



Coastal Learning  
PARTNERSHIP

## **Admission Policy 2022/23**

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## **Section 1: Introduction and general admissions arrangements**

Coastal Learning Partnership is the admission authority for the schools listed in the table below. The Trust Board is responsible for determining the admissions policy and arrangements in line with the requirements of the School Standards & Framework Act 1998 and School Admissions Code. This policy will be used to prioritise applications for each school's point of entry (Year R in Primary & Infant schools; Year 3 in junior schools) starting in September 2022 and for in-year admissions for the 2022/23 academic year for the schools listed below.

### **Catchment areas**

All schools within Coastal Learning Partnership have a clearly defined catchment area. Catchment area information for each school can be easily found on the Partnership website [here](#). Prospective parents can also contact schools directly for catchment area information.

### **Published Admission Number**

The Published Admission Number (PAN) for entry into each school is shown in the table below, along with its Local Authority. Each school will admit up to the PAN into the year group indicated. Where there are more applications for admission than places available, then places will be offered in accordance with the oversubscription criteria in this policy.

<b>School Name</b>	<b>Local Authority<sup>1</sup></b>	<b>PAN</b>	<b>Entry Year</b>
Corfe Castle CE Primary School	Dorset	15	Reception
Courthill Infant School	BCP	120	Reception
Heatherlands Primary School	BCP	90	Reception
Heathlands Primary Academy	BCP	30	Reception
Lilliput CE Infant School	BCP	120	Reception
Longfleet CE Primary School	BCP	90	Reception
Old Town Infant School & Nursery	BCP	60	Reception
Queen's Park Infant Academy	BCP	120	Reception
St Clement's & St John's CE Infant School	BCP	90	Reception
St Luke's Church of England (Aided) Primary School	BCP	60 / 64	Reception / Year 3 <sup>2</sup>
Swanage St Mark's CE Primary School	Dorset	30	Reception
Wareham St Mary CE Primary School	Dorset	30	Reception
Baden-Powell & St Peter's CE Junior School	BCP	180	Year 3
Bethany CE Junior School	BCP	96	Year 3
Oakdale Junior School	BCP	180	Year 3

### **Children with Education, Health and Care Plans (EHCPs) that name the school**

Children with EHCPs that name a school must be admitted to that school under the Children and Families Act 2014 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the School Admissions Code, these children will, where possible, count towards the PAN.

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<sup>1</sup> Local Authority names in full: 'Dorset Council' and 'Bournemouth, Christchurch and Poole Council'

<sup>2</sup> St. Luke's CE Primary takes 60 pupils at Reception and an additional 4 pupils at Year 3: the PAN of 64 in Y3 is a total of the 60 in Reception plus an additional 4 in Year 3. **Children who attend St. Luke's at the infant site will automatically retain their place and do not need to apply for Year 3.** The oversubscription criteria for these additional 4 places are the same as those for the Reception entry.

## Oversubscription Criteria

Applications submitted by the national closing date of 15<sup>th</sup> January 2022 will be dealt with first. If the number of applications submitted by the closing date is greater than the PAN for the school, admissions to the school will be decided according to a designated set of criteria.

The criteria to be used in the event that a school is oversubscribed are set out in the relevant policy section as shown in the following table. Section 4 (page 10) provides the explanatory notes which relate to all oversubscription criteria.

School Name	Section for oversubscription criteria
Corfe Castle CE Primary School	Section 2 (page 8)
Courthill Infant School	
Heatherlands Primary School	
Heathlands Primary Academy	
Lilliput CE Infant School	
Longfleet CE Primary School	
Old Town Infant School & Nursery	
Queen's Park Infant Academy	
St Clement's & St John's CE Infant School	
St Luke's CE Primary School	
Swanage St Mark's CE Primary School	
Wareham St Mary CE Primary School	
Baden-Powell & St Peter's CE Junior School	Section 3 (page 9)
Bethany CE Junior School	
Oakdale Junior School	

## Late applications

Applications received after the national closing date will be classed as late applications and will not be processed until after the on-time applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

## Local Authority Co-ordinated admissions schemes

All schools within the Coastal Learning Partnership fully participate in LAs' published co-ordinated admission schemes.

## Waiting lists

If a place cannot be offered at a school, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the oversubscription criteria. The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the oversubscription criteria. Each time a child is added to the waiting list, the list will be re-ranked according to the oversubscription criteria. The waiting list will be held until 31<sup>st</sup> July 2023. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application for the school.

## Entry to Reception including deferred entry (*not relevant for junior schools*)

All children can start in Reception on a full-time basis in the September following their fourth birthday. Parents/carers may discuss with the Headteacher whether their child is ready to start full-time or part-time. The final decision will rest with the parent/carer of the child.

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<sup>3</sup> and 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. Deferred entry should be discussed with the Headteacher.

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.

Parent/carers of summer-born children, that is children born between 1<sup>st</sup> April and 31<sup>st</sup> August, may, in addition, choose to send their child to school in the September following their 5<sup>th</sup> birthday and may request that their child is admitted out of their normal age group to Reception year rather than Year 1. Any parent wishing to consider this needs to refer to the section headed “Applications for admission outside the normal age group” below. Parents considering this are advised to contact the school at the earliest possible opportunity to ensure a decision has been made by the school before the national closing date for applications to Reception.

### **Applications for admission outside the normal age group**

Parents may request that their child is admitted outside their normal age group, for example if the child is gifted or talented or has experienced problems such as ill health, or they are summer-born and parents would like them to start in Reception Year when they reach statutory school age. Applications for children to be educated outside their normal age group will be considered on their individual merits by a nominated committee from the Local Governing Body for the school, taking account of the views of the Headteacher and SENCO. The Local Governing Body will make a decision on the basis of the circumstances of each case, in the child’s best interests, and may seek advice from the Local Authority’s SEND team or a qualified Education Psychologist. The placement of a child outside his or her normal age group is not usually an appropriate strategy for meeting special educational needs. To apply for place outside the normal age group, parents must complete the form titled ‘Application for Admission Outside the Normal Age Group’ which is available on each school website. This form should be completed and returned to the school in question for consideration.

### **In Year Fair Access**

Coastal Learning Partnership schools fully partake in the relevant LA’s 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 a Reception, Year 1 or Year 2 class where there are already 30 children in the class.

### **In Year Admissions**

This admissions policy will also be used to prioritise applications for in-year admissions for the 2022/23 academic year. Parents wishing to make an in-year application should apply through the relevant LA Admissions Team. A Looked After Child (see explanatory note 1 in section 4, page 9) may be admitted to the School above the Published Admission number if it is felt that this particular school is the most appropriate placement to meet the needs of the individual child. Coastal Learning Partnership has adopted the LA Protocol for dealing with in-year admissions of Looked After Children.

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<sup>3</sup> Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## Schools with a Designated Religious Character

Several schools within the Coastal Learning Partnership have a designated religious character. The schools and their religious authority are shown in the table below. Coastal Learning Partnership must have regard to these religious authorities when setting the terms of its admissions arrangements for these schools.

School	Religious Authority
Baden-Powell & St Peter's CE Junior School	Diocese of Salisbury
Bethany CE Junior School	Diocese of Winchester
Corfe Castle CE Primary School	Diocese of Salisbury
Lilliput CE Infant School	Diocese of Salisbury
Longfleet CE Primary School	Diocese of Salisbury
St Clement's and St John's CE Infant School	Diocese of Winchester
St Luke's CE Primary School	Diocese of Winchester
Swanage St Mark's CE Primary School	Diocese of Salisbury
Wareham St Mary CE Primary School	Diocese of Salisbury

Recognising their historic foundations, these schools will preserve and develop their religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. These schools aim to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. They encourage an understanding of the meaning and significance of faith and promote Christian values through the experiences offered to all their pupils.

## Schools with Nursery classes

For information on admission to the Nursery classes at Old Town Infant School & Nursery and Heathlands Primary Academy, please see the relevant school website. A link to information on the admissions policy and arrangements for the Nursery classes can be found on the Nursery class page. Parents without access to the internet can contact the school offices for the same information.

## 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 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.

## 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 admissions authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). If parents own/rent more than one property and one or more of these properties are in the catchment area for the school they wish to apply for, they **must** submit, in respect of the property given as the home address of the applicant child, proof of ownership/rental of the property in the catchment area **plus** evidence of payment of Child Benefit or GP registration for that property. 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.

### **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.

### **Appeals**

If a parent is unsuccessful with their application for a place at a Coastal Learning Partnership school, the parent has the right to appeal to an Independent Appeals Panel. Details of the appeal process will be included in the letter sent refusing the place. The decision of the Appeals Panel is binding on all parties.

## **Section 2: Oversubscription Criteria – infant/primary schools**

All explanatory notes are in section 4, page 10.

If the number of applications received by the closing date is greater than the PAN for the school, admissions will be decided according to the following criteria and in the following order of priority:

1. 'Looked After Children' or 'Previously Looked After Children' – see Explanatory Note 1.
2. Children who live within the designated catchment area of the school who have a significant medical or psychological condition - see Explanatory Note 2 for catchment definition and Explanatory Note 3 for medical/psychological condition definition.
3. Children who live within the designated catchment area of the school and at the time of application, have a sibling on the roll of the school, who will continue to attend that school the following year. In the case of applications for places at infant schools, a sibling at the linked junior school, if relevant, will count as a sibling at the infant school – see Explanatory Note 4 for sibling definition and Explanatory Note 5 for linked school information.
4. Children who live within the designated catchment area of the school and who are children of staff employed at the school for two or more years at the time of application and/or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Other children who live within the designated catchment area of the school.
6. Children who live outside the designated catchment area of the school who have a significant medical or psychological condition.
7. Children who live outside the designated catchment area of the school and at the time of application, have a sibling on the roll of the school, who will continue to attend that school the following year. In the case of applications for places at infant schools, a sibling at the linked junior school, if relevant, will count as a sibling at the infant school.
8. Children who live outside the designated catchment area of the school and who are children of staff employed at the school for two or more years at the time of application and/or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
9. For schools with designated religious character in the Diocese of Salisbury only: Children who regularly attend worship at a recognised Christian Church, and whose parents request admission on religious grounds (see Explanatory Note 6)
10. Other children who live outside the designated catchment area of the school.

If the school is oversubscribed from within any of the above criteria, then distance, as defined in Explanatory Note 7, will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.



### **Section 3: Oversubscription Criteria – junior schools**

All explanatory notes are in section 4, page 10.

If the number of applications received by the closing date is greater than the PAN for the school, admissions will be decided according to the following criteria and in the following order of priority:

1. 'Looked After Children' or 'Previously Looked After Children' – see Explanatory Note 1.
2. Children who live within the designated catchment area of the school who have a significant medical or psychological condition - see Explanatory Note 2 for catchment definition and Explanatory Note 3 for medical/psychological condition definition.
3. Children who live within the designated catchment area of the school and at the time of application, have a sibling on the roll of the school, who will continue to attend that school the following year. In the case of applications for places at junior schools, a sibling at the linked infant school, if relevant, will count as a sibling at the junior school – see Explanatory Note 4 for sibling definition and Explanatory Note 5 for linked school information.
4. Children who live within the designated catchment area of the school and are attending the linked infant school(s) – Bethany Junior School and Oakdale Junior School only – See Explanatory Note 5.
5. Children who live within the designated catchment area of the school and who are children of staff employed at the school for two or more years at the time of application and/or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other children who live within the designated catchment area of the school.
7. Children who live outside the designated catchment area of the school who have a significant medical or psychological condition.
8. Children who live outside the designated catchment area of the school and at the time of application, have a sibling on the roll of the school, who will continue to attend that school the following year. In the case of applications for places at infant schools, a sibling at the linked junior school, if relevant, will count as a sibling at the infant school.
9. Children who live outside the designated catchment area of the school and are attending the linked infant school(s) – Bethany Junior School and Oakdale Junior School only – See Explanatory Note 5
10. Children who live outside the designated catchment area of the school and who are children of staff employed at the school for two or more years at the time of application and/or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
11. For schools with designated religious character in the Diocese of Salisbury only: Children who regularly attend worship at a recognised Christian Church, and whose parents request admission on religious grounds (see Explanatory Note 6)
12. Other children who live outside the designated catchment area of the school.

If the school is oversubscribed from within any of the above criteria, then distance, as defined in Explanatory Note 7 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.

## **Section 4: Oversubscription Criteria Explanatory Notes**

**These explanatory notes relate to all criteria from sections 2 and 3**

1. “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. Details of the catchment area for each school can be found on-line through the Coastal Learning Partnership website: [www.coastalpartnership.co.uk/admissions](http://www.coastalpartnership.co.uk/admissions). Parents can select the school they wish to check from this web page and they will be directed to the catchment area information from there. If parents do not have access to the internet, they can enquire at the relevant school office.
3. Significant medical/psychological conditions - for an application to be considered under this category written evidence 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 is assessed by the Trust Board to be the **only** school that can meet any specific medical or psychological needs identified.
4. “Sibling” is defined as:
  - 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.
5. The linked junior school for St Clement’s & St John’s Church of England Infant School is Bethany Church of England Junior School.  
  
The linked junior school for Old Town Infant School and Nursery is Oakdale Junior School.  
  
The linked junior school for Queen’s Park Infant Academy is Queen’s Park Academy.
6. For schools with dedicated religious character in the Diocese of Salisbury:
  - ◇ ‘Regular’ attendance is defined as attendance at least twice a month over a period of one year prior to the date of application.
  - ◇ ‘Recognised Church or Religious Group’ means a church that is the same denomination as (or is in fellowship with or partnership with) a member of:
    - Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk));

- the Evangelical Alliance (see [eauk.org](http://eauk.org));
- the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk));
- Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)).

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Applications on denominational grounds must be supported by the Supplementary Information Form, signed by a Parish Priest/Minister of Religion of a recognised Christian Church confirming attendance at worship at least twice a month for at least the one year prior to the date of application. Supplementary Information Forms can be obtained from the relevant schools or the relevant Local Authority Admissions Team.

## 7. Definition of distance:

There are two different approaches used to measure distance reflecting the arrangements that were previously established by Local Authorities. The two different approaches are:

1. Shortest, safe and practicable walking route;
2. Shortest straight line measurement

The shortest, safe and practicable walking route approach is used by the following schools:

Baden-Powell & St. Peter's CE Junior, Courthill Infant, Heatherlands Primary, Lilliput CE Infant, Longfleet CE Primary, Oakdale Junior, Old Town Infant School and Nursery.

The shortest straight line measurement approach is used by the following schools:

Bethany CE Junior, Corfe Castle CE Primary, Heathlands Primary, Queens Park Infant, St. Clement's and St. John's CE Infant, St. Luke's CE Primary, St. Mark's CE Primary, Wareham St. Mary CE Primary.

The following applies to those schools using the shortest, safe and practicable walking route approach:

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.

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.

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.

The following applies to those schools using the shortest straight line measurement approach:

Distance will be measured on the basis of the shortest straight-line measurement using a geographical information-base system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations.