

HARBOURSIDE LEARNING Partnership

Admission Policy 2019/20

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Additional School Procedure – N/A	
Committee:	
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Harbourside Learning Partnership – Admission Policy 2019/20

A. Introduction

1. The Trust Board of Harbourside Learning Partnership is the admission authority for the schools listed below and is responsible for the admission arrangements of these schools.

Schools designated with a religious character	Baden-Powell and St. Peter's CE Junior School	Schools <u>not</u> designated with a religious character	Courthill Infant School
	Lilliput CE Infant School		Oakdale Junior School
	Longfleet CE Primary School		Old Town Infant School and Nursery

This document sets out the admission arrangements for these schools for the academic year 2019/2020.

2. The published admission number (PAN) for entry into each school is listed below. Each school will admit up to the PAN in the normal year of entry as indicated in the table. Where there are more applications for admission than places available, then places will be offered at each school in accordance with the oversubscription criteria at section C of this policy.

Schools designated with a religious character	Baden-Powell and St. Peter's CE Junior School		Schools <u>not</u> designated with a religious character	Courthill Infant School	
	PAN	Normal Year of Entry		PAN	Normal Year of Entry
	180	Year 3		120	Reception
	Lilliput CE Infant School			Oakdale Junior School	
	PAN	Normal Year of Entry		PAN	Normal Year of Entry
	120	Reception		180	Year 3
	Longfleet CE Primary School			Old Town Infant School and Nursery	
	PAN	Normal Year of Entry		PAN	Normal Year of Entry
	90	Reception		60	Reception

3. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2) in Courthill Infant School, Lilliput Infant School, Longfleet CE Primary School and Old Town Infant School and Nursery. These regulations require classes to be no bigger than 30 children although the PAN may be much lower than 30. Additional children

may be admitted under limited exceptional circumstances as described in the School Admissions Code.

4. Where a child has an education, health and care plan (EHCP) which names the school being applied to, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by your home Local Authority (LA) (which is where you reside).
5. When applying to start school in September 2019 you must apply to your home LA. All applications for first admission must be received by your home LA by the closing date of 15 January 2019. The home LA will make a single offer of a place on 16 April 2019 (or next working day).
6. Harbourside Learning Partnership operates an equal preference admissions system. This means that all first, second and third preference applications are considered together. The local authority will offer the highest ranked preference possible.
7. For admission to the Nursery at Old Town Infant School and Nursery, applications are to be made directly to the school which will use the same criteria to allocate places.

B. Schools with a Designated Religious Character

1. Three of the schools within Harbourside Learning Partnership have a designated religious character. Those schools are Baden-Powell & St. Peter's CE Junior School, Lilliput CE Infant School and Longfleet CE Primary School.
2. The religious authority of these schools is the Diocese of Salisbury. Harbourside Learning Partnership must have regard to this religious authority when setting the terms of its admissions arrangements for these schools.
3. Recognising their historic foundations, these schools will preserve and develop their religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. These schools aim to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. They encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences offered to all their pupils.

C. 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 schools' Published Admission Number for the admission year group as listed on page 1 of this policy:

1. Looked After Children or Previously Looked After Children
A child who is in the care of an LA, or was in the care of a LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order (see Note 1).
2. Children who live (see Note 2) within the catchment area of the school they are applying to
If there are too many applications from within the catchment area, criteria 2 (a) to (d) will be used in order to prioritise the applications with criterion 4 (distance) used as the final determining factor.
 - a. Children living within the catchment area with a sibling at the School (see Note 3).
 - b. Children living within the catchment area who have a significant medical or psychological condition (see Note 4).
 - c. For schools with designated religious character only: Children who are Baptised or Dedicated, and who regularly attend worship at a recognised Christian Church, and whose parents request admission on religious grounds (see Note 5).
 - d. All other children who live within the catchment area and who do not qualify in any of the categories (a) to (c) above.
3. Children living outside the catchment area of the school they are applying to in the following priority order:
 - a. Children living outside the catchment area with a sibling at the School (see Note 3).
 - b. Children living outside the Catchment area who have a significant medical or psychological condition (see Note 4).
 - c. For schools with designated religious character only: Children who are Baptised or Dedicated, and who regularly attend worship at a recognised Christian Church, and whose parents request admission on religious grounds (see Note 5).
 - d. All other children who do not qualify in any of the categories (a) to (c) above.
4. If the school being applied to is oversubscribed in any of the categories 1, 2 (a) to (d), and 3 (a) to (d) above, children who live (see Notes 2 and 6) closest to the school will be given priority. The distance is measured by a Geographical Information System (see Note 6). If the distance measurement is equal for two or more applicants the place will be allocated by the drawing of lots (See Note 6d).

D Admissions Arrangements

Admission to the schools will be in accordance with the agreed scheme for co-ordinated admission arrangements 2019/20.

1. Entry to Reception including deferred entry

For Courthill Infant School, Lilliput CE Infant School, Longfleet CE Primary School and Old Town Infant School & Nursery:

All children can start in Reception on a full-time basis in the September following their fourth birthday. Parents/carers may discuss with the Headteacher whether their child is ready to start full-time or part-time. The final decision will rest with the parent/carer of the child.

Parents can 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 and 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. Deferred entry should be discussed with the Headteacher.

If parents/carers want to apply for the following year they would normally be expected to apply for a place in Year 1. Parents and carers need to be aware that Year 1 in the school 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 "Applications for a place in a year group different to that determined by date of birth" below. Parents considering this are advised to contact the school and the Local Authority at the earliest possible opportunity to ensure a decision has been made by the school before the national closing date for applications to Reception.

2. Applications for a place in a year group different to that determined by date of birth

Applications for children to be educated in a year group different to that determined by their date of birth will be considered on their individual merits by a specialist Harbourside Learning Partnership Panel comprising its Chief Executive Officer and the Headteacher and SENCO from the School. If the Chief Executive Officer is unable to sit on the Panel then a Headteacher from another Harbourside Learning Partnership School will take his or her place. Harbourside Learning Partnership 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 from 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-andlearning/school-and-colleges/school-admissions/> or from the Poole Admissions Team.

3. In Year Fair Access

All the admission authorities in Poole have established an In Year Fair Access Protocol. 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 a Reception, Year 1 or Year 2 class where there are already 30 children in the class.

4. In Year Admissions – Looked After Children

A Looked After Child (see Note 1) may be admitted to the School above the Published Admission number if it is felt that this particular school is the most appropriate placement to meet the needs of the individual child. Harbourside Learning Partnership has adopted the Local Authority Protocol for dealing with in year admissions of Looked After Children.

5. Applications from separated parents

Only one application can be considered for each child. Where parents are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. If agreement cannot be reached the school 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. If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the address for the prime carer.

6. 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 school's Published Admission Number.

E. Notes to the Oversubscription Criteria

1. "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

2. Harbourside Learning Partnership will consider that a child lives at the address at which he/she lives during the school week. Where a child lives at more than one address during the school week, the school will consider the home address as being where the prime carer resides. The “prime carer” is the person in whose name Child Benefit payments for the individual child are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the home address of the prime carer. The final decision on the home address of a child will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading the school may refuse to offer a place, or if already offered, may withdraw the offer.

3. A child is eligible for category 2a (in catchment) or 3a (out of catchment) where they have a sibling attending the school being applied to at the point of application and must be still be attending the school being applied to at the time of admission.
“Sibling” means:
 - 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.
 - an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
 - a foster brother or sister who lives 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.

4. For an application to be considered under categories 2b and 3b, written advice from an NHS Consultant (for medical grounds), or an NHS Consultant Psychiatrist (for psychological grounds) that documents the child or young person’s medical or psychological needs must be included with the application. Children will only meet this criterion if the school(s) named on the application form is assessed by the admission authority to be the only school(s) that can meet any specific medical or psychological needs identified.

5. Notes relating to applications on denominational grounds to schools which are designated with a religious character (See paragraph B above).
 - a. ‘Regular’ attendance is defined as attendance at least twice a month over a period of one year prior to the date of application. In some exceptional circumstances, it might be that a family cannot demonstrate attendance twice a month for every single month of that one year period for example due to ill health or an extended family holiday. In such circumstances, it will be for the Clergy to determine if the family’s overall attendance is ‘habitual’ and

'typically' twice a month. Attendance may include events such as 'Messy Church' or 'Breakfast at 9' which, though arranged by the relevant church, may take place outside the church building. If the family has moved into the area within the previous year, or if the family has attended more than one qualifying church during the relevant period for whatever reason, attendance at worship at a previous church will count towards the one year qualifying period and, in such a case, an additional Supplementary Information Form(s) relating to the previous church will need to be submitted.

- b. The definition of a recognised Christian Church is one that:
- is of the same denomination as a member church of 'Churches Together in Britain and Ireland'
 - and/or is a member of the 'Anglican Communion'
 - 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' and/or the 'Fellowship of Independent Evangelical Churches' and/or 'Affinity'
 - and/or is in agreement with the Basis of Faith and the Objectives of 'Churches Together in Poole' (or, if not living in Poole, your local Churches Together group)
- c. In criterion 2(c) and 3(c), applications on denominational grounds must be supported by the Supplementary Information Form used by all Poole infant, junior and primary schools, signed by a Parish Priest/Minister of Religion of a recognised Christian Church confirming attendance at worship at least twice a month for at least the one year prior to the date of application; and also that the child has been Baptised or Dedicated. If the Baptism or Dedication took place at a Church other than the one from which the Priest/Minister is providing a signed SIF, then the family must provide the baptism/dedication certificate. Supplementary Information Forms can be obtained from the relevant schools, the School Admissions Team in Children, Young People & Learning or online at the Borough of Poole's website <http://www.poole.gov.uk/education-and-learning/school-andcolleges/school-admissions/supplementary-information-forms-for-the-va-andvc-schools/>.
- d. It is the future intention of Harbourside Learning Partnership to change the definition of 'regular' attendance in 5a from 'at least twice a month over a period of one year prior to the date of application' to 'at least twice a month over a period of two years prior to the date of application'. Harbourside Learning Partnership will consult on this change at the appropriate time and in line with the requirements of the Admissions Code with the intention of this change taking effect for admission year 2020/2021.

6. Notes relating to use of the distance criterion
- a. Harbourside Learning Partnership obtains home-to-school distance measurements for the purposes of this policy from the Poole Local Authority. The measurement will be the shortest, safe and practicable walking route from the home address to the nearest approved school access point that is for use by pupils. All distance measurements provided are in accordance with the process described in the Local Authority's admissions policy for community primary schools. The GIS maps used are provided by 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 alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.
 - b. 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 School that he/she can access. From that point the distance will be measured using the shortest, safe and practicable walking route from the landing point to the nearest approved school access point that is for use by pupils.
 - c. If an applicant advises 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 and will include the distance travelled by the ferry.
 - d. If there are insufficient places to accommodate all applicants and the distance criterion is used, the Harbourside Learning Partnership will use random allocation for applicants living an equal distance from the School (up to three decimal points) or at the same address 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 staff who has no involvement in the school admissions process.