



Christchurch Infant School

Admissions Policy 2023-2024

Approved by Board of Governors:	November 2022
Next Review Date:	November 2023

CHRISTCHURCH INFANT SCHOOL

ADMISSIONS POLICY 2023-24

The BCP Education Authority is responsible for admissions to County and Voluntary Controlled Schools and the Admissions Policy of Christchurch Infant School follows the guidance laid down by the BCP Council. The Standard Admission Number for each class at Christchurch Infants is 30 with 120 in each Year Group.

Admission Procedures and Arrangements for Four Year Olds

The academic year runs from September to July. In September children's entry into school is slightly staggered to enable pupils to settle more happily into school and allow teachers and parents to have home school visits prior to entry. Pupils are able to attend full time from their starting date in September however parents may choose for their children to attend on a part-time basis. Part-time is defined as mornings only (5 in total), full-time is morning and afternoon sessions (10 in total). Options for attending full-time are as follows: from their allotted start date in September or after Autumn half term. Similarly, the school may wish to recommend that an individual child only attend on a part-time basis if it is in the child's best interest such as for children with special educational needs. This is negotiated with the parents.

The school operates the following procedures for registration of children for new Foundation classes:

1. **On first enquiry...** Name of prospective children are taken using the registration form.
2. **On receiving the registration form...** the school keeps it on file but parents are told that this does not guarantee a space.
3. **In the Year prior to Admission ...**

Sept/Oct – Admission prospectus is available to view online. Parents of children who have registered with the school will receive LA information letter on how to apply for places. Applications can be made online. If the school receives an application form it is dated prior to being sent to County. Some parents choose to send forms directly to the LA Admissions dept.

NB: It is the parent's responsibility to ensure the online submission is submitted to the LA Schools Admissions Team by the closing date. The Headteacher, Deputy or Assistant Head give tours of the school and explain the admissions process.

Early Jan – In January the Local Authority has a deadline date for applications. Any names submitted after the closure date are placed on a second allocation list and are dealt with after children on the first allocation list have been allocated places.

By end of Spring Term – County assimilate all relevant information and issue judgements on parental preference placements. The LA writes and informs parents of an offer of a place and they are given a specific time in which to accept the offer.

NB: If the school is oversubscribed then the Local Authority will allocate places in the priority order set out in the appendix to this policy.

April/May – The Headteacher writes to parents of children due to start the following September to invite them to various induction events. Parents are asked to provide information about their child and give an indication when they wish their child to go full time: from their start date in September or after Autumn half term. The Year Leader and Inclusion Leader make contact with feeder pre-school providers and classes are organised.

June/July – Parent's induction meeting. Children attend school for taster sessions and are invited to special events at school.

Sept – Class teacher and Teaching Assistant go on home visits (optional) to answer any parent concerns. Children begin school, with slightly staggered starting dates to allow the teacher to get to know individual children and their needs. Children can attend full-time from their start date in September.

Procedures for Admitting Children to an Existing Class – known as In Year Applications

Phone/email enquiries are answered promptly and all enquiries are directed to the admissions department who co-ordinate In-Year applications. If possible the parents and child/ren are shown around the school. The school will contact the child's existing school to inform them of the enquiry.

Any parent can apply for a place for their child at any time by making an application to the Admission Authority of the school (in our case this is BCP Council). Applications can only be considered in line with the admission policy and oversubscription policy of the school. (Such an in-year application will be considered no more than half a term in advance of the date the place is required.)

The Local authority will allocate spaces when available to those on the waiting list, pending appeals. Current applications are considered together and the place allocated in accordance with the relevant admissions authority.

Parental Appeals

When a parent is unable to secure a place at the school they have right of appeal to the LA. Information on the appeal process is available from the BCP website and the Local Authority.

The school is committed to safeguarding and providing for the welfare of all pupils and expects its staff to share in this commitment

This policy has been reviewed in line with the 9 protected characteristics set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

This policy should be read in conjunction with the LA Admissions Policy and the Parental Guidance for 2022-23 which will become available on the BCP Website.

Appendix to Christchurch Infant School Admissions Policy

Oversubscription Criteria for Community and Voluntary Controlled Schools

As an Infant school we cannot admit over 30 children in any individual class (Statutory Key Stage One and Foundation class size requirement). However, the school is often oversubscribed.

The admission of children with Education Health & Care Plans is covered by Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of EHCP and Statemented pupils is given in the Special Education Needs Code of Practice (2015).

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) All looked after, previously looked after and children who have been adopted from state care (child in care) including those outside of England (see footnote 1)
 - ii) Children who the authority accepts have an exceptional medical or social need and where there is a need for a place at one specific school (see footnotes 2).
 - iii) 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)
 - iv) Children living within the school's catchment area who are attending the preferred school's recognised maintained feeder school during the previous year and are on that school's roll at the time of application. (see footnote 4).
 - v) Children living within the school's catchment area.
 - 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 3,5)
 - vii) Children living outside the school's catchment area and who are attending one of the preferred school's recognised maintained feeder schools during the previous year at the time of application. (see foot note 5)
 - viii) Children living outside the school's catchment area and whose parents wish them to attend a CE Voluntary Controlled school on denominational grounds. (see footnote 6). Not applicable for Christchurch Infant School.
 - 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 & 8)
 - 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 calculated using the LA's geographical information system in use at the time of allocation (the system at the time of setting the policy is Synergy, and takes the measurement between the address mapping points of the school

and the applicant's home). 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, the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy.
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. A "Child in Care" 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 Child in Care" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
2. Applications will only be considered under this category if there is evidence provided such as a Child Protection Order, Children in Need document or a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. The local authority 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. In the case of an infant school the sibling link will apply to the related junior school and vice versa.
4. The feeder school criteria only apply to children attending the recognised feeder Infant School and are applying to the recognised receiver Junior School. This applies to Mundeford Infant & Junior School and Christchurch Infant & Junior School.
5. This does not include independent schools, pre-schools or nurseries.