



Winton Primary School (Academy Trust) – Admissions Policy and Arrangements for 2024-25

The criteria to be used by Winton Primary School are as set out below.
They will be applied to

- a) All entry year applications received by the closing date and to applications received after the closing date, if any places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with. Children with EHCPs which name the school will be provided with a place in accordance with their plan. Where possible, these children will be offered before all other applicants are considered.
- b) All admissions outside the normal September main entry intake with the exception of children whose EHCP names the school, or children who are considered and placed under the In Year Fair Access Protocol (see Note 12).

The published admissions number for the school is 120.

Places will be allocated in the following order of category:

Category 1

Children who are “Looked after” by a Local Authority or a child who was previously looked after but immediately following being looked after subject to an adoption, residence, child arrangements or special guardianship order. (See Note 1).

Category 2

Children living in the designated catchment area of the school who will have a brother or sister (see notes 3 & 4) attending the school at the time of admission.

Category 3

Children living in the designated catchment area of the school.

Category 4

Children living outside the designated catchment area of the school who will have a brother or sister (see notes 3 & 4) attending the school at the time of admission.

Category 5

Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance. (See note 2(ii))

Admission Criteria - 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. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the admissions authority what evidence is required. The final decision will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the admissions authority what evidence is required. The final decision will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

2. In the case of over subscription in categories 1-5 priority will be given to these children:
 - (i) where a placement is recommended for medical reasons as essential by professional medical advisors or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer which in the view of the Admissions Committee require placement at a particular school.
 - (ii) live closest to the school as measured by the straight-line distance calculated by the Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the applicant's home). If distances are equal, as calculated by the Council's GIS system, for example a

flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation. Details of this process are outlined below in Note 10.

3. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister, foster sibling and the children of parents who are married or cohabiting, where the parents and children live together in the same household.
4. When considering twins, triplets or other multiple births places will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number. Twins, triplets and multiple births will be given a priority over other sibling links and other applicants.
5. The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admissions authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

When applying for point of entry, Winton Primary School will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups is 15 January 2024. This means if your moving date is after 15 January 2024, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

Applications from separated parents

6. Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admissions authority what evidence is required (evidence may include, but is not limited to Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions

authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

Change of Address (In Year Applications)

7. In Year places can only be offered on the basis of future moves on the receipt of the documentation specified below:
 - a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
 - a tenancy agreement confirming the renting of a specific property relevant to the application;
 - a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application;To be considered all evidence must be submitted at the time of application.

UK Service Personnel and Crown Servants:

8. For families of service personnel with a confirmed posting, or crown servants returning from overseas, The School will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The School will use the address at which the child will live when applying the admissions criteria, as long as parents provide some evidence of their intended address (including using a Unit or quartering address as the child's home address where a parent requests this), and will offer a place if, after applying the admissions criteria, the child is eligible for a place.

Waiting Lists

9. The school operates a formal waiting list for those refused a place. Subject to note 4, the waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an EHCP or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date.

Waiting lists for all year groups will cease at the end of the academic year 2024/25. Applicants will be required to reapply (from 1 June 2025) for admission if they wish to continue to be considered for a place. Please note the school may review waiting lists on a regularly basis at the end of each term or when a place becomes available at a school.

Co-ordination between Admission Authorities

10. In accordance with the law and the agreed schemes the offer of places at the main points of entry at the primary and secondary level will be co-ordinated between all those who decide upon admissions to schools (admission authorities) in Bournemouth.

11. Schools in Bournemouth together with Bournemouth, Christchurch and Poole (BCP) Council operate an In-Year Fair Access Protocol in accordance with the Code on School Admissions. This is reviewed by The Admissions Forum on a regular basis. A single application form will be available for all applications for in-year admission.

Final Tie-Break Allocation Process

12. If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy.

School Admission Appeals

13. The school will not consider repeat appeals by the same applicant for the same school in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Academy.

Withdrawal of an offer of a place

14. The school may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or where the place was offered on the basis of a fraudulent or intentionally misleading application, or where the place has been offered in error.

Changes to the admission policy, number of available places and catchment areas

15. Where additional places or a school closure or amalgamation is proposed or implemented after the setting of these admission arrangements a change may be required to be made to the policy, admission number or related catchment areas. Application will be made to alter the arrangements to the Office of the Schools Adjudicator where necessary.

Admission of children outside their normal age group

16. The policy in regard to consideration of requests from parents for their child's admission to Reception to be delayed by a year is attached. The policy can consider requests from parents of children whose birthday is between 1 April and 31 August and meet the criteria. The procedure for consideration of these requests is set down within the policy.



POLICY FOR REQUESTS FOR ADMISSION TO A YEAR GROUP DIFFERENT TO THAT DETERMINED BY DATE OF BIRTH INCLUDING DELAYED ADMISSION TO RECEPTION YEAR GROUP

The Policy will apply to requests for summer born children to delay admission to Reception.

Introduction

This policy document sets out the process and criteria for considering requests to delay admission to school for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for an Education Health & Care Plan whose parent(s)/carer(s) should contact the Borough's Special Educational Needs Team for advice.

All other application forms should be submitted direct to the School.

It is the policy of the school that children attending the school will be placed within their own age group and that in most cases appropriate differentiation and/or additional support can ensure a child is successful in this group.

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year or, in the case of summer born children (i.e. those born from April 1st to August 31st), that their child is admitted to reception one year later than their chronological age would normally determine.

The School Admissions Code requires that admission authorities consider such requests and take account of the circumstances of each case. Such requests should be addressed to The Admissions Committee at the school.

Process for consideration of parental requests

1. If a parent expresses an interest in applying for delayed entry to Reception or to another year group than determined by date of birth, they should arrange a meeting with the head teacher to discuss their options.
2. If, after discussion with the head teacher(s), the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence to the School.

3. The form will also ask for basic information about the child and the following information must be provided:
 - i The nature of the request
 - ii Clear reasons for the request
 - iii Information from the child's current nursery or pre-school if applicable or educational history
4. In addition they should provide specific information/documentation which may include:
 - i School or Pre-School reports
 - ii Existing professional reports and assessments e.g. educational psychology reports.
 - iii Health information e.g. health visitor reports
5. Parents will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (application form and supporting evidence).
6. Parents along with the Local Authority (BCP council) will be informed of the decision of the Panel in writing within 5 working days of the meeting.

The decision making process

When a request is received a panel will be convened to consider the application and supporting information provided.

The panel will consist of the headteacher, SENCO and three members of the governing body. The clerk to governors will take notes and inform the parent of the decision.

It may be that the panel do not have enough information to reach a decision in which case the panel may request additional information or may request to meet either parent or child or both.

Criteria for agreement to 'out of year' admissions

The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision. Issues to be considered may include but may not be limited to:

For requests for change of year group where a child has already started school

- Whether there is clear evidence the child has previously been educated in a year group above or below that determined by their date of birth **and** that this has had positive benefits.
- Whether there is clear, documented evidence that to place the child in their normal age group would be detrimental to their educational progress.
- Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date of birth.

For requests for delayed admission for summer born children the Panel will consider the following:

- The needs of the child and the possible impact on them of entering the Year 1 without having first attended the reception class.
- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth.
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school.
- Relevant research into the outcomes of summer born and premature children.
- Relevant advice, guidance and legislation from the Department for Education.

Right of appeal following the decision

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. If a parent is unhappy with the way the academy has handled their complaint, the parent can then refer their complaint to the Education & Skills Funding Agency (ESFA).