



**"Taking learning deeper, wider, further"**

**Heatherlands Primary School  
Admissions Policy  
2019/20**

Policy Adopted Date:	7 <sup>th</sup> February 2018
Signed:	
Full Name:	David Cheeseman
Policy Review Date:	
Author:	Heatherlands Primary School Local Governing Body and Clerk to Board
Amendments	

This policy will apply to all admissions from 1 September 2019, including in-year admissions. It will be used during 2019-20 for allocating places for September 2019 as part of the normal admission round for Reception and above.

Ocean Learning Trust is the admission authority for **The School**. The Trust Board determines the admission arrangements after policy localisation and statutory consultation, which the Local Governing Body are required to undertake under the **Scheme of Delegation**. The **Local Governing Body** are responsible for operating the policy at a local level, eg, working with the Local Authority to rank applications and offer places.

The Published Admission Number (PAN) for Heatherlands Primary School (**The School**) is 90.

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

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 offer the highest ranked preference possible.

Children with an Education, Health and Care Plan issued by a local authority naming Heatherlands Primary School will be allocated a place at the School before all other preferences are considered for admission in September.

Where there are more applications than places available the following categories will be used, in numerical order, to decide the priority list for the offering of places up to the School's Published Admission Number:

1. "Looked After Children" or "previously Looked After Children".
2. Children who live in the catchment area who have a sibling who is already on the roll of the School and will continue to attend the School at the time of admission.
3. Children who live in the catchment area who have a significant medical or psychological condition.
4. All other children who live in the catchment area.
5. Children who live outside the catchment area who have a sibling who is already on the roll of the School and will continue to attend the School at the time of admission.
6. Children who live outside the catchment area who have a significant medical or psychological condition.
7. All other children who live outside the catchment area.

If the School is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the School will be given priority. If the distance measurement is equal for two or more applicants the place will be allocated by the drawing of lots.

Please ensure you read Notes 1 to 6 for further information about each category.

The catchment area and a catchment search tool are available at <http://www.poole.gov.uk/education-and-learning/school-and-colleges/school-catchment-areas/>

### **Starting Reception in 2019/20**

All children can start in Reception on a full-time basis in September 2019. Parents/carers may discuss with the Headteacher whether or not their child should start on a part-time basis. The final decision will rest with the parent/carer of the child. Children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (by the start of the term following their fifth birthday).

### **Delayed or deferred start**

Parents can delay their child's start date until later in the school year but not beyond the point at which they reach compulsory school age (i.e. by 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 place offered cannot be delayed until the following academic year – it must be taken up in the academic year for which it is offered. Parents and 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. Parents and carers need to be aware that Year 1 could be full at this stage.

### **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**

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. The Local Governing Body will make a decision on the basis of the circumstances of each case and may seek advice from other agencies. Parents/guardians do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

The Local Governing Body will take into account advice and information from 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" available online at <http://www.poole.gov.uk/education-and-learning/school-and-colleges/school-admissions/> or from the Poole School Admissions Team.

Parents considering this are advised to contact the School and the Local Authority at the earliest possible opportunity (preferably before 31 October 2018) to ensure a decision has been made by the School's Local Governing Body before the national closing date for applications to Reception.

### **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;
- 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.

### **Coordinated Admissions Scheme and Fair Access Protocol**

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

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 an infant class where there are already 30 children in the class.

### **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 it is the most appropriate placement to meet the needs of the individual child. The School will refer to the local authority Protocol for dealing with in year admissions of Looked After Children.

### **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.

### **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. If it is in an infant class (Years R, 1 and 2) the additional children over the PAN will be considered as excepted pupils for the entire time they are in an infant class or until the class numbers fall back to the infant class size limit in accordance with the School Admissions Code.

### **Notes**

1. A "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. The School 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. “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(a) The School obtains home-to-school distance measurements for the purposes of this policy from the 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.

4(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. 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.

- 4(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.
5. If there are insufficient places to accommodate all applicants and the distance criterion is used, the School 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.
6. If applying under medical or psychological grounds, 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.