	KEY NOTES – ADMISSION ARRANGEMENTS 2021/2022
School name	Hill View Primary Academy Malmesbury Park Primary Academy
Admission authority	The Trust Board of the Reach South Multi Academy Trust The admissions function has been delegated to the Local Governing Body of each individual School named above
School status	Academy
Catchment area	No
Supplementary Information Form	Yes – parents who are members of staff only Yes – exceptional medical and social need for admission
Application forms available online	https://www.bournemouth.gov.uk/ChildrenEducation/Schools/ApplyingForASchoolPlace.aspx

	Normal point of entry Reception	**Normal point of entry Year-7**	**In-Year admission**
Age range for application	1 September 2016 - 31 August 2017	1 September 2009 - 31 August 2010	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	1 September 2020 – 15 January 2021	1 September 2020- 31 October 2020	From Wednesday 1 September 2021
Offer date	Friday 16 April 2021	Monday 1 March 2021	Within 20 school days of application receipt
Published admission number	See section 3 below	See section 3 below	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

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Published admission number (PAN)

ADMISSION ARRANGEMENTS: REACH SOUTH MULTI ACADEMY TRUST

The Trust Board of the Reach South Multi Academy Trust is the admission authority for Hill View Primary Academy and Malmesbury Park Primary Academy. The admission authority will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/publications/school-admissions-code--2.

The admission arrangements outlined within this document apply to admissions in the 2021/2022 academic year.

SECTION 1

(i) Reception/Foundation admissions (normal point of entry)

The admission arrangements outlined within this section apply to children starting in the Reception/Foundation Year for the first time in 2021/2022. The published admission number (PAN) for this year group is shown in the school list at Section 3 and in the Starting School guide for parents. The closing date for application is 15 January 2021. Allocation results will be notified on 16 April 2021. The admission authority follows Bournemouth, Christchurch and Poole Council's coordinated primary admissions scheme.

All applicants must:

(i) Complete the Common Application Form available from, and returnable to their home local authority;

(ii) In addition, applicants applying under criteria 2.2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Bournemouth, Christchurch and Poole Council [1];

(iii) In addition, applicants applying under criteria 4 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Bournemouth, Christchurch and Poole Council [1].

(ii) In-Year admissions (admissions outside the normal point of entry)

The admission arrangements outlined within this section apply to in-year admissions during the 2021/2022 academic year.

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Reception made after the normal round of admissions – after 31 August 2021 – and requests for places in other year groups should be made direct to Bournemouth, Christchurch and Poole Council [1].

With the exception of a child with an Education, Health and Care Plan (EHCP), all applications will be considered under Bournemouth, Christchurch and Poole Council's Fair Access Protocol.

Application should be made via Bournemouth, Christchurch and Poole Council

All applicants must:

(i) Complete the Common Application Form available from and returnable to Bournemouth, Christchurch and Poole Council;

(ii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form and return it direct to the School Admissions Team, Bournemouth, Christchurch and Poole Council [1].

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. The close date for application is the end of each working day. Offers should be made within twenty school days of the application submission date.

SECTION 2

Oversubscription criteria for primary schools within the Reach South Multi Academy Trust for normal point of entry and in-year admissions

A child with an Education, Health and Care Plan (EHCP) which names the school will be admitted.

At the normal point of entry, where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. For in-year admissions where there is space in the school, all children will be admitted unless the school can demonstrate that admission would prejudice provision of efficient education or efficient use of resources.

In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. **Looked after children and all previously looked after children.** 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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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 or special guardianship order);

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

2. **Children with a sibling already attending this school at the time of admission**. Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;

3. **Children whose parent/carer is a member of staff employed on a permanent contract at this school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form1. (This covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);

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 catchment area of the school who live closest to the school as measured by straight-line distance.**

6. **Other children** not shown in a higher oversubscription criteria.

NOTES:

Admission out of the normal age group: Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the Head Teacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

Appeals: In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Bournemouth, Christchurch and Poole Council's School Admissions Team.

Fraudulent applications/withdrawal of allocated places: The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or
- it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases the application would be considered using the information that the local authority believes to be correct, for example using the home address where the local authority considers that the child actually lives.

All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.

Home address: Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Bournemouth, Christchurch and Poole Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Bournemouth, Poole and Christchurch local authority (LA) will also carry out checks as appropriate[1]. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Mode of study and start date: There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age.

Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. September 2021 is the earliest point for admission to the Reception class at a primary school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Head Teacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Head Teacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

For normal point of entry: the expected point of admission will be September 2021.

For in-year admissions: the expected point of admission will be within two weeks of the date of the allocation or within six weeks of the original application whichever is the later (unless other arrangements have been made with the school).

Response: Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. Response must be made to Bournemouth, Christchurch and Poole Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.

Tie Breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Bournemouth, Christchurch and Poole Council's electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Bournemouth, Christchurch and Poole Council [1] by the operation of an electronic random number generator.

Waiting lists: If a place cannot be offered at the preferred school at the normal point of entry, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated at the normal point of entry. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2021 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From 1 September 2021, the in-year admissions scheme applies and the waiting list procedure will change in that parent/carers will be asked if they wish their child to be added to a waiting list and to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

STAFF SUPPLEMENTARY INFORMATION FORM 2021/2022

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

Only complete this form if you are:

a) **A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made;**

or

b) **A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If you are applying under a) or b) above, you need to take this form to the school of employment for the school to complete part B. You then need to return the completed form by 15 January 2021 to be included in the normal point of entry allocations made on 16 April 2021. Forms received after this date will still be considered but will not be included within the first allocation round. For an in-year admission to any year group, the form should be submitted with the application form. Return the form to: School Admissions Team, Community Learning and Commissioning THE3, BCP Council, Town Hall, St Stephen's Road, Bournemouth, BH2 6DY

Part A - To be completed by the parent/carer

Child's full name:	
Date of birth:	
Member of staff employed by the school:	
Name of school of employment:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Bournemouth, Christchurch and Poole Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

PART B - To be completed by the school of employment

Child's full name:		
Date of birth:		
Name of member of staff employed by the school:		
The above named member of staff is employed in the following capacity:	A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made ☐ Yes	A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage ☐ Yes
Name of school:		
Name of person completing the form:		
Position held in school:		
Signature:		
Date:		
Telephone number:		
School stamp:		

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SECTION 3

Published admission number (PAN)

Primary School	2020/2021	2021/2022
Hill View Primary Academy	90	90
Malmesbury Park Primary Academy	90	90