



Admissions			V1.4
	Date	Name	Notes
Drafted	22 <sup>nd</sup> Jun 2009	D.Robinson	
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Reviewed	10 <sup>th</sup> Jan 2020	FGB	
Amended	17 <sup>th</sup> Jan 2020	P Leddin	Amended admissions authority details
This policy will be reviewed every 3 years or to reflect Local Authority policy changes			

This policy commences for children applying to schools to start in September 2022 and should be read in conjunction with the Dorset Council Parent's Guide.

## The Admissions Authority

Lytchett Matravers Primary 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. An application must be submitted for every child to the Local Authority. Children are able to attend full-time in September of the year they are due to start school.

## Parental Preference

Lytchett Matravers School serves the villages of Lytchett Matravers, East Morden, West Morden, part of Organford and the small hamlet of Slepe. These communities make up the 'catchment' area for Lytchett Matravers School. Parental preference for Admission to Lytchett Matravers School will be respected, but it must be placed in context of the CSA's admission arrangements.

## Standard Number

In consultation with the governing body, the CSA has set a standard number for the school. Currently, the standard number for Lytchett Matravers School is 60 pupils per year group. In accordance with national instructions, no class in Foundation Stage or Key Stage 1 will exceed 30 pupils per class. However, following discussions with the CSA, it has been agreed that no class in Key Stage 2 will exceed 32, thus making a maximum admission number of 64 for Key Stage 2 classes.

The standard and admission numbers have been used to calculate the capacity of the school and a child will be offered admission to the school in accordance with parental preference unless it is full in these terms.

Should more than 30 applications be approved for Foundation or Key Stage 1 classes during the admissions round, in accordance with the CSA's admission criteria, the CSA and governing body of Lytchett Matravers School will ensure that the class size limit is met.

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 30 for the admission year group: Please read the explanatory notes for further guidance.

1. "Looked After Children" or "previously Looked After Children" or Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Vulnerable Children: A child is eligible in this category where the child has an identified social or medical need
3. 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.
4. All other children. If a school is oversubscribed in any of the categories above, children 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.

## Oversubscription Criteria – Explanatory 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 admission authority what evidence is required. The final decision 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.

- 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 the admission authority what evidence is required. The final decision 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.
- 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) Catchment Area means the geographical area from which children will be afforded priority for admission to the School. Maps indicating catchment areas referred to in the oversubscription criteria above can be viewed at the links below and are also available to view on the School website. A hard copy is available at the School office.  
[https://www.locrating.com/school\\_catchment\\_areas.aspx?schoolid=urn146475&schooltype=0](https://www.locrating.com/school_catchment_areas.aspx?schoolid=urn146475&schooltype=0)
- 5) Vulnerable Children
  - a. Medical need means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school. Evidence to be relied upon must be submitted with the Supplementary Information Form and sent to the School on or before 15th January 2021.
  - b. Social Need means where the child is of confirmed refugee status. (Written evidence of this from the home LA must be submitted with the Supplementary Information Form and sent to the School on or before 15th January 2021.) OR Satisfy the criteria of a Mandatory category of children who can be placed via the Fair Access Protocol (FAP) to include
    - i. Children on a Child in Need/Child Protection Plan,
    - ii. Children in refuge,
    - iii. Children in formal kinship care arrangements,
    - iv. Children who have been out of education for four or more weeks
    - v. Previously looked after children for whom the local authority has been unable to promptly secure a school place (placement decisions need to be made within 20 school days of a child being referred to the FAP)

## Admission

The governing body of Lytchett Matravers School will ensure that appropriate advertising takes place around the catchment area of Lytchett Matravers. The purpose of such advertising is to encourage families to register their children early, should they wish for their children to attend Lytchett Matravers School. There has been a past history of catchment area pupils being refused admission to Lytchett Matravers School as late registrations have been made when the school allocation has been filled by the CSA. Dorset CSA has

relaxed its ruling that any requests for in-year admissions be referred to the admission authority, if a sizeable number of vacancies exists in the requested year group. However, where there are only one or two vacancies, then any enquiries should be directed to Dorset CSA Admissions Department.

## **Appeals**

In the vast majority of cases, children are offered a place in line with their families' preference for Lytchett Matravers School. If, however, a child is unable to gain admission, families will need to decide whether they are willing to accept a place offered at a different school or whether they wish to continue with their original application for Lytchett Matravers School. If families feel that they have circumstances that they believe justifies further consideration, they may choose to appeal to an independent committee.

This independent committee will consider the grounds put forward by families for the appeal and determine whether the merits of the case by families outweighs any arguments presented by the CSA. Before they appeal, families are advised to consider the CSA's admission criteria.

## **Home to School Transport**

The Children's Services Authority has a duty to provide free school transport for pupils who reside within the catchment area and whose homes are in excess of three miles. Exact distances are determined by the CSA. In addition, any pupils who reside outside of the catchment area (and in excess of three miles) will be provided with free school transport to and from Lytchett Matravers School if they are directed to this school as a result of their catchment area school being full.