



HAMWIC EDUCATION TRUST

SPRINGDALE FIRST SCHOOL

ADMISSIONS POLICY 2023/24

Springdale First School is an academy and is part of Hamwic Trust. The school governors are the Admission Authority and are responsible for the policy and decisions made in regards to it.

Children with an Education, Health and Care Plan issued by a local authority naming Springdale First School will be admitted to the school before preferences are considered for admission in September.

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 60 for the admission year group:

1. A "Looked After Child" or who was a "previously Looked After Child".
2. Children who **live within** the school's catchment area, in the following priority order:
 - a) Children 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.
 - b) Children and young people who have a significant medical or psychological condition. 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.
 - c) All other children who do not qualify in any of the categories (a) and (b) above.
3. Children who **live outside** the school's catchment area, in the following priority order:
 - a) Children 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.
 - b) Children and young people who have a significant medical or psychological condition. 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.



- c) All other children who do not qualify in any of the categories (a) and (b) above.
4. If a school is oversubscribed in any of the categories 1, 2, and 3 above, children who live closest to the school will be given priority. The distance is measured by a Geographical Information System. 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 the remainder of this policy, including the Notes, for further information.

Admissions arrangements

Admission to Springdale First School will be in accordance with the agreed scheme for co-ordinated admission arrangements 2023/24.

Entry to Reception including deferred entry

All children can start in Reception on a full-time basis in September 2023. Parents/carers may discuss with the Headteacher as to whether their child should start on a part-time basis, but 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).

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 (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 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 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 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, including delayed admission to reception for summer born children" which can be found later in this document. Parents considering this are advised to contact Springdale at the earliest possible opportunity (preferably before 31 October 2022) to ensure a decision has been made by the school before the national closing date for applications to Reception and Transfer to Junior School 2023/24.



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 Hamwic Trust Panel comprising a Headteacher from another Hamwic Trust school and the Headteacher and SENCO from Springdale First School.

Details of what you need to do to apply for a different year group can be found in the policy document available online at [Changing a child's year group \(bcpcouncil.gov.uk\)](https://www.bcpCouncil.gov.uk/Changing-a-childs-year-group) or from the BCP Council School Admissions Team.

In Year Fair Access

All the admission authorities in BCP 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 of 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.

In Year Admissions – Looked After Children

A Looked After Child may be admitted to Springdale First School above the Published Admission number if it is felt that a particular school is the most appropriate placement to meet the needs of the individual child. The school has adopted the Local Authority Protocol for dealing with in year admissions of Looked After Children.

Home Address

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 admission 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 admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

Moving Home

When applying for point of entry, we will not accept a change of address once the National Closing Date has passed. The National Closing Date is 15 January 2023. This means if your moving date is after 15 January 2023, 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/Carers

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 admission 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 admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

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.

Waiting lists

For year groups that are oversubscribed, Springdale operates a waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Parents can apply to have their child's name placed on a waiting list for the academic year for which the school place was refused. If parents wish to keep a child on a waiting list beyond the academic year they originally applied for, they will need to submit a new application for the next academic year. There is no guarantee of a school place by remaining on the waiting list.

Parents will need to submit a new application for the following academic year to BCP Council from 1 June 2024.

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 BCP Council what evidence is required. The final decision will be made by the Council. If any information supplied by an



applicant is judged by BCP Council to be fraudulent or intentionally misleading, the Council may refuse to offer a place, or if already offered, may withdraw the offer.

2. 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 BCP Council what evidence is required. The final decision will be made by the Council. If any information supplied by an applicant is judged by BCP Council to be fraudulent or intentionally misleading, the Council 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 distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.

The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points:

- i) Geocoded home address point
-to-
- ii) Centre of nearest road/footpath
-to-
- iii) Nearest approved school access point that is for use by pupils

All measurements are obtained from the local authority's Admissions System. 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 geocoded home address point 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 admission authority that he/she can access

The total distance measured is a combination of 3 measurements using 4 points:

- i) Geocoded home address point
-to-
- ii) Public landing steps or other approved access point on the mainland
-to-
- iii) Centre of nearest road/footpath
-to-
- iv) Nearest approved school access point that is for use by pupils

- 4(c) If an applicant advises the admission authority 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 geocoded home address point 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 have no involvement in the school admissions process.

