



Bishop Aldhelm's C.E. Primary School

Loved by God; United in Learning

Headteacher: Scott Tait

Deputy Headteacher: Lizzie Sharpe

*Love, Unity,
Courage
and Inspiration*



ADMISSIONS POLICY 2024-2025



Admissions Policy

Foreword To All School Policies

The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

Welcome

A warm welcome to all parents/carers who are considering sending their child to our school.

Bishop Aldhelm's Church of England Primary School aims to serve its community by **providing an education of the highest quality within the context of Christian belief and practice.**

The Spirit of Bishop Aldhelm's

At the heart of our school is what we call "The Spirit of Bishop Aldhelm's". The Spirit is the set of beliefs and principles which underlie everything which happens at our school. It is our overarching ethos.

The full text of "The Spirit of Bishop Aldhelm's" is available on our School Website (which is www.bishopaldhelms.poole.sch.uk) and in our School Prospectus.

We ask all parents/carers applying for a place here to respect "The Spirit of Bishop Aldhelm's" and its value to the school.

What we stand for as a Church School

Bishop Aldhelm's Church of England Primary School encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

At the same time we appreciate that parents/carers have the right to withdraw their children from the daily Christian Act of Worship and from Religious Education.

1. Introduction

- a. The governing body of Bishop Aldhelm's CE Primary School is the admission authority and responsible for the admission arrangements of the School. This document sets out the admission arrangements of the School for the academic year 2023/24.
- b. The published admission number (PAN) for entry into the School is 90. The School will admit up to the PAN in the normal year of entry which is the Reception year. Where there are more applications for admission than places available at the School, then places will be offered in accordance with the oversubscription criteria at section 3 of this policy.
- c. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require classes to be no bigger than 30 children although the PAN may be much lower than 30.
- d. Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).
- e. When applying to start school in Reception¹ in September 2024 you must apply to your home LA. All applications for first admission must be received by your home LA by the closing date of 15 January 2024. The home LA will make a single offer of a place on 16 April 2024 (or next working day).

2. Religious Character of the School

- a. The School is designated with a religious character. The School's religious authority is the Diocese of Salisbury. The School must have regard to any guidance from its religious authority when constructing the faith based terms of its admission arrangements.
- b. Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The School aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

3. Oversubscription Criteria

Where the School is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes for further guidance.

- 1. Looked After Children or Previously Looked After Children – A child who is in the care of an LA, or was in the care of a LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. 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 (note 1).

- 2. Vulnerable Children

A child is eligible in this category where the child has an identified social or medical need.

3. Parish Catchment

- a. Children living in the Parish with a sibling at the School who meet the faith criterion

A child living inside the Parish Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission. In addition to being a regular practising Christian at a Recognised Church or Religious Group.

- b. Children living in the Parish who meet the faith criterion

A child living inside the Parish Catchment Area is eligible for this category where they are a regular practising Christian at a Recognised Church or Religious Group.

- c. Children living in the Parish with a sibling at the School

A child living inside the Parish Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission.

- d. Children living in the Parish

4. Local Authority Catchment

- a. Children living in the Local Authority Catchment with a sibling at the School who meet the faith criterion

Other Children resident in the BCP's designated catchment area for the school (but omitting the parts which are also within the Parish boundary as they come in above).

- b. Children living in the Local Authority Catchment who meet the faith criterion

Children resident in the BCP's designated catchment area for the school (but omitting the parts which are also within the Parish boundary as they come in categories 3 and 4 above) who regularly (at least once every month and for at least the last 6 months) attend worship at a recognised Christian church or religious group (as defined in the Note immediately following the oversubscription criteria).

- c. Children living in the Local Authority Catchment with a sibling at the School

Other Children resident in the BCP's designated catchment area for the school (but omitting the parts which are also within the Parish boundary as they come in categories 3 and 4 above).

- d. Children living in the Local Authority Catchment

5. Outside Local Authority Catchment

- a. Children living outside the Local Authority and Parish Catchment Area with a sibling at the School who meet the faith criterion

A child living outside the Local Authority and Parish Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission. In addition to being a regular practising Christian at a Recognised Church or Religious Group.

b.Children living outside the Local Authority and Parish Catchment Area who meet the faith criterion

A child living outside the Catchment Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.

c.Children living outside the Local Authority and Parish Catchment Area with a sibling at the School

A child living outside the Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission.

6. All other children

Note 1: 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 the BCP Council to be fraudulent or intentionally misleading, the Council may refuse to offer a place, or if already offered, may withdraw the offer.

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If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the School.

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.

Same Address / Equal Distance from the school: If there are insufficient places to accommodate all applicants and it is a question of distance from the school and there is more than 1 applicant living at the same address or applicants living an equal distance from the school this is how the decision is made. All those (i) living an equal distance from the school (up to three decimal points) or (ii) at the same address or block of flats who

are eligible for the remaining place(s) will have their names drawn as lots to see who should be offered the place. A person who has no involvement in our school's admissions process will draw the names.

Oversubscription Criteria: Explanatory Notes

Catchment Area means the geographical area from which children will be afforded priority for admission to the School. Our school takes children from the Parish of St. Aldhelm's Church, children from the Bournemouth, Christchurch and Poole designated catchment area and children from outside both of these. A street map showing (i) the Parish and its boundary and (ii) the BCP's designated catchment area (but omitting the parts which are also within the Parish boundary) is at the back of this Policy. Lists of the streets in each of them are available from the school on request.

Vulnerable Children

- (i) 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; this may be supported by evidence of the child as a young carer. Evidence to be relied upon must be submitted with the Supplementary Information Form and sent to the School on or before 15th January 2024.
- (ii) 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 2024.

Sibling means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

Faith Criterion Requirements

- (i) Regular practising Christian** means a child who attends a **Recognised Church or Religious Group regularly** prior to application.
- (ii) Regularly** means at least once every month and for at least the last 6.²
- (iii) 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); the Evangelical Alliance (see eauk.org); the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk); Affinity fellowship of Churches (see www.affinity.org.uk).

Home address means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.

When applying for point of entry, school name will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups (Reception, Year 3 and Year 5)/(Secondary and Upper) is 15 January 2024/31 October 2023. This means if your moving date is after 15 January 2023/31 October 2022, 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

² In the event that during the period specified for attendance at worship the Recognised Church or Religious Group has been closed for public worship the requirements in relation to attendance will only apply to the period when the Recognised Church or Religious Group has been available for public worship. Where the Recognised Church or Religious Group has made available alternative premises for public worship the requirements in relations to attendance shall apply to that period as well.

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.

Supplementary Information Form (SIF)

- a. Where seeking priority under the vulnerable children (3b) or faith criterion (3f) parents must fully complete the relevant part of the SIF and provide the required supporting evidence. Where relying on the faith criterion (3f) the SIF must be signed off by the relevant Church representative. Where relying on the vulnerable children criterion (3b) you must supply evidence to support the application.
- b. The SIF must be returned to the School office on or before 15th January 2024. The SIF is available on the School website or a paper copy may be requested from the School office.

7. Appeals

- a. Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
- b. The admission appeal timetable is published on the School's website by 28th February each year.

8. Important Information

a. Waiting Lists

If the School is oversubscribed for September 2024 entry a waiting list will be maintained [until 31st December 2024]. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal at Section 5 remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list.

b. Summer Born children

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1, they may request that the child is admitted out of their normal age group. Please note the following:

- (i) **You must make an application for admission to the School for September 2024 entry but make it clear on the application form that you wish your child to enter the reception class in September 2025.**
- (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2025. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2024 application may be withdrawn before a place is offered **but a fresh application will need to be made for September 2025 entry which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements.** PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2025 as there is no guarantee of a school place.
- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

c. Deferred entry and part time attendance below statutory school age

A child may start at the School in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full time place and

parents may choose for their child to attend full time. Alternatively parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

d. Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the School sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

e. Multiple Birth Applications

Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

f. Children with 'Education, Health and Care Plans

In accordance with the Special Educational Needs Code of Practice the Governors are legally required to admit a child with an 'Education, Health and Care Plan' issued by the Local Authority in which the school is named. In the event of this happening these pupils will be admitted first and it will reduce accordingly the number of places available. Prior consultation with the Governors is part of this process before the school is named on the Plan. In view of this the oversubscription criteria do not apply to any child with an 'Education, Health and Care Plan' in which our school is named.

9. Withdrawal of an Offer

The School may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

10. In Year Admissions

- a. Applications for in year admission may be submitted at any time during the school year. The application form is on the School website or a paper copy may be requested from the School office.
- b. Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, or would breach Infant Class Size Regulations, the application will be refused and a right of appeal, as set out in Section 5, will arise.
- c. The oversubscription criteria at section 3 will be only used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.

11. Further Information

- a. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the School you are advised to refer to your home LA's website.
- b. If you have any questions in relation to these admission arrangements please contact the School office [insert relevant contact details].
- c. The School will handle all personal data in accordance with the requirements of the Data Protection Act 2018.

Enquiries

Enquiries about this Policy should be addressed to:-

The Clerk to the Governors (ADMISSIONS)
c/o Bishop Aldhelm's Church of England Primary School
Winston Avenue
Branksome
Poole
Dorset BH12 1PG

(telephone: 01202 715100)

Further info at: <https://www.poole.gov.uk/schools-and-education/schools-and-colleges/school-admissions/poole-school-catchment-areas/>

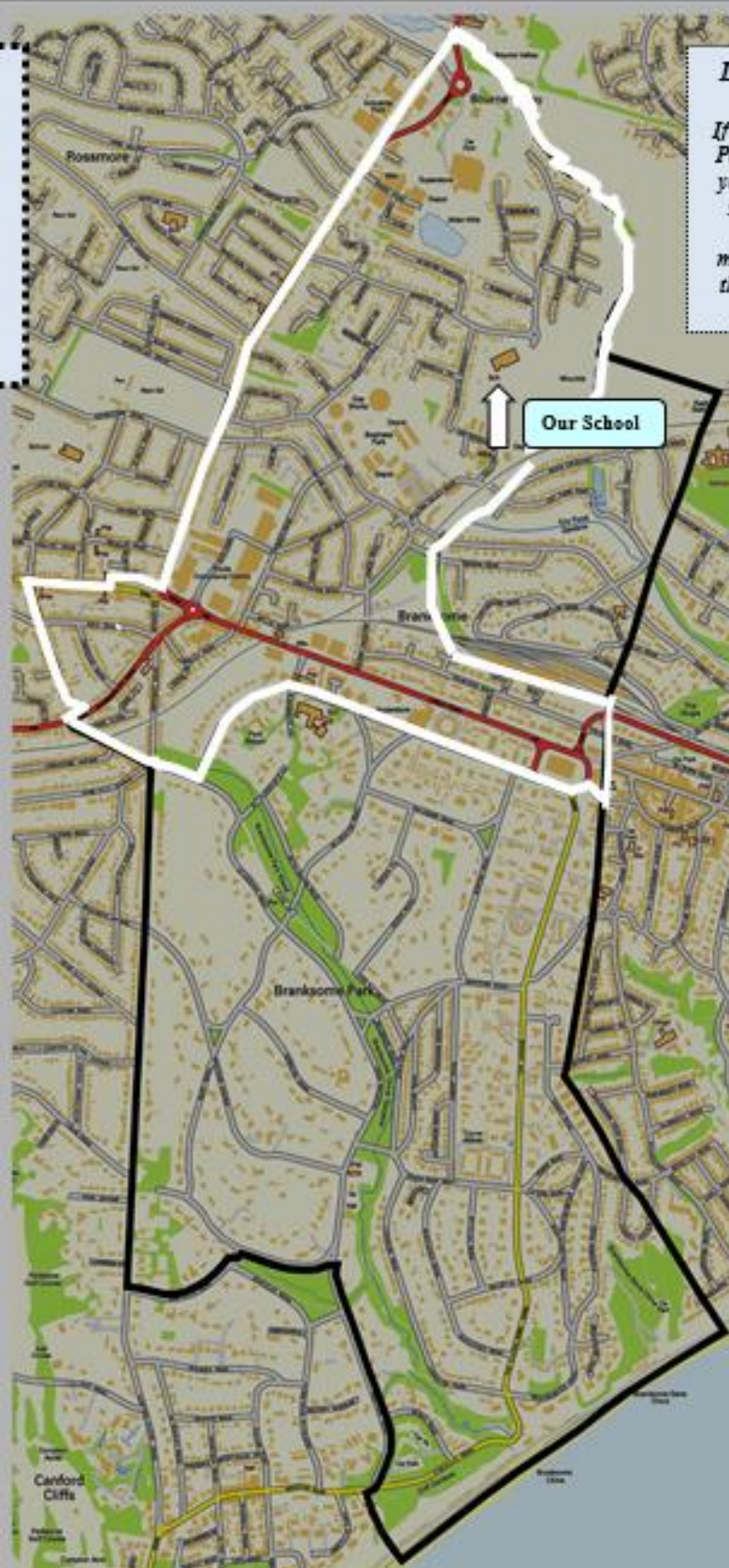
Boundaries

Parish Boundary

**Borough of Poole
Designated
Catchment Area**
(but omitting the parts
which are in the Parish)

Larger Size Plan

*If you are viewing the
Policy on a computer
you can increase the
size of this plan by
clicking on the
magnification tab on
the computer screen*



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Map Reference
NM_SAPB_0410
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