocated according to a separate application process.

If parents choose to defer their child's school start date and wish him/her to remain/attend Malmesbury Park Primary School Nursery, such a request must be made in writing to the school before the end of April in the Academic year prior to when the child becomes eligible to commence a place in a Reception class. The child will then be placed into the selection process for a place in our Nursery according to the admission priorities outlined above. Please note if a parent makes this choice and a place is secured in our Nursery for a child under such circumstances, the parent would be required to pay for the place in full as Early Education Funding would cease and no longer be available. Furthermore, once a child reaches statutory school age (at the end of a term following their 5<sup>th</sup> birthday) there will be no possibility of remaining/retaining a place in the Nursery whatsoever.

## Admission Criteria - Notes

1.
  - a) A 'Looked After Child' is a child who is (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 function (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
  - b) 'Previously Looked After Children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order 18 or special guardianship order).
2. In the case of over subscription in categories 1 - 5, and for Nursery Class categories 1-6, priority will be given to these children within their category:
  - (i) where a placement is recommended for a child's medical reasons as essential by the School's professional medical advisors or where there are other exceptional reasons or extenuating circumstances supported by evidence which in the view of the Multi-Academy Trust requires placement at a particular school. The responsibility rests with the parent to provide documentary evidence to the school at the time of application and, if the application is for a September main entry intake, any supporting documentation should be submitted before the allocated closing date.
  - (ii) live closest to the school as measured by the straight-line distance calculated by the Authority's Geographical Information System (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 school and the applicant's home). If distances are equal, as calculated by the Council'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. Details of this process are outlined below in Note 12.

3. 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 in the same household.
4. When considering twins, triplets or other multiple births places 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.
5. The Trust, will apply the above criteria to applicants subject to the following exceptions:
  - (i) where an applicant is 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 may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement or as prescribed within the co-ordinated admission arrangements.
  - (ii) where a child has a statement of special educational needs/Education Health and Care Plan (EHCP) and for whom there is a legal requirement to admit to a particular school named in the statement/EHCP.
6. A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by the Trust to secure the child's school place. If Child Benefit payments are not made or suspended then the decision on which address to use for the child, for the purposes of admission to school only, will be based upon the address at which the child is registered at a GP surgery.

#### Waiting Lists

7. The Trust, operates a formal waiting list for those refused a place. Subject to note 4, the waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with a statement of special educational need/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.

Waiting Lists for main entry years will cease on 31 December 2019. Previous applicants wishing to continue on a waiting list must re-apply to the Trust between 1 and 31 December 2019. Waiting lists for all other year groups will cease at the end of the academic year 2019/20. Applicants will be required to re-apply (in August 2020) for admission if they wish to continue to be considered for a place. Please note the Trust may review waiting lists on a regular basis at the end of each term or when a place becomes available at a school.

## 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 co-ordinated between all those who decide upon admissions to schools (admission authorities) in Bournemouth.
9. Schools in Bournemouth together with Bournemouth Council operate an In-Year Fair Access Protocol in accordance with the Code on School Admissions. This is reviewed by The Admissions Forum on a regular basis. A single application form will be available for all applications for in-year admission.

## Entry into the Reception Year

10. Applicants seeking admission of their child to the Reception class whose child will reach the age of 4 on or before 31 August 2019 and whose child is born between 1 September 2014 and 31 August 2015 may choose for their child to start school in September 2019.

Parents can request that the date their child is admitted to the school Reception Class is deferred until later in the school year or until the child 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 has been made and accepted by the parent.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age. Application for their child to go part-time must be made direct to the school after the offer of a place has been made and accepted by the parent.

***At schools that have Nursery classes, transfer to the Reception year is not an automatic process.*** Applications for a place in the Reception year from parents with children already attending a Nursery class will be considered at the same time as applications from parents whose children are not attending the school's nursery. All applications will be considered in accordance with the priorities set out in the admission policy. ***Children currently attending the Nursery class do not receive priority.***

**There is a separate Summer Born Children Policy to delay admission to Reception (see attached).**

## Entrance to the Nursery Class

11. Administration of admission to the nursery class is devolved to the Governing Body of Malmesbury Park Primary School.

### Final Tie-Break Allocation Process

12. If there are insufficient places to accommodate all applicants and after using all tie break 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. At the time of setting this policy the providers are Synergy.

### School Admission Appeals

13. If you are unsuccessful in gaining a place for your child at the school, you will be informed by the Local Authority in writing, be given reasons and informed of your right to an independent appeal against the decision.

The Trust will not consider repeat appeals by the same applicant for the same school in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Directors of the Trust.

### Withdrawal of an offer of a place

14. The Trust, may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or intentionally misleading application, or it has been offered in error.

### Changes to the admission policy, number of available places and catchment areas

15. Where additional places or a school closure or amalgamation is proposed or implemented after the setting of these admission arrangements a change may be required to be made to the policy, admission number or related catchment areas. Application will be made to alter the arrangements to the Office of the Schools Adjudicator where necessary.

### Admission of children outside their normal age group

16. The policy in regard to consideration of requests from parents for their child's admission to Reception to be delayed by a year is attached. The policy can consider requests from parents of children whose birthday is between 1 April and 31 August and meet the criteria. The procedure for consideration of these requests is set down within the policy.
17. Guidance Notes for consideration of requests for children in other year groups to be admitted outside of their normal age group are administered by the Special Education Needs Team and the Education Psychology Service.

## **BOURNEMOUTH PRIMARY MULTI ACADEMY TRUST POLICY FOR DELAYED ADMISSION TO RECEPTION YEAR GROUP**

The Policy will apply to requests for summer born children to delay admission to Reception

**PLEASE NOTE, AT THE TIME OF PUBLISHING WE ARE WAITING ON THE RELEASE OF A CONSULTATION BY THE DFE ON PROPOSED CHANGES TO THE EXISTING SCHOOL ADMISSIONS CODE.**

**IF NECESSARY, THIS POLICY WILL BE AMENDED IN LINE WITH ANY CHANGES TO THE CODE PUBLISHED AT A LATER DATE.**

### **Introduction**

This policy document sets out the process and criteria for considering requests for places in Bournemouth Primary Multi Academy Trust (BPMA) schools to delay admission 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.

It is Bournemouth Primary Multi-Academy Trust policy that pupils should normally be placed with their own age group, and be educated for the majority of the time with their age peer group. Parents do however from time to time seek to delay admission for up to a year after they could start school. In these cases differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year or, in the case of summer born children (i.e. those born between 1 April and 31 August) that their child is admitted to Reception one year later than their chronological age would normally determine.

The School Admissions Code requires that admission authorities consider such requests and take account of the circumstances of each case.

### **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 it is suggested that they make contact with the school concerned within Bournemouth Primary Multi Academy Trust to arrange a meeting with the head teacher to discuss their options.

2. If, after discussion with the head teacher, 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 Local Authority.
3. The application form will ask parents to confirm that they understand the policy and that, if approved, they will need to apply for a school place again the following year by the closing date of 15 January for the school(s) they prefer. Information on the form will confirm that their application for a school place in their child's chronological age year group will not proceed to an offer of a school place should their application for delayed admission be approved. **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:
  - The nature of the request
  - 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 will be informed of the date that the Panel at the Local Authority will meet within 15 school days of receipt of their written request (Application form and supporting evidence).
9. Parents along with the Academy will be informed of the recommendation of the Local Authority Panel in writing within 5 working days of the meeting.

10. As the Bournemouth Primary Multi-Academy Trust is its own admitting authority, the final decision on whether to allow delayed entry lies with BPMAT, however we will take note of The Local Authority's Panel's recommendation when making our decision. Bournemouth Primary Multi-Academy Trust will convene a panel meeting every 1<sup>st</sup> Monday of the month. All applications received at least 5 working days prior to this date will be considered at that meeting.
11. Bournemouth Primary Multi Academy Trust will write out to parents within 5 working days once a final decision has been made.

### **The decision making process**

Where requests for out of year admissions are made a Local Authority 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 children.

### **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 can make a complaint through the school'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 Trustees of the Academy.