



THE HARBOUR VIEW FEDERATION

member schools of

THE HILLARY TRUST

Twin Sails Infant School & Nursery Admissions Policy

The following information is for admissions for the academic year 2018/19

This policy sets out the admission arrangements for the **Twin Sails Infant School & Nursery**. The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and academies, and with the law on admissions as it applies to publicly funded schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy.

Children with an Education, Health and Care plan issued by a local authority naming Twin Sails Infant School & Nursery will be admitted before preferences are considered for admission in September.

Oversubscription criteria

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number of 120 for the admission year group:

1. Looked after children and children who were looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children with a sibling who is already attending Twin Sails Infant School & Nursery in Reception or Key Stage 1 and will continue to attend Twin Sails at the time of admission.
3. Children with a sibling who is already attending Hamworthy Park Junior School and will continue to attend Hamworthy Park at the time of admission. For those applying for a Reception place, this includes children who have a sibling in Year 2 at Twin Sails and have applied for Year 3 at Hamworthy Park.
4. Children of staff at Twin Sails Infant School & Nursery:
 - a) where the member of staff has been employed at Twin Sails for two or more years at the time at which the application for admission is made
 - or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children eligible for the service premium (see appendix 1)
6. Children who have the shortest distance between home and Twin Sails Infant School & Nursery measured by shortest safe walking distance.

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Tie break

If Twin Sails Infant School & Nursery is oversubscribed in any of the categories 1, 2, 3, 4, 5 and 6 above, pupils who live closest to the school will be given priority. The school admission authority will use random allocation for applicants living an equal distance from the school or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be a member of the Trust who has no involvement with school admissions. Please read the final section in the policy for more information about how distance is measured.

Siblings

Priority will be given to those who have a brother or sister attending Harbour View Federation schools in Reception, Key Stage 1 and Key Stage 2 at the time of admission but not application. This means that there will be no sibling connection for admission purposes for applicants for entry to Year R in September 2018 if they have a brother or sister in either the Nursery or in Year 6 at the time of application.

The definition of a brother or sister is:

- A full brother or sister who lives with one or both parents or carers in the same property during the school week
- A half-brother or half-sister who lives with one or both parents or carers in the same property during the school week
- Adopted or foster children who live with one or both parents or carers in the same property during the school week
- Non-blood related children who, together, all live with one or both parents or carers in the same property during the school week

Children of multiple births

Where the final place in a year group is offered to one of twins, triplets or other children from multiple births living at a single address, the other siblings of the multiple birth will be admitted over the school's Published Admission Number.

Service Personnel

Children eligible for the service premium

- have parent(s) who currently serve in the UK regular armed forces
- have parent(s) who served in the UK regular armed forces at any time in the last 3 years
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

If you are applying for a place for a child at Twin Sails Infant School & Nursery who is eligible for service premium you must be able to provide evidence. Please complete the Supplementary Information Form in Appendix 1.

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Proof of home address

The home address of a child is considered to be his/her permanent residence. The address must be the child's only or main residence. Documentary evidence may be required. Proof of permanent home address includes current council tax, statements, utility bills, residence orders or any other documentation considered appropriate. Documents will only be used for the purpose of verifying an applicant's home address.

Where a child spends time with parents at more than one address, then the address given should be the one of the prime carer. The prime carer is the parent in whose name Child Benefit payments are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered at with a General Practitioner (GP) will be considered as the home address of the prime carer. You may be asked for evidence of who is the prime carer. The final decision on the home address of a child will be made by the school.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place. An offer of a place can be withdrawn even after the child has started at the Academy.

Waiting List

Parents / Carers whose applications have not been successful may request that children's names be placed on the waiting list for one academic year. The waiting list is ranked using the oversubscription criteria above applied in the order set out. If and when further places become available (for example because a family with a child at the school or to whom a place has been offered moves away), these are offered to children at the top of the list. It should be noted that children can be added to or removed from the waiting list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down.

Pupils with disabilities

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Equalities Act 2010 (amended). Twin Sails Infant School & Nursery will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

Entry to Reception including deferred entry

All children can start in Reception on a full-time basis in the Autumn Term. Parents/carers can discuss with the Headteacher whether there is ready to start full-time or part-time. The final decision will rest with the parent/carer of the child.

If parents want their child to start school at a later point in the school year, they need to discuss this with the Headteacher. Parents can defer the date their child starts school until later in the school year but not beyond the point at which the child reaches compulsory school age (the start of the term after the child's fifth birthday). For children born between 1 April and 31 August, parents must arrange for their child to

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start school by the beginning of the final term in the school year (the term that starts after Easter/Spring holidays).

If parents/carers want to apply for their child to start school the following academic year, they would normally be expected to apply for a place in Year 1. Parents need to be aware that Year 1 in the school could be full at this stage.

Parents/carers who want to apply for a year group different to the one determined by the child's date of birth, including delayed admission for summer born children, need to refer to the next section. Parents are advised to contact the school and the local authority at the earliest possible opportunity (preferably before 31 October 2017) to ensure a decision has been made before the national closing date for applications.

Admission of children outside their normal age group

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, will be considered on their individual merits by a specialist Harbour View Federation Admission Panel comprising the Executive Headteacher, a Board Member from the Governing Body and SENCO from Twin Sails Infant School & Nursery.

If the Executive Headteacher is unable to sit on the Panel then the Head of School will take his place.

The Harbour View Federation has adopted the local authority's "*Policy for responding to parental requests for admission to community and voluntary controlled schools to a year group different to that determined by their date of birth, including delayed admission to reception for summer born children*" when considering applications for a year group different to that determined by date of birth.

Details of what you need to do to apply for a different year group can be found in the policy document available online at <http://www.poole.gov.uk/education-and-learning/school-and-colleges/school-admissions/> or from the Poole Admissions Team.

Excepted pupils for infant classes (Years R, 1 and 2)

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- Children admitted outside the normal admissions round with Education, Health and Care Plans or 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;

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- 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.

Late Applications

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

In year admissions

For in year admissions (not including looked after and fair access, please see sections below), where there are more applications than places available, the school will prioritise applications in order of the oversubscription criteria. This means that there will be no sibling connection for admission purposes for applicants if they have a brother or sister in the Nursery.

In year admissions of looked after children

A looked after child may be admitted to Twin Sails Infant School & Nursery above the Published Admission Number if it is felt that the school is the most appropriate placement to meet the needs of the individual child. The school has adopted the Borough of Poole Protocol for dealing with in year admissions of looked after children.

In year admissions fair access (including children moving into the area)

Twin Sails Infant School & Nursery adheres to guidelines set out in the In Year Fair Access Protocol organised by the Borough of Poole Admissions Team. The purpose of the In Year Fair Access Protocol is to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to an infant class where there are already 30 children in the class.

How home to school distance is measured

The distance from home to school is measured by using the shortest, safe and 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 (see Note 2 above for definition of home address) to a point opposite the nearest approved access point on school property that is for the use of pupils. The centre point of the child's home address is the centre of the land parcel that the building resides on. The GIS maps used are provided by Ordnance

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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.

For applicants living on islands within Poole harbour the distance measurement will be a straight line from the centre point of the home property 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 school that he/she can access

and from that point the distance will be measured using the shortest, safe and practicable walking route to the nearest point on the public highway and from there using the shortest, safe and 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 a point opposite the nearest approved access point on school property that is for the use of pupils.

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.

Admission to Twin Sails Infant School & Nursery will be in accordance with the agreed scheme for co-ordinated admission arrangements 2018/19.

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APPENDIX 1

Supplementary Information Form in support of an application for a place at Twin Sails Infant School & Nursery or Hamworthy Park Junior School

Please complete if you are applying for a place for a child who is eligible for service premium at
Twin Sails Infant School & Nursery or Hamworthy Park Junior School

Section A (to be completed by the Parent/Carer)

(Please do not use abbreviated or "known as" names)

Child's First Name _____

Child's Legal Surname _____

Date of Birth _____

Address _____

_____ Postcode _____

Has either parent been discharged from the UK regular armed forces in the last 6 years?

YES / NO (please circle)

If YES, please provide evidence (e.g. discharge papers) or arrange for Section B to be completed

Has either parent died serving in the UK regular armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme?

YES / NO (please circle)

If YES, please provide evidence (e.g. pension documentation) or arrange for Section B to be completed

Is either parent serving in the UK regular armed forces?

YES / NO (please circle)

If YES, please arrange for Section B to be completed

PLEASE TURN OVER FOR SECTION B

Section B (to be completed by Families Liaison Officer/Commanding Officer/Other appropriate serving member of the Armed Forces)

Please ensure that you **answer all the questions** below by putting a tick or cross in the box that answers the question

Q1 Is one of the child's parents serving in the regular armed forces? Yes No N/A

Q2 Has one of the child's parents served in the regular armed forces in the last 6 years?
Yes No N/A

Q3 Has one of the child's parents died while serving in the armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)? Yes No N/A

I confirm that this information is correct

Name of Families Liaison Officer/Commanding Officer/Other appropriate serving member of
The UK Regular Armed Forces (please print) _____

Signature _____ Date _____

Rank _____

Regiment _____

Address _____

_____ Postcode _____

Parent(s)/Carer(s): *When the completed form is returned to you please send it with your completed application form, or if you have completed an on-line application or live in another local authority area send it directly to: The School Admissions Team, Children Young People & Learning, Dolphin Centre, Poole BH15 1SA*

Data Protection Act 1998

The Borough of Poole, Twin Sails Infant School & Nursery and Hamworthy Park Junior School are data controllers for the purposes of the Data Protection Act 1998. This act regulates how we obtain and use information about individuals. The information you supply is being collected for the purpose of providing an education service but may be used for wider purposes and will be retained with your child's education record. When you sign this document you are consenting to that use. The information may be shared with other service units of the Borough of Poole, those with parental responsibility, education establishments, other Local Authorities, the Department for Education, diocesan bodies, other service providers to enable them to fulfil their statutory duties and any appeal panel that is convened with respect to your application. Further information about the use of your personal information is available on www.poole.gov.uk or by contacting the Council's Data Protection Officer or contact Twin Sails Infant School & Nursery or Hamworthy Park Junior School..