Moordown St. John's CE Primary School

Admissions Policy 2028–29

Policy for Admissions from September 2028

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

The Board of Directors of Moordown St. Johns CE Primary School determined this policy on_____ following a full consultation.

Review Date: September 2028

A copy of this policy in an alternative format, such as large print or different language, may be provided on request from the school office.

Policy for Admissions from September 2028

This policy will be used during 2028/29 for allocating places in the main admission round for entry to Year R in September 2028. It will also apply to in-year admissions during 2028/29. Outside the normal admissions round, the Fair Access Protocol will be applied alongside the policy to secure the admission of eligible vulnerable pupils.

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

Published Admission Number (PAN)

Each school has a published admission number (PAN) for entry to Year R (Reception). The school will admit this number if there are sufficient applications. Where fewer applications than the published number are received, places will be offered to all applicants.

The published admission number (PAN) for entry to Year R at Moordown St John's Church of England Primary School in 2028/29 is 60.

The guiding principle of admission 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.

Admission Process

The Board of Directors will consider first all applications received by the national closing date of 15 January 2028. National primary offer day is 17 April 2028, subject to confirmation of the BCP coordinated scheme.

Applications received after the closing date will be considered in accordance with the BCP coordinated scheme, including any provisions for exceptional circumstances.

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 and Care Plan (EHCP)

Any child with an Education, Health and Care Plan naming Moordown St John's Church of England Primary School will be admitted. Where possible such children will be admitted within PAN.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following priority order:

1) Looked after children or children who were previously looked after (see definition i)

2) Children living in or out of the catchment area (see Definition ii) of Moordown St John's Church of England Primary School who at the time of application have a sibling (see Definition iii) on the roll of the school who will still be on the roll at the time of the sibling's admission.

3) Children of staff who (a) have been employed continuously by the school for two or more years at the time of application, or (b) were recruited to fill a vacant post for which there is a demonstrable skills shortage. See Definition v.

4) Children living in the catchment area of Moordown St John's Church of England Primary School (see Definition ii).

5) Children living out of catchment area of Moordown St John's Church of England Primary School.

Tie Breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordinance Survey home address point to the school address point using the Local Authority's geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the Local Authority website.

Additional Information

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.

Permanent residence

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. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, pre-school or child-minder, the address registered for child benefit and the address registered with the child's GP. (also see Definition iv).

Multiple Births

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child from the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Fair Access Placements

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol. The Protocol is based on legislation and government.

Waiting Lists

Waiting lists will be established for each year group where more applications are received than places available. These will be maintained by the school and will be open to all refused applicants wishing to be placed on them

Any places that become available will be offered to a child at the top of the list on the day the place becomes available. The waiting list is ordered 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 arrangements 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 circumstance affects their priority;

For entry to Year R, the waiting list will remain open until 31 August 2029, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Should parents wish their child to be considered for a place at the school in the following school year, they must submit a new in-year application between 1 June and 31 August preceding the new school year.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

For the request procedure and an application forms, see the separate **Appendix 2: Guidance and application forms for admission outside the normal age group.**

Starting school

Pupils born between 1 September 2023 and 31 August 2024 (inclusive) are entitled to full-time schooling from September 2028. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2023 (inclusive) reach compulsory school age on 31 December 2028 and must be in full-time education at the start of the spring term 2029.
- January and 31 March 2024 (inclusive) reach compulsory school age on 31 March 2029 and must be in full-time education at the start of the summer term 2029.
- 1 April and 31 August 2024 (inclusive) reach compulsory school age on 31 August 2029 and must be in full-time education at the start of the new school year in September 2029.

Summer born children and decelerated admission

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 in September 2029.

This is called decelerated (or delayed) admission. In making such a request, parents would be expected to state clearly why they felt delaying their child's admission to Year R until the following September was in their child's best interests. It is recommended that parents considering such a request contact the school in the autumn term 2027 to ensure that an informed decision is made.

Please also see the separate **Appendix 2: Guidance and application forms for admission outside the normal age group.**

School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the school and Local authority in accordance with the School Admission Code and will be published at the time for specific schools affected.

Admission Appeals

If you are unsuccessful in being offered a place for your child at Moordown St John's Church of England Primary School you will be informed by the Local Authority in writing, will 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 Board of Directors' attention will be investigated. The Board of Directors reserve the right to withdraw the offer of a place if fraudulent of intentionally misleading information has been used on an application.

How to apply

The Local Authority operates a Co-ordinated Admissions Scheme which processes all main round (ordinary) admissions applications. You must complete a Local Authority Form available from website:

https://www.bcpcouncil.gov.uk/schools-and-learning/school-admissions/apply-for-a-primary-infant-or-first-school-place

Definitions

i) Looked after children are defined as those who are

a) in the care of a local authority, or

b) being provided with accommodation by a local authority under exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangement order, or special guardianship order; this includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian(s).

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 in order to verify the previously looked after status of a child. The final decision will be made by the Board of Directors. If any information supplied by an applicant is judged by the Board of Directors to be fraudulent or intentionally misleading, the Board of Directors may refuse to offer a place, or if already offered, may withdraw the offer.

ii) A map of Moordown St John's Church of England Primary School catchment area, together with a list of roads, is available in Appendix 1 of this policy.

iii) Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses.

iv) The address provided on your application must be your child's permanent residence on the application deadline (even if you are planning to move after this date). The permanent address is the child's normal place of residence. A business address, workplace address, relative's address or childminder's address will be not be accepted.

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 Board of Directors 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 Board of Directors. If any information supplied by an applicant is judged by the Board of Directors to be fraudulent or intentionally misleading, the Board of Directors may refuse to offer a place, or if already offered, may withdraw the offer.

v) Staff includes a person on the school payroll continuously employed for at least two years at the time of application. Children of staff means children for whom the staff member is a parent, legal guardian or resident step-parent. A demonstrable skills shortage means a vacancy that

has proved difficult to fill, evidenced by recruitment attempts. The Board of Directors will determine eligibility on the evidence available.

Moving house

If you move house before the application deadline you must notify and send evidence of your new address to the Admissions Team at BCP Council. This must be done via email or on paper. You cannot amend your address on the online system once your application has been submitted as your child's record will not be updated.

New address evidence: You will need to provide evidence of your new address. Please refer to the list below for the evidence required depending on your type of move.

- A letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application.
- If you are purchasing a new build, in addition to the above, you must provide evidence that you will be living there before your child's expected start date, for example, a letter from the developer confirming a build completion date. Documents evidencing the ownership or purchase of a plot of land will not be accepted.
- A signed 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.

To be considered all evidence must be submitted by the published deadline.

Legislation

This policy takes account of equality legislation, relevant regulations and the School Admissions Code 2021 (or any successor Code in force when these arrangements are determined).

Contact Details of the School

Moordown St John's Church of England Primary School

Address: Vicarage Road, Bournemouth BH9 2SA

Telephone: 01202 527683

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

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

Review and monitoring of the policy

This draft is submitted to the Board of Directors for consultation approval.

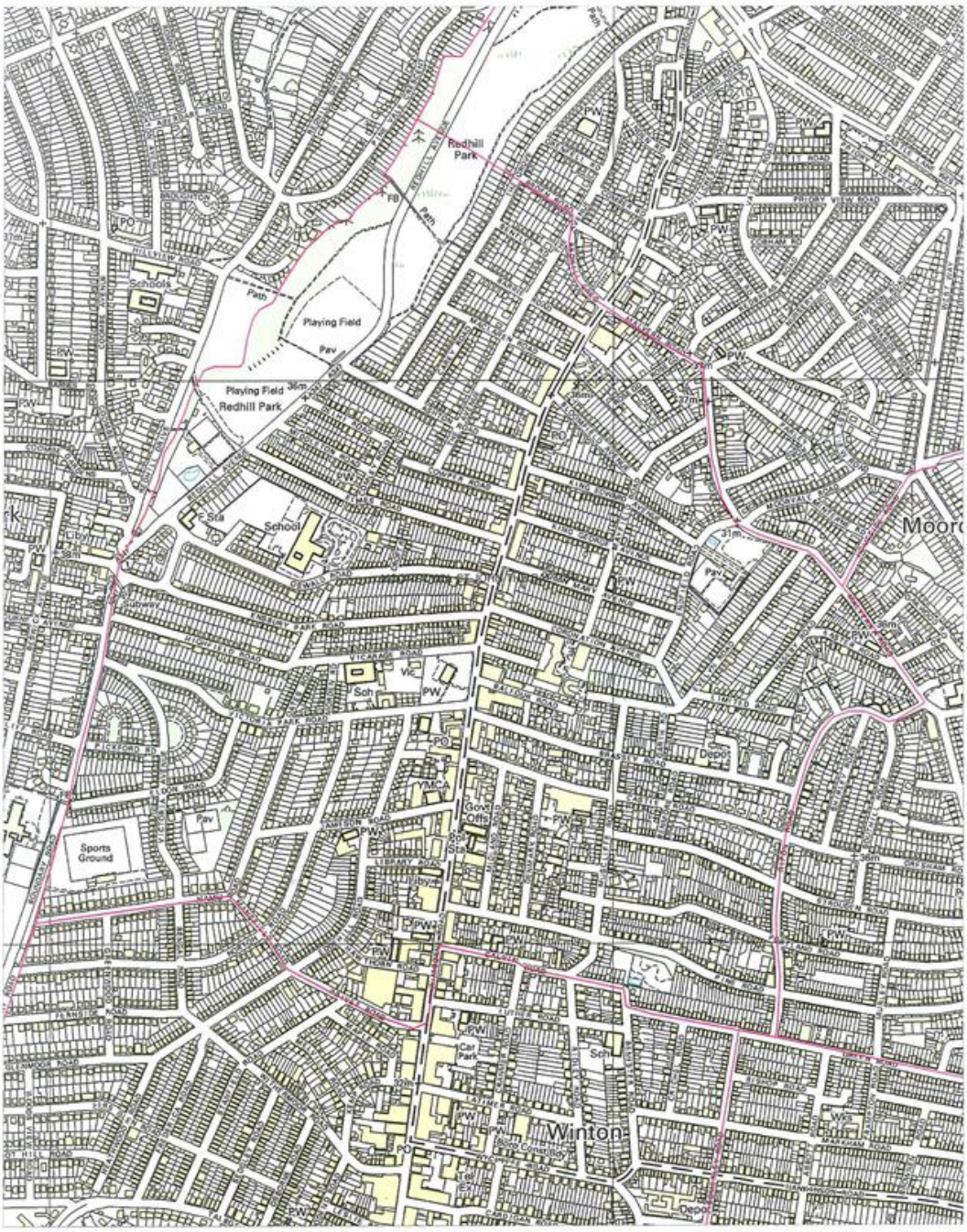
This draft is presented for consultation for 2028–29. Following consultation, the Board of Directors will consider representations and formally determine the arrangements by 28 February 2027.

The determined arrangements will be published by 15 March 2027.

Chair of Board of Directors: _____ Date: _____

Appendix 1 – Catchment map and roads

The catchment boundary and road list below are carried forward unchanged from the 2027 policy; boundary accuracy should be checked before determination.



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
Arden Road (even nos)
Ashton Road

Balfour Road
Barrie Road
Benmore Road
Bentley Road
Bloomfield Avenue
Bloomfield Place
Boundary Road (2 & 6)
Brassey Close
Brassey Road

Calvin Road (evens nos)
Carey Road
Castle Road
Cherries Drive
Clifford Road
Clive Road
Comley Road
Coronation Avenue
Cowper Road
Croft Road

Delhi Road
Denmark Road
Derwent Close

Easter Road
Edgehill Road (35-129, 46-130)
Eldon Road
Elmes Road
Endfield Road
Ensbury Park Road
Evelyn Road

Garth Road
Green Road (evens 2-62A)

Hawthorne Road
Henry Joy Close
Highfield Road

Iris Road

Jameson Road

Kilmarnock Road
King Edward Avenue
King George Avenue

Lampton Gardens
Library Road
Limited Road

Maclaren Road
Malvern Road (odds 3-151)
Mansfield Road (evens 10-12)
Mayfield Road
McWilliam Road
Melgate Close
Middleton Road
Midland Road
Moorfield Grove
Morden Road
Muscliffe Road

Namu Road (3-101, 2-58)
Naseby Road
Norton Gardens
Norton Road (1-63, 2-70b)
Norway Close

Oates Road
Old St John's Mews
Oswald Close
Oswald Road

Pickford Road
Pine Road (1-127, 2-112)
Portland Road (1-75, 2-88)
Privet Road (odd nos)

Queen Mary Avenue

Redhill Avenue
Redhill Crescent (even nos)
Ripon Road (even nos)
Rose Gardens
Rosebud Avenue

Smithfield Place
St John's Gardens
St Maradox Lane
Strouden Road (97-161, 98-188)

Tennyson Road
The Avenue (1-61, 2-70a)
The Grove (3-79, 2-80)

Vicarage Road
Victoria Avenue
Victoria Park Place
Victoria Park Road

Wimborne Road (531-981, 506-976