

**Pimperne CE VC Primary School**  
**(Admission Arrangements for Community and Voluntary Controlled Schools in Dorset)**

This is Dorset Local Authority's (LA's) admissions policy which applies to statutory school aged children in mainstream schools. This policy commences from September 2015.

**1. Admission of Pupils – General Principles**

- The School Admissions Code, legislative guidance including co-ordination, equal preference scheme and infant class size legislation are adhered to,
- Schools serve traditional areas (catchments/communities) to ensure fair access. The school's catchment area is a geographical area defined by the authority following consultation with the governors and neighbouring schools,
- Where possible, within the current constraints and legislation, children attend schools preferred by their parents,
- Every (Dorset) child will be allocated a place in an educational setting,
- Admission arrangements are consistently and equally applied to all,
- Resources are used efficiently,
- Allocation of school places are made up to the planned admission number, in accordance with the oversubscription criteria.

**2. Published Admission Numbers (PANs)**

Our published PAN is 30 children per year group.

Our school will be asked to exceed the admission number only where:-

- An unexpected event/incident occurs in a school necessitating urgent/temporary placement in alternative provision,
- The last place within PAN is allocated to one of multiple birth siblings, then the other birth siblings will be admitted,
- Where an error occurs and the child should have been offered a place,
- A large group of families with children arrive in the area where it has not been possible to accommodate them within the normal allocation of places because of the short notice. If this is the case, the LA will identify an appropriate setting to accommodate the children as quickly as possible.

In Year Admissions only

- Where there is a need to comply with other agreed protocols, e.g. Children in Care, Fair Access,
- Where no other school would provide suitable education within a reasonable distance of the home. In this instance the distance will be considered based on the transport offered to the alternative setting, following national guidance on transport times i.e. the alternative placement will not exceed a journey of 45 minutes for primary aged children and 75 minutes for secondary age children. Transport is also based on consideration of efficient use of resources and prejudice to the school or neighbouring schools.

**3. Admission of Pupils to School for the First Time at Age 4+/5**

**3.1 Statutory school age**

Children reach compulsory school age the school term following their fifth birthday. The start of term is defined as 1 September/January/April (this may not be the first school day).

**3.2 Admission at 4+**

An application must be submitted for every child to the LA. Children are able to attend full-time in September of the year they are due to start school. Some schools offer a phased integration and/or parents can request part-time attendance until compulsory school age is reached. Parents can also request deferred entry within the first academic year or until compulsory **school** age. A record of the deferment should be kept by the **school and parent**. The place is held and is not available to be offered to another child unless it is not taken up by the agreed date when it will be considered vacant.

#### **4. Transfer to the next school by age – Normal Year of Entry**

Different age ranges of schools in Dorset means children may transfer to the next school, depending on where they live, at ages 7+, 9+, 11+ or 13+. In all cases an application must be submitted.

#### **5. In year Admissions**

In year or casual admissions will be processed through the LA. A formal application must be made in all instances with relevant information attached to the application. Should a place not be allocated at a preference school the parents have a right of appeal. Any alternative placement offered will take account of the distance to travel consistent with the national guidance on journey times i.e. the alternative placement will not exceed a journey of 45 minutes for primary aged children and 75 minutes for secondary age children.

#### **6. Admissions outside Chronological Age**

##### **6.1 Admission above Chronological Age**

Only in exceptional circumstances, where a child is outstanding in every respect, will a child be considered for admission early or above their chronological year. It will also only be considered through the agreement of the Head teacher, in conjunction with other professionals, where they have identified exceptional medical, physical, social or/and educational reasons for this. If advanced in a Dorset school it is expected that the arrangement will continue in a Dorset school.

##### **6.2 Back Yearing and Delayed Transfer**

There are instances when a child's overall best interests are served by delaying admission or remaining in the existing year. The social and educational implications of this must be taken into account. Such arrangements will be considered only if agreed or recommended by the child's Headteacher and/or any other professional involved. Any decision will also be in line with the LA Back Yearing Policy through the SEN team and with the parent's agreement.

##### **6.3 Out of Dorset Requests**

Some families seek places in Dorset schools (e.g. where they have moved to the County from elsewhere) for their children to be placed in a year group other than their chronological year group. Such a request can only be assessed once a child is in the school.

Therefore, such requests are refused unless the Headteacher, in consultation with the SEN team, agrees that there are very exceptional circumstances.

## **6.4 Admission/Transfer of Children Outside Normal Year Groups – PAN**

Where it is agreed that children can be admitted/transferred to a year group which is not the chronological year group, the application will be considered against the relevant school's PAN (not in addition) and the school's oversubscription criteria, along with all other applications received.

## **7. Placements in Alternative Settings and Managed Moves**

Policies are available on In Year Fair Access and Managed Move protocols.

Pupils from outside of Dorset who have been placed in alternative provision (PRU) and move into Dorset will initially be placed in a Learning Centre where consideration will be given to the most suitable placement to support the child's educational achievement. Should integration to mainstream be considered appropriate, and on receipt of an application from the parent, this will be considered by the In Year Fair Access Panel.

## **8. Children in Care**

There is an additional policy and guidance available for Children in Care applications.

## **9. School Transport**

Details about school transport are provided in the Home to School Transport Policy. Advice is also provided in the Policy and Parents' Guide to ensure parents, guardians and carers are aware that their preference of school and the admissions criteria will affect their entitlement to 'free' or concessionary school transport. This includes later changes (e.g. change of address) which could have a bearing on continued eligibility for school transport.

## **10. Withdrawal of School Places**

Places will only be withdrawn where:

- A place has been offered in error by the admission authority and the affected child/ren have not yet started at the preferred school,
- A place has been offered on the basis of a false, fraudulent or deliberately misleading application. The place will be withdrawn if the case has been identified by the first October half-term following admission,
- The place has not been taken up by the agreed date – the parent will be contacted in advance of the withdrawal of a place,
- The place has been declined by the parent.

## **11. Waiting Lists**

The LA operates a limited waiting list policy. Parents can apply to have their child's name placed on a waiting list for a period of one term following refusal. If parents wish to keep a child on a waiting list beyond this term they will need to write in for an extension each term.

## **12. Appeals**

If the LA is unable to offer a place at any of the preferred schools the parent has the right to appeal to an independent Appeals Panel. The decision of the Panel is binding on all parties and, where parents succeed with their appeal, the place at the school originally offered by the LA will be automatically withdrawn.

### 13. More Information

Parents and guardians should read the Parents' Guide in conjunction with all admissions policies and supplementary forms for further information and clarification. This document is available online at [www.dorsetforyou.com](http://www.dorsetforyou.com)

#### **OVERSUBSCRIPTION CRITERIA**

The admission of children with Statements of Special Educational Needs is covered by Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of Statemented pupils (EHCP) is given in the Special Education Needs Code of Practice.

1. Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted.
2. Where there are too few places available to satisfy all preferences, places will be allocated according to the following priority order:
  - i) Children who are looked after by the local authority, i.e. children with either a care order (full or interim) or who are accommodated under Section 20 of the Children Act 1989. Or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order - a copy of the adoption order, residence order or special guardianship order and a confirmation letter from the LA that last looked after the child should be provided with the application.
  - ii) Where a Child Protection Order or Child in Need document identifies that there is a need for the child to be educated in a school closest to home or in an identified particular school/setting for their own safety. (See footnote 2).
  - iii) Children who have a physical or medical disability where the identified school would be the only school providing specially adapted facilities to support the needs of the child or, in the case of the condition resulting in prolonged or recurring absence each year, would be best supported attending a particular school. This must be fully evidenced and supported by a community paediatrician or consultant. (See footnote 2)
  - iv.) Children living within the school's catchment area who will have a sibling(s) attending the school at the time of admission. (See footnote 3,4)
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  - vi.) Children living outside the school's catchment area who will have a sibling(s) attending the school at the time of admission. (See footnote 3,4)
  - vii.) Children living outside the school's catchment area and who were attending one of the preferred school's recognised maintained feeder schools during the previous year. (See foot note 5)
  - viii.) Children living outside the school's catchment area and whose parents wish them to attend a Church of England Voluntary Controlled school on denominational grounds (See footnote 6)
  - ix.) Children of staff with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still

intend to be employed at the school at the time of the child's admission.  
(See footnote 7)

- x.) All other children living outside the school's catchment area.
3. If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight line measurement using a geographical information based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations. NB. School transport is based on walking and driven distances.
  4. In the event that the LA is unable to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent (of the LA) person to determine the final place(s).
  5. Where applications are received from families with multiple birth siblings and by adhering to PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

#### Footnotes

1. Ferndown Upper School – After allocating places to children who are in the care of the Local Authority, priority will be given to (up to) 26 pupils who can demonstrate an aptitude in Visual Arts. Should the number of applications for these places exceed availability; places will be allocated in accordance with the LA's Admissions Policy. Remaining places up to the planned admission number limit will be allocated in accordance with the LA's Admissions Policy.
2. In the case of ii) iii) iv) other relevant LA professionals will also be consulted. The LA is all inclusive and will meet all legislative requirements to accommodate children within their educational setting as appropriate to their need.
3. The term 'sibling' means full brother or sister, half or step brother or sister, adoptive brother or sister and other non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.
4. In the case of an infant school the sibling link will apply to the related junior school and vice versa.
5. This does not include independent or early years provision.
6. In order to qualify for consideration under this category, parents/guardians will need to show that at least one adult family member and the child to whom the application relates have been attending their local church at least once a month for a minimum of a year prior to the closing date for applications. The application must also be supported by a written statement from the vicar/priest/minister or leader of the church confirming this.

7. The term “children” includes full, half, step, adopted and those non-blood related but resident through marriage, civil partnerships or single family co-habitation arrangements at the time of application or deadline.

Separate admission policies apply to Primary/First schools in Gillingham and Verwood. Details of these policies can be found on the School Admission website.

All policies and the Parents' Guide which provides further information and clarification are all available at [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions).