



**Bishop Aldhelm's C.E V.A  
Primary School**

*Loved by God: United in Learning*



# **ADMISSIONS POLICY 2018-2019**



## Admissions Policy

### Foreword To All School Policies

The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

### Introduction

**A warm welcome to all parents/carers who are considering sending their child to our school.**

Bishop Aldhelm's Church of England (Voluntary Aided) Primary School aims to serve its community by **providing an education of the highest quality within the context of Christian belief and practice.**

### The Spirit of Bishop Aldhelm's

At the heart of our school is what we call "The Spirit of Bishop Aldhelm's". The Spirit is the set of beliefs and principles which underlie everything which happens at our school. It is our overarching ethos.

The full text of "The Spirit of Bishop Aldhelm's" is available on our School Website (which is [www.bishopaldhelms.poole.sch.uk](http://www.bishopaldhelms.poole.sch.uk)) and in our School Prospectus.

**We ask all parents/carers applying for a place here to respect "The Spirit of Bishop Aldhelm's" and its value to the school.**

### What we stand for as a Church School

Bishop Aldhelm's Church of England (Voluntary Aided) Primary School encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

At the same time we appreciate that parents/carers have the right to withdraw their children from the daily Christian Act of Worship and from Religious Education.



## **Places at Bishop Aldhelm's**

When we have one or more vacant place(s) in any year group and the applications for that year group do not exceed the number of vacant place(s) we offer the place(s) to the applicants irrespective of gender, religion, ethnicity, country of origin, disability or academic ability.

However if there are more applications than available places we have to prioritise them. We do this by applying our Oversubscription Criteria. As we are a Church of England school there are, within the Oversubscription Criteria, specific categories for children who regularly worship at a recognised Christian church or religious group and these children, within each of the categories which are based on where applicants live (Parish, Local Authority Catchment or outside both), have priority over children who do not regularly worship at a recognised Christian church or religious group.

**Where children at our school live:** Our school takes children from the Parish of St. Aldhelm's Church, children from the Borough of Poole's designated catchment area and children from outside both of these. A street map showing (i) the Parish and its boundary and (ii) the Borough of Poole's designated catchment area (but omitting the parts which are also within the Parish boundary) is at the back of this Policy. Lists of the streets in each of them are available from the school on request.

## **Applying for a place in Year Reception for September 2018**

Children starting at Primary School (and also at Infant and First schools) normally start in Year Reception and in September. In view of this there are special admission arrangements for children joining that year group and in Poole admission to all Poole schools will be in accordance with the agreed co-ordinated admission scheme for 2018-2019. This enables parents/carers to apply for places in up to 3 schools indicating first, second and third preference.

All the admission authorities within Poole operate an equal preference admissions system. This means that all first, second and third preference applications are considered together. The local authority will then offer parents/carers the highest ranked preference possible.

**(a) Applying if you live in Poole:** Parents/Carers must complete the common application form for all Poole residents and state Bishop Aldhelm's Church of England (Voluntary Aided) Primary School as one of their preferences.

The form can be obtained from any of the schools in Poole or downloaded from the Borough of Poole website ([www.boroughofpoole.com/schooladmissions](http://www.boroughofpoole.com/schooladmissions)).

Once the form has been completed it must be taken or sent to The School Admissions Team, 'Children, Young People and Learning', The Dolphin Centre, Poole, BH15 1SA or submitted online.

**(b) Applying if you do not live in Poole:** Parents/Carers must complete the application form produced by the Local Authority where they live and state Bishop Aldhelm's Church of England (Voluntary Aided) Primary School, Poole, Dorset as one of their preferences.

For parents/carers who are resident in Bournemouth or Dorset the website for Bournemouth is [www.bournemouth.gov.uk/ChildrenEducation/Schools/ApplyingForASchoolPlace.aspx](http://www.bournemouth.gov.uk/ChildrenEducation/Schools/ApplyingForASchoolPlace.aspx) and for Dorset [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions).

The form should then be submitted to the Local Authority where the parents/carers live. Arrangements between Local Authorities will ensure that it will be considered by our school at the same time as all the other applications are considered.



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**(c) Church attendance and worship:** Note the information set out after the Oversubscription Criteria in this Policy about the Supplementary Information Form and what has to be established if the child wishes to show church attendance and worship.

**(d) The 15<sup>th</sup> January 2018 Closing Date:** There is a nationally set closing date for applications for a place in September 2018 and this is 15<sup>th</sup> January 2018. All applications received by that date are then considered in accordance with the co-ordinated admission scheme referred to above. Applications received after this date are dealt with as 'Late Applications' (see page 9 for more information on this).

**(e) Offers of Places - made on 16<sup>th</sup> April 2018** Decisions on the applications made by 15<sup>th</sup> January 2018 will be sent to parents/carers on the National Offer Day (16<sup>th</sup> April 2018). An offer of a place should be accepted by the deadline date which will also be given by the Local Authority when a place is offered.

**(f) Published Admission Number:** The Published Admission Number for admission to Year Reception in September 2018 is **90**; and legislation states that no Reception Class with one teacher may exceed 30 children (subject to the provisions in the School Admissions Code for 'excepted children'). We have three Year Reception classes.

**If the number of applications exceeds 90 the Governors will use the following 8 categories in order to determine the priority order in which places will be offered up to the Published Admission Number.**

**Oversubscription Criteria : The 8 Categories:**

- **Children with a 'Statement of Special Educational Needs' or an 'Education, Health and Care Plan' in which our school is named:** *Details follow later on [see item (d) in 'Other Factors affecting Admissions'].* *These children must be admitted first; then the oversubscription criteria are followed for all the other children.*
- 1. **Looked after Children:** Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, child arrangements or special guardianship order.  
*For more information refer to the "Looked after Children' Note" which is at the end of this Policy. It includes the definitions in the School Admissions Code of the terms and orders used in this section.*
- 2. **Clinical Reasons:** Children with a significant medical or psychological condition. Written advice from a NHS Consultant (for medical grounds) or a NHS Consultant Psychiatrist (for psychological grounds) that documents the child's medical or psychological needs must be included with the application. *Children will **only** meet this criteria if our school is assessed to be the **only** school that can meet any specific medical or psychological needs identified. Our school will seek advice from the Local Authority in this respect but the final decision will be for the school.*
- 3. **Parish with Church Attendance and Worship:** Children resident within the Parish of St. Aldhelm's who regularly (at least once every month and for at least the last 6 months) attend



worship at a recognised Christian church or religious group (as defined in the Note immediately following the oversubscription criteria).

4. **Parish:** Other children resident within the Parish of St. Aldhelm's.
5. **Local Authority Catchment with Church Attendance and Worship:** Children resident in the Borough of Poole's designated catchment area for the school (*but omitting the parts which are also within the Parish boundary as they come in categories 3 and 4 above*) who regularly (at least once every month and for at least the last 6 months) attend worship at a recognised Christian church or religious group (as defined in the Note immediately following the oversubscription criteria).
6. **Local Authority Catchment:** Other Children resident in the Borough of Poole's designated catchment area for the school (*but omitting the parts which are also within the Parish boundary as they come in categories 3 and 4 above*).
7. **Outside Parish and Local Authority Catchment with Church Attendance and Worship:** All other children who regularly (at least once every month and for at least the last 6 months) attend worship at a recognised Christian church or religious group (as defined in the Note immediately following the oversubscription criteria).
8. **Outside Parish and Local Authority Catchment:** All other children.

**Note: Definition of 'recognised Christian church or religious group' in this Admissions Policy**

A Christian church or religious group that ....

- is of the same denomination as a member church of 'Churches Together in Britain and Ireland' [*see [www.ctbi.org.uk](http://www.ctbi.org.uk)*] ... *this automatically includes member churches of Churches Together in England, Churches Together in Scotland, Churches Together in Wales and the Irish Council of Churches.*
- and/or...is a member of the 'Anglican Communion' [*see [www.anglicancommunion.org/resources/acis](http://www.anglicancommunion.org/resources/acis)*] ... *this is an international association of churches consisting of the Church of England and national and regional Anglican churches in full communion with it.*
- and/or...is a member of (or in fellowship or partnership with, or of the same denomination as a member church of) the 'Evangelical Alliance' [*see [www.eauk.org](http://www.eauk.org)*] or the 'Fellowship of Independent Evangelical Churches' [*see [www.fiec.org.uk](http://www.fiec.org.uk)*] or 'Affinity' [*see [www.affinity.org.uk](http://www.affinity.org.uk)*] ... *these are each bodies of various evangelical churches.*
- and/or...is one that is in agreement with the Basis of Faith and the Objectives of 'Churches Together in Poole' [*see [www.churches-together-in-poole.co.uk](http://www.churches-together-in-poole.co.uk) and select its Constitution --- which is found on its Home page*] ... *this consists of a number of churches and other Christian groups in Poole.*

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| For churches or religious groups that are not in Poole replace the words 'churches in Poole' in |  
| the Objectives with 'churches and religious groups in their area/locality' |  
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The Governors can request a church or religious group to provide evidence that it is a 'recognised Christian church or religious group' as detailed above. If parents/carers wish to ascertain the position with a church or religious group that they attend when deciding whether or not to apply for a place at our school they should contact the school who (after, if necessary, making enquiries with the church or religious group) will advise them.

**Reason our 'church' criteria is inclusive:** The Governors have decided to adopt a Policy where categories 3, 5 and 7 are the only 'church' categories. They cover practising Christians in general. We do not have an additional category exclusively for Anglicans (which includes members of the Church of England) because we



value a vibrant Christian faith community and this accords with the openness and acceptance of St. Aldhelm's Church with which the school maintains a close bond.

### **Supplementary Information Form:**

**(a) Confirming accuracy of Supplementary Information Form:** Parents/Carers must get a Priest/ Vicar/ Minister/ Leader at the church or religious group attended to complete and sign Section 'C' of the Supplementary Information Form as proof that the child has been (i) regularly attending a Christian church or religious group as detailed above and (ii) attending worship there at least once every month for at least the 6 months immediately before the date of the Application Form and the Supplementary Information Form.

**(b) Obtaining Form:** The Supplementary Information Form can be obtained from the school or downloaded from the school website ([www.bishopaldhelms.poole.sch.uk](http://www.bishopaldhelms.poole.sch.uk)) or from the Borough of Poole website ([www.boroughofpoole.com/admissions](http://www.boroughofpoole.com/admissions)).

**(c) Submitting Form:** If applying online the completed Supplementary Information Form must be sent directly to the Local Authority dealing with the application. This will be the Local Authority for the area in which the parents/carers live. This is because the Supplementary Information Form cannot be submitted online. If not applying online the completed Supplementary Information Form should be sent with the Application Form.

### **Position When More Applications Than Places**

Where there are more applications than places in any of the above categories so that there are not sufficient places available to offer all of the applicants a place, the priority order in each category will be:-

- 1: Applicants with a sibling** (*see below for definition of sibling in this Policy*) **who is at the school or who has not yet started at the school but who has accepted an offer of a place at the school and will attend/continue to attend when the applicant is admitted.** Distance from the school will be used to determine priority among children in this group with those living closest to the school given priority (*see below for information on this*)
- 2: Distance from the school with those living closest to the school given priority** (*see below for information on this*)

### **Sibling:**

This means in this Policy

- a brother or sister living with the other child/children in the same property during the school week and with one or both parents/carers
- a half brother or sister living with the other child/children in the same property during the school week and with one or both parents/carers
- an adopted brother or sister living with the other child/children in the same property during the school week and with one or both parents/carers
- a foster brother or sister living with the other child/children in the same property during the school week and with one or both parents/carers
- non-blood related children living together in the same property during the school week and with one or both of their parents/carers who are, or have been, married or co-habiting

These applicants will be prioritised on the basis of distance from the school with those children living closest to the school given priority over those living further away from the school (*see below for more detail on distance from the school*).

### **Distance from the school:**

**This is the distance that the applicant lives from the school. Those children living closest to the school will be given priority.**



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The distance from home to school is measured by using the shortest, safest, practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways) **from** the nearest point on the public highway to the centre point of the child's home address (*the centre point of the child's home address is the centre of the land parcel that the building resides on*) **to** the gateway off the roundabout in Winston Avenue which is at the entrance to the school site.

The GIS maps used are provided by the Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any footpaths or roads added after this time will not be taken into consideration until the next academic year of application.

**Living in Poole Harbour or on the Studland side of Poole Harbour:**

For applicants living on islands or residing permanently on a boat within Poole harbour the distance measurement will be a straight line from the centre point of the home address to either:

1. the nearest public landing steps at Poole Quay, or
2. a point on the mainland that the applicant proves to the satisfaction of the local authority that he/she can access

.... and from that point the distance will be measured using the shortest, safest, practicable walking route to the nearest point on the public highway and from there using the shortest, safest, practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways) to the gateway off the roundabout in Winston Avenue which is at the entrance to the school site.

If an applicant advises the school that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school then the distance will be measured on that basis from the home address including the distance travelled by the ferry.

**Same Address / Equal Distance from the school:** If there are insufficient places to accommodate all applicants and it is a question of distance from the school and there is more than 1 applicant living at the same address or applicants living an equal distance from the school this is how the decision is made. All those (i) living an equal distance from the school (up to three decimal points) or (ii) at the same address or block of flats who are eligible for the remaining place(s) will have their names drawn as lots to see who should be offered the place. A person who has no involvement in our school's admissions process will draw the names.

**Starting Arrangements in Year Reception:**

All children can start in Year Reception on a full-time basis in September 2018 but to help them, and to ease the transition into school, we have provision for children and their parents/carers to meet with the Year Reception teachers during our 2018 Summer Term and for home-school visits for the first 3, 4 or 5 days of the Autumn Term. We then move to full time attendance at school but appreciating that this is a big step we are very willing to have phased start arrangements throughout September for any child starting then in Year Reception. We know that deciding what is best for a child can be stressful and during our 2017 Summer Term we would want to fully discuss the starting arrangements with parents/carers. The final decision though will rest with the parents/carers of the child.

**Part-Time Attendance and/or Deferring Start:**

Traditionally at our school all parents/carers of children starting in Year Reception have chosen for their children to begin school with us in September. The Governors also encourage these children to start in September as school routines and friendships tend to be established early on although they appreciate that legally parents/carers with children below compulsory school age have the right to send their child to school part time until their child is 5 or to defer their child's start at school, waiting until their child is 5.

**(a) Attending Part-Time:** Children may attend **part-time** until later in the school year but not beyond the point at which they reach compulsory school age (i.e. to the start of the term following their fifth birthday).

**(b) Deferring Start:** Parents/carers can also **defer** the date their child starts school until later in the school year but not beyond the point at which they reach compulsory school age (i.e. to the start of the term following



their fifth birthday) or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year (i.e. the term that starts after the Easter/Spring holidays) for which the offer was made. The school place offered cannot be deferred until the following academic year – it must be taken up in the academic year for which it is offered.

Parents/carers who do not take up the offer of a place during the Reception year will need to reapply for a school place the following year. Places offered but not taken up by the beginning of the final term (i.e. the term that starts after the Easter/Spring holidays) will be withdrawn.

If parents/carers want to apply for the following year they would normally be expected to apply for a place in Year 1. However parents/carers need to be aware that Year 1 in the school they were originally offered could be full at this stage.

**Parents/carers wishing to apply for a year group different to that determined by their child's date of birth, including delayed admission to reception for summer born children** need to refer to the section headed '(g) Applications for a place in a year group different to that determined by date of birth, including delayed admission to Year Reception for summer born children' which can be found later in this document. Parents considering this are advised to contact the school at the earliest possible opportunity (preferably before 31 October 2016) to ensure a decision can be made before the national closing date for applications to Year Reception in 2017/18.

### **In-Year Admissions to all Year Groups (i.e. admissions other than those above)**

Admissions throughout the year are subject to places being available. If applications are received for places and the year group sought is oversubscribed the Governors will use the 8 categories mentioned above, in the same order, to prioritise the applicant(s) for the place(s) and the same admissions principles and oversubscription criteria will apply.

Legislation states that no infant classes (Year Reception, Year 1 and Year 2) may exceed 30 children with a single teacher (subject to the provisions in the School Admissions Code for 'excepted children'). The Governors also consider that the classes in the other year groups should not exceed 30 children so the capacity in all years is 90.

### **Other Factors affecting Admissions**

**(a) The Home Address or Residence:** This is the place where the child is permanently resident with his or her parent or parents, carer or carers, or legal guardians. Evidence may be requested to show the address, for example, to which any Child Benefit is paid or at which the child is registered with a medical GP together with a recent utilities bill, council tax bill or tenancy agreement. This evidence will be used by the Governors when reaching a decision on the child's home address for admissions purposes.

**(b) Applications from separated Parents/Carers:** Only one application can be considered for each pupil and where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. If agreement cannot be reached the Governors will only consider the application from the parent who is the prime carer for the child. The 'prime carer' is the parent in whose name Child Benefit payments are made unless the prime carer does not qualify for Child Benefit in which case the address at which the child is registered with his/her GP will be the deciding factor.

**(c) Applications for Children of Multiple Births:** If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc) in any year group and one child can be admitted, the other siblings of the multiple birth will be admitted over the Published Admission Number provided it is practicable. If it is to an infant class (Year Reception, Year 1 and Year 2) the additional children over the Published Admission Number will be considered as 'excepted children' for the entire time they are in an infant class (unless overall pupil numbers subsequently match the Published Admission Number) in accordance with the School Admissions Code.



For more information about 'excepted children' refer to the Note on this at the end of this Policy.

**(d) Children with 'Statements of Special Educational Needs' or 'Education, Health and Care Plans':** In accordance with the Special Educational Needs Code of Practice the Governors are legally required to admit a child with a 'Statement of Special Educational Needs' or an 'Education, Health and Care Plan' issued by the Local Authority in which the school is named. In the event of this happening these pupils will be admitted first and it will reduce accordingly the number of places available. Prior consultation with the Governors is part of this process before the school is named on the Statement. In view of this the oversubscription criteria do not apply to any child with a 'Statement of Special Educational Needs' or an 'Education, Health and Care Plan' in which our school is named.

**(e) In-Year Admissions - Fair Access Protocol:** The admission authorities in Poole have, in accordance with the School Admissions Code, established an In-Year Fair Access Protocol. The purpose of the Protocol is to ensure an equitable distribution of in-year admission placements and managed moves of particular groups of pupils with challenging behaviour, or pupils who have been unable to secure a school place at any school in Poole. Recommendations of the In-Year Fair Access Panel may mean that individual schools may have to admit pupils which will result in the Published Admission Number being exceeded. However, as a result of the Protocol, no admissions authority will be expected to exceed its Published Admission Number in Year Reception or in Year 1. Pupils admitted by the In-Year Fair Access Panel take precedence over pupils on the waiting list.

**(f) In-Year Admissions - Looked After Children and Previously Looked After Children:** A Looked After Child and a Previously Looked After Child may be admitted to a school above the Published Admission Number if it is felt by a Local Authority that a particular school is the most appropriate placement to meet the needs of the individual child. The Borough of Poole has adopted a Protocol for dealing with in-year admissions of Looked After Children and Previously Looked After Children. *For more information refer to the Note on 'Looked after Children' at the end of this Policy.*

**(g) Applications for a place in a year group different to that determined by date of birth, including delayed admission to reception for summer born children:** A panel of governors will consider applications for children to be educated in a year group different to that determined by their date of birth, including delayed admission to reception for summer born children. The Admissions Code states that the circumstances of each case must be considered and the panel will be assisted by the recommendations and observations of a specialist panel comprising the Head Teacher, a Governor, a Senior Officer from the Borough of Poole's School Admissions Team in Children, Young People & Learning and the Borough of Poole's Principal Educational Psychologist or his/her representative in Children, Young People & Learning. The panel may also include an Advisory Teacher/Advisor from the Borough of Poole's 0-5 team if this is felt to be appropriate.

Details of the information needed if you wish to apply for a different year group and the way the panel deal with applications can be found in the school's 'Policy For Responding To Parental Requests For Admission To A Year Group Different To That Determined By Their Date Of Birth, Including Delayed Admission To Reception For Summer Born Children' on the school website. The document can also be viewed at our school.

There is a right of appeal to a separate panel of governors if a parent has been offered a place in the school but it is not in the year group they would like

Parents/carers of summer born children seeking delayed admission to Year Reception are advised to contact the school at the earliest possible opportunity (preferably before 31 October 2016) to ensure a decision can be made before the national closing date for applications to Year Reception in 2017/18. As a general rule the school does not encourage delayed admission as it does not believe that this is in the best interests of the child unless there are exceptional circumstances.



### **Late Applications for a place in Year Reception**

Applications for a place in Year Reception received after the national closing date will be deemed as 'Late Applications'. Late Applications will only be considered if there are places available after all applications received by the national closing date have been considered.

### **Unsuccessful Applications and the Waiting List**

If the school is oversubscribed in Year Reception or in any other Year Group and an application for a place is unsuccessful the parents/carers may request that the child's name goes on the 2018-19 Academic Year Waiting List.

Admissions from the waiting list will be decided in accordance with the 8 criteria listed above, siblings and distance from the school. This means that the length of time spent on the waiting list is not taken into consideration when a place becomes available at the school.

Names will only be removed from the waiting list if a written request to do this is received or if the offer of a place that becomes available is declined.

### **The Waiting List will run until the 31<sup>st</sup> August 2019.**

If Bishop Aldhelm's CE VA Primary School is oversubscribed for September 2018 entry a waiting list will be maintained until 31st August 2019. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list.

### **Appeals**

- a. Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
- b. The admission appeal timetable is published on Bishop Aldhelm's CE VA Primary School's website by 28<sup>th</sup> February each year.

### **Withdrawing an offer of a place**

Parents/Carers should note that, should evidence of a fraudulent or intentionally misleading application from a parent/carer be found (which effectively denied a parent/carer with a stronger claim an offer of a place), the offer could be withdrawn.

This statement is made in accordance with the School Admissions Code.

### **Role of the Governors / the Admission Authority**

For the purposes of this Policy the Governing Body of Bishop Aldhelm's Church of England (Voluntary Aided) Primary School (the Governors) is the Admission Authority.

In accordance with government legislation the Governors will consult with the Diocesan Board of Education, the Local Authority and other local schools in respect of our Admissions Policy.

Every year the Governors will review and publish information concerning our school's Admissions Policy. This will confirm the maximum number of children to be admitted to the school and explain how places will be allocated.



## **School Admissions Code**

The School Admissions Code referred to in this Policy is the 'School Admissions Code 2014'. This Code was the most up to date one at the time that this Policy was produced. However if a later Code is issued or changes are made to the 2014 Code then the relevant provisions of the new Code / the amended Code will be followed.

The Code is made under the School Standards and Framework Act 1998.

## **Regulations**

There are a number of Regulations affecting/governing all School Admissions Policies. In particular:-

- The School Admissions (Infant Class Sizes) (England) Regulations 2012
- The School Admissions (Admission Arrangements and Co-Ordination of Admission Arrangements) (England) (Amendment) Regulations 2014
- The School Admissions (Appeals Arrangements) (England) Regulations 2012
- The School Information (England) Regulations 2008

## **'Looked after Children' Note**

This is the first of the oversubscription categories and the terms used in the section are defined as follows in the School Admissions Code: -

- A 'looked after child' is a child who (i) is in the care of a local authority, or (ii) is being provided with accommodation by a local authority in the exercise of their social services functions (as defined in section 22(1) of the Children Act 1989) at the time of making an application to a school.
- An 'adoption order' is an order under section 12 of the Adoption Act 1976 or under section 46 of the Adoption and Children Act 2002.
- A 'residence order' or a 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.
- A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989.

## **'Excepted Children' Note**

When dealing with class size the School Admissions Code makes allowance in 'very limited and exceptional circumstances' for the infant class size to be exceeded so that there are more than 30 children with one teacher. One of them arises with children of multiple births (twins, triplets etc). The class size restrictions would normally mean that only one of the children could be admitted but the 'excepted children' provision gives the school discretion and means that, if it is practicable, all of the children will be admitted.

The full list of exceptional circumstances set out in the Code where a child can be admitted as an 'excepted' child is when the child concerned is a child who comes into one of the following groups:-

- *Children admitted outside the normal admissions round with Statements of Special Educational Needs specifying a school;*
- *Looked After Children and Previously Looked After Children admitted outside the normal admissions round;*



- *Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;*
- *Children admitted after an independent appeals panel upholds an appeal;*
- *Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;*
- *Children of UK service personnel admitted outside the normal admissions round;*
- *Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;*
- *Children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.*

In these circumstances a child admitted is an 'excepted child'.

### **Borough of Poole and Approach taken to Admissions Issues**

Every year in September the Borough of Poole publish a 'Parents'/Carers' Guide to School Admissions'. As well as providing specific information about the individual admissions policy of every school in Poole this provides information about school admissions in Poole in general including the approach taken by the Borough to issues which arise in some situations (such as home address when a house/flat is being bought/rented). If such a situation arises with an application for admission to our school and the issue is not covered in this Policy the Governors will follow the Borough of Poole's admission arrangements as described in the 'Parents'/Carers' Guide to School Admissions'.

### **Enquiries**

Enquiries about this Policy should be addressed to:-

The Clerk to the Governors (ADMISSIONS)  
 c/o Bishop Aldhelm's Church of England (Voluntary Aided) Primary School  
 Winston Avenue  
 Branksome  
 Poole  
 Dorset BH12 1PG  
 (telephone: 01202 715100)



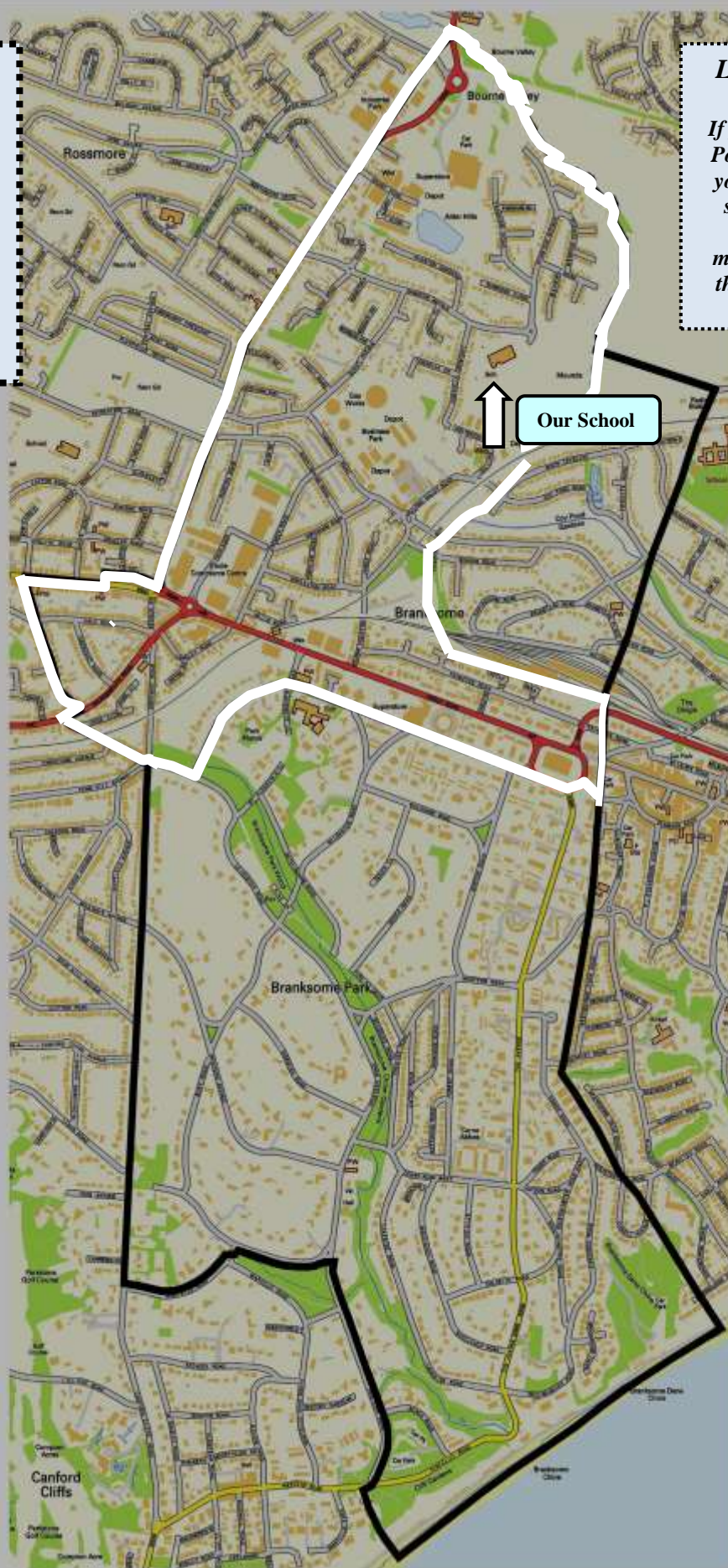
**Boundaries**

**Parish Boundary**

**Borough of Poole  
Designated  
Catchment Area  
(but omitting the parts  
which are in the Parish)**

**Larger Size Plan**

*If you are viewing the  
Policy on a computer  
you can increase the  
size of this plan by  
clicking on the  
magnification tab on  
the computer screen*



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Map Reference  
NM\_SAPB\_0410  
Scale: 1:18000  
boroughofpoole.com