

Moordown St John's CE Primary School

Policy for Admissions (from September 2018)

"A Christian community where commitment to educational excellence changes lives"

Article 28 ~ "Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this."

The Pupil Achievement Working Group, on behalf of the Board of Directors of Moordown St. Johns CE Primary School, ratified this policy on 21 February 2017 following statutory consultation.

Review Date: September 2017

A copy of this policy in large print is available on request from the school office.

Admissions to Year R

This policy will apply to all admissions from 1 September 2018, including in-year admissions.

The Board of Directors of Moordown St John's Church of England Primary School is the admission authority for **The School**. The admission arrangements are determined by the Board of Directors, after statutory consultation.

The Published Admission Number (PAN) for Moordown St Johns Church of England Primary School (**The School**) is 60. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this school is that a church school should serve its local community, defined in the trust deed of 1877 as the ecclesiastical parish of St John the Baptist, Moordown. The parish boundary is defined as the traditional parish boundary shown on the map which forms part of this document.

The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Directors will admit any pupil whose Education Health Care Plan (ENCP) names **The School**. Where possible such children will be admitted within the PAN.

If **The School** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

Admission Criteria

1. **Looked after children or children who were previously looked after.** (see Definition A)
2. Children who at the time of application have a **sibling** (see Definitions C) on the roll of **The School**
3. A child **living in the catchment area** of **The School**: (see Definition B)
4. A child **living out of the catchment area** of **The School**

Definitions

A **Looked after children or children who were previously looked after**

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 **The School**.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order 18 or special guardianship order).

B **The Catchment Area**

The catchment area for Moordown St Johns Church of England Primary School is the traditional Ecclesiastical Parish of St John' the Baptist, Moordown as shown on the map (see page 7). The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Moving home & UK service personnel & crown servants

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish or catchment area of **The School** (or to establish distance from **The School**).

To be considered all evidence must be submitted at the time of application.

C Siblings

'Sibling' refers to a brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister and includes children living as siblings in the same family unit. Category 2 includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Additional Information

Tie-breaker

If **The School** is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer **The School** have priority. The Local Authority's Geographic Information Systems (GIS) will be used to determine distances from the defined point of the home address point to defined point of **The School**.

If distances are equal, as calculated by the Local Authority'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 of a place.

Who can apply

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see www.bournemouth.gov.uk for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from website www.bournemouth.gov.uk

Offering places

The Board of Directors will consider first all those applications received by the published deadline of **midnight on 15 January 2018**. Notifications to parents offering a place will be sent by the Local Authority on **16 April 2018**.

Applications made after **midnight on 15 January 2018** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Pupils with an Education Health Care Plan

The Board of Directors will admit any pupil whose Education, Health and Care Plan (EHCP) names **The School**. Where possible these children will be admitted within the PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to **The School** under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above **The School's** PAN.

In-year applications (ordinary)

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at www.bournemouth.gov.uk. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Board of Directors will decide whether a place can be offered at **The School**.

In-Year Fair Access placements by the local authority

The Local Authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the Local Authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the Local Authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

Waiting lists

When all available places have been allocated a waiting list will be operated by **The School**.

All children not being offered a place will automatically be placed on the waiting list for **The School** unless a parent requests for them not to be.

Waiting lists for any academic year will be maintained until the end of that academic year.

Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically when parents, with a child on the waiting list, will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

Starting school and deferred entry to Year R

Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear in their arrangements that, where they have offered a child a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Exceptionally, parents of children with birthdays between 1st April and 31st August (inclusive) may wish to consider to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1. See below for the Admission of children outside their normal age group.

It is recommended that parents considering such a request contact **The School** as early as possible to ensure that an informed decision is made.

Notes on compulsory school age and summer born children

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

Admission of children outside their normal age group

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Board of Governors will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

Admission Appeals

If you are unsuccessful in being offered a place for your child at **The School** you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

Warning

Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2012).

Further Information

If you require further information about applying for a place at Moordown St John's Church of England Primary School, please contact **The School**.

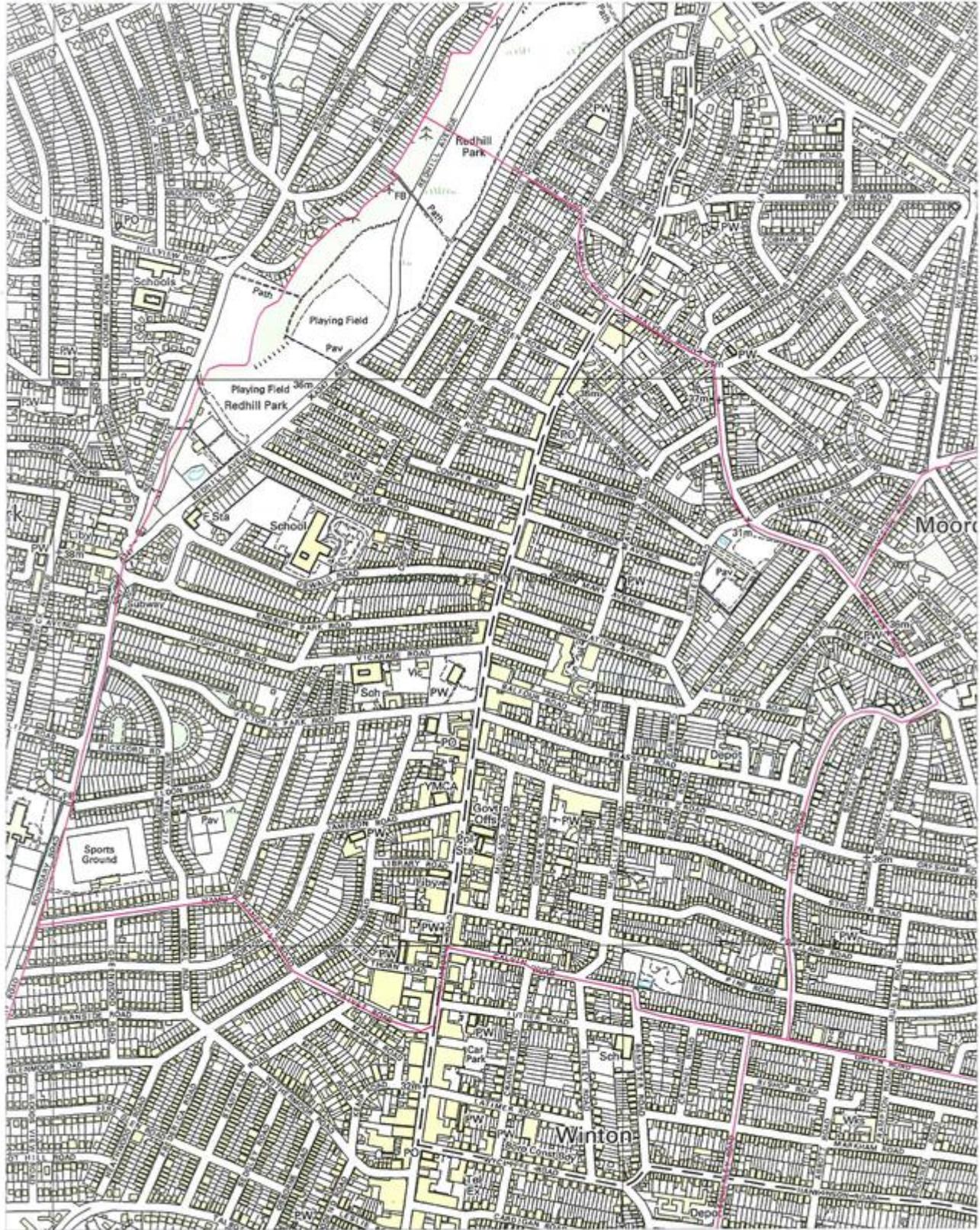
Moordown St Johns CE Primary School, Vicarage Road, Bournemouth BH9 2SA

Telephone: 01202 527683

Email: msjoffice@st-johns.bournemouth.sch.uk

Website: www.st-johns.bournemouth.sch.uk

Map of the catchment area of The School



Digital map from Dotted Eyes, © Crown copyright

Roads (House numbers) within *The Area Served by The School*

Please note that roads formed as part of new building schemes may fall within the Area Served by the School but may not be listed below

Alexander Gardens	Maclaren Road
Arden Road (even nos)	Malvern Road (odds 3-151)
Ashton Road	Mansfield Road (evens 10-12)
Balfour Road	Mayfield Road
Barrie Road	McWilliam Road
Benmore Road	Melgate Close
Bentley Road	Middleton Road
Bloomfield Avenue	Midland Road
Bloomfield Place	Moorfield Grove
Boundary Road (2 & 6)	Morden Road
Brassey Close	Muscliffe Road
Brassey Road	Namu Road (3-101, 2-58)
Calvin Road (evens nos)	Naseby Road
Carey Road	Norton Close
Castle Road	Norton Road (1-63, 2-70b)
Cherries Drive	Norway Close
Clifford Road	Oates Road
Clive Road	Old St John's Mews
Comley Road	Oswald Close
Coronation Avenue	Oswald Road
Cowper Road	Pickford Road
Croft Road	Pine Road (1-127, 2-112)
Delhi Road	Portland Road (1-75, 2-88)
Denmark Road	Privet Road (odd nos)
Derwent Close	Queen Mary Avenue
Easter Road	Redhill Avenue
Edgehill Road (35-129, 46-130)	Redhill Crescent (even nos)
Eldon Road	Ripon Road (even nos)
Elmes Road	Rose Gardens
Endfield Road	Rosebud Avenue
Ensbury Park Road	Smithfield Place
Evelyn Road	St John's Gardens
Garth Road	St Maradox Lane
Green Road (evens 2-62A)	Strouden Road (97-161, 98-188)
Hawthorne Road	Tennyson Road
Highfield Road	The Avenue (1-61, 2-70a)
Iris Road	The Grove (5-79, 2-80)
Jameson Road	Vicarage Road
Kilmarnock Road	Victoria Avenue
King Edward Avenue	Victoria Park Road
King George Avenue	Wimborne Road (531-981, 506-976)
Lampton Gardens	
Library Road	
Limited Road	

Review and monitoring of the policy

This policy has been carefully considered by the Pupil Achievement Working Group at its meeting on 4 October 2016, by the Board of Directors at its meeting on 11 November 2016 and by the Pupil Achievement Group on behalf of the Board of Directors at its meeting on 21 February 2017.

This policy will be reviewed annually, the next review will take place during September 2017.

Signed: *Nina Laing*
Acting Chair, Pupil Achievement Working Group

Date: 21/02/17