



# Lytchett Matravers Primary School

## Admissions Policy 2024/25



This policy will be used to prioritise applications for admission to Year R starting September 2024 and for in-year admissions for the 2024/25 academic year. It 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 the Hamwic Education Trust (HET). HET is the Admission Authority for Lytchett Matravers Primary School. 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. HET has delegated the processing of admissions to the school's governing body.

### **Published Admission Number**

The Published Admission Number (PAN) for Lytchett Matravers Primary School is 60. The school will admit up to the PAN into Year R in September 2024.

### **Children with Education, Health and Care Plan (EHCP) that name the school**

Children with EHCPs that name a school must be admitted to that school under the Education Act 1996 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 Code these children will count as part of the Published Admission Number (PAN) for the school.

### **Oversubscription Criteria**

Applications submitted by 15 January 2024 will be dealt with first. 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: 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) 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 application and sent to the school on or before 15th January 2024.
  - 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 application and sent to the school on or before 15th January 2023.) OR satisfy the criteria of children who can be placed via the Fair Access Protocol (FAP) as listed in Section 3.17 of the School Admissions Code 2021.

## Late Applications

The closing date for applications is 15 January 2024. Applications received after that date will be late 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.

## Waiting Lists

If a place cannot be offered at the 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 priorities set out above and any previous offer of a school place will be withdrawn. 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 priorities set out in section 2 of this policy. Each time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria. The waiting list will be held until 31st July 2025. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

## Entry into Reception Year

The offer made to parents for reception class on the initial offer date is of a full-time place from the start of term in September. Schools normally stagger entry into school from that date and arrange for some initial part-time attendance to ensure a smooth transition from pre-school or home into school. Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the school.
  
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory school age, and not beyond the beginning of the final term of the school year.

Parents 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 apply for their summer-born child to start school outside their normal age group should read the 'Guidance on the education of children outside normal age group' booklet, available on the Southampton City Council website, which explains the procedures that need to be followed, and complete the relevant application form.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child's education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

### **Admission of children outside their 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 were admitted to Year R outside the normal age group. Parents of summer-born children for whom education outside normal age group was previously agreed will be required to make a new request for entry into junior school. This should be done as if the child is placed in their correct year group. For example, a child who has been held back a year (decelerated) should be making a new request in Year 1.

Details of how to apply for admission outside the normal age group can be found in the policy document – 'Dorset Council- Guidance on placement outside normal age group' available on line. All requests will be considered on their merits by the schools' governing body.

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### **In Year Admissions (applying for a school place *during* an academic year)**

This admissions policy will also be used to prioritise applications for in-year admissions for the 2024-25 academic year. Parents wishing to make an in-year application should apply through the Admissions Team at Dorset County Council: [www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place](http://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place)

### **In Year Fair Access**

HET 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.

## **Appeals**

If the school is unable to offer a place, parents have the right of appeal to an Independent Appeals Panel. The decision of the Panel is binding on all parties.

## **Co-ordinated Admissions Scheme**

All HET schools fully participate in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1<sup>st</sup> September 2024.