| KEY NOTES – ADMISSION ARRANGEMENTS 2025/26 | | |
|---|---|---|
| | School name | Hill View Primary Academy<br>Malmesbury Park Primary Academy |
| | Admission Authority | The Trust Board of the Reach South Multi Academy Trust<br>The admissions function has been delegated to the Local Governing Body of each individual School named above |
| | School status | Academy |
| | Catchment area | Yes |
| | Supplementary Information Form | Yes – parents who are members of staff only |
| | Application forms available online | School admissions (bcpcouncil.gov.uk) |

| | **Normal point of entry Reception** | **In-Year admission** |
|---|---|---|
| Age range for application | 1 September 2020 - 31 August 2021 | In-year applications are those submitted from the first day of the school year for the intake year, or any other year at any time |
| Application period | Monday 2 September 2024 - Wednesday 15 January 2025 | From Monday 1 September 2025 |
| Offer date | Wednesday 16 April 2025 | Will aim to notify parents within 10 school days, but it will be by 15 school days of application receipt |
| Published admission number | See section 3 below | |

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Published admission number (PAN)

## ADMISSION ARRANGEMENTS: REACH SOUTH MULTI ACADEMY TRUST

The Trust Board of the Reach South Multi Academy Trust is the Admission Authority for Hill View Primary Academy and Malmesbury Park Primary Academy. The Admission Authority will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/publications/school-admissions-code--2.

The admission arrangements outlined within this document apply to admissions in the 2025/26 academic year.

The school is fully inclusive and welcomes applications for the admission of children with special educational needs and disabilities (SEND) and other protected characteristics defined by the Equality Act 2010. The school's admission arrangements are determined and implemented within the Equality Act Duty.

### SECTION 1

### (i) Reception admissions (normal point of entry)

The admission arrangements outlined within this section apply to children starting in the Reception Year for the first time in 2025/26. The Published Admission Number (PAN) for this year group is shown in the school list in Section 3 and in the Starting School guide for parents. The closing date for applications is 15 January 2025. Allocation results will be notified on National Offer Day (16 April 2025). The Admission Authority follows Bournemouth, Christchurch and Poole Council's coordinated primary admissions scheme.
Late applications (i.e. applications from 16 January 2025 until the first day of term in September 2025, but not made in time to enable the Local Authority to offer a place on National Offer Day) will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly advised to submit their applications on-time.

All applicants must:

(i) Complete the Common Application Form available at https://bcp.cloud.servelec-synergy.com/Synergy/Parents/default.aspx" or request a copy from their home Local Authority

(ii) In addition, applicants applying under criteria 3 below must complete the Staff Supplementary Information Form which is available on page 10 & 11 of this policy, and return it direct to the school they are applying for.

### (ii) In-Year admissions (admissions outside the normal point of entry)

The admission arrangements outlined within this section apply to in-year admissions during the 2025/26 academic year.

An In-Year admission is an application submitted on or after the first day of the school year for the intake year, or any other year group at any time. Requests for admission to Reception made after the normal round of admissions – after 31 August 2025 – and requests for places in other year groups should be made direct to Bournemouth, Christchurch and Poole Council [1].

Parents should be aware that the PAN set for Reception applies only for the duration of the school year of entry (i.e. to applications both in and outside the normal admission round to Reception only). Such applications may be refused where there are no places remaining within the PAN set for that intake.

If an application is made for admission to a year group other than Reception, the child will be admitted to the school, unless admitting the child would prejudice the efficient provision of education and / or use of resources.

Where there are multiple applicants for a year group other than Reception Year and the school has determined that only a lower number of additional children can be admitted without prejudicing the efficient provision of education, and/or the efficient use of resources, the oversubscription criteria must be applied to determine which of the children are offered a place. The admission arrangements that will apply will be those determined for Reception Year that school year.
The school has opted to participate in Bournemouth, Christchurch and Poole Council's coordinated scheme for in-year admissions.

All applicants must:

(i) Complete the Common Application Form available at https://bcp.cloud.servelec-synergy.com/Synergy/Parents/default.aspx" or request a copy from their home Local Authority
(ii) In addition, applicants applying under oversubscription criteria 3 must complete the Staff Supplementary Information Form which is available on page 10 & 11 of this policy and return it direct to the school they are applying for.

It is intended that parents are notified in writing of the outcome of an in-year application within 10 school days of receipt of the application. In any event, parents will be notified of the outcome in writing within 15 school days of receipt of the application.

Where a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, particularly where they are not currently attending school. Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others, and/or the efficient use of resources, so that they can properly consider whether to exercise their right to appeal (see below).

## SECTION 2

## Oversubscription criteria for primary schools within the Reach South Multi Academy Trust for normal point of entry and in-year admissions

Children with an Education, Health and Care Plan (EHCP) are admitted to the school under separate statutory procedures which are managed by the child's home Local Authority, and not under this policy. A child with an Education, Health and Care Plan (EHCP) which names the school will be admitted. In the normal admission round (i.e. entry to Reception) children with an EHCP will be admitted prior to the allocation of places to other children and the number of places available to other children within the PAN will be reduced.

At the normal point of entry, where there are fewer applicants than the PAN, all children will be offered a place. For in-year admissions, all children will be offered a place unless the school can demonstrate that the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

In the event that the school is oversubscribed, the Admission Authority will apply the following oversubscription criteria in order of priority:

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order), and children who appear to the Admission Authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

   Parents applying for a place in this category may need to provide documentary evidence with their application to confirm the child's status. This may include a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order.

   In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible here) will be followed.

2. **Children with a sibling already attending this school at the time of admission**. Children will be classed as siblings if they live at the same home address as defined in this policy, as a single-family unit. This includes a natural or adopted brother or sister, step-brother or sister, a natural, adopted or foster child of a cohabiting partner, or a foster brother or sister. In all cases the sibling must live with the applicant child as part of the same core family unit. Children who are children of friends or cousins living in the same household with different parents/carers are not included. The sibling's details must be clearly stated in the full application form. Failure to do so may result in this category not being identified and the application being placed in a lower category.

3. **Children whose parent/carer is a member of staff employed on a permanent contract at this school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, evidenced by completion of the Staff Supplementary Information Form[1]. (This all covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);

   For the avoidance of doubt a 'child' is defined as the staff member's natural or adopted child, whether living with the staff member or another parent, and a foster child placed with the staff

member or a child of the staff member's spouse or cohabiting partner, living with the member of staff at the child's home address as defined by this policy. For the avoidance of doubt, children who are children of friends or cousins living in the same household with different parents/carers are not included, even if they live at the staff member's home address.

Only the employed parent's details must be entered onto the form with no details of another parent being given.

4. **All other Children**

If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight-line measurement using the Local Authority's geographical information system which identifies the Easting and Northing for the home address and the centre point of the school site and calculates the distance between the two locations.

In the event that it is not possible 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 by BCP through the IT providers in use at the time. At the time of setting this policy the provider was Synergy.

## NOTES:

### Request for Admission outside normal age group

1.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the school. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

1.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by Reach South Academy Trust as the Admission Authority, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.

1.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.

1.4 Reach South Academy Trust as the Admissions Authority will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Headteacher of the Academy and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the committee to consider.

1.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the school marked for the attention of the Clerk to the Local Governing Body. This form is available to download on the school's website or in hard copy from the school's main office.

1.6 In all cases, the Local Governing Body will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school.

1.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the school's published Complaints Policy if they do not believe the request was dealt with properly.

Requests should be made in writing with any supporting documentation marked for the attention of the Clerk to the LGB.

**Appeals:** In the event that an applicant is refused a place at the school, the parent/carer will have the right of appeal to an independent Appeal Panel. Information relating to the appeal process will be included with the refusal letter, together with the details of the parent's right to appeal, where the appeal should be sent and the deadline for an appeal to be lodged with the written grounds of appeal. Further information can also be obtained from the school's website.

**Catchment Area:**
Malmesbury Park Primary Academy's catchment area can be found here:
Malmesbury Park Primary School - Admissions

Hill View Primary Academy's catchment area can be found here:
https://hillviewprimary.co.uk/admissions/

**Fraudulent applications/withdrawal of allocated places:** The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or
- it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases, the application would be considered using the information that the ~~Local~~ Admission Authority believes to be correct, for example using the home address where the ~~Local~~ Admission Authority considers that the child actually lives.

All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.

**Home address:** Any allegations received by the Admission Authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Bournemouth, Christchurch and Poole Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Bournemouth, Poole and Christchurch Council (LA) will also carry out checks as appropriate[1]. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the child is registered with their GP, hospital, dentist and / or optician, and / or where child related benefits (if eligible) are payable. For the avoidance of doubt, the application will be processed using the address that meets this definition, rather ~~that~~ than the address stated by the parent in the application, if different.

When applying for point of entry, at Hill View Primary School or Malmesbury Park Primary School, we 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) is 15 January 2025. This means if your moving date is after 15 January 2025, 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 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.

**Children of UK Armed Forces Personnel / crown servants:** Applications for the admission of children of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date.

The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.

**Mode of study and start date:** There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after ~~the~~ their fourth birthday. That is before they reach compulsory school age.
All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make. Parents have a right to defer the date their child starts school, for up to a maximum of two terms (i.e. up until the Easter end of term holiday). Places cannot be deferred or retained beyond this point. Parents also have an absolute right to decide that their child will attend school part time until the child reaches compulsory school age. This right can be exercised throughout the school year (i.e. all three terms in the case of summer born children). Parents may choose to combine these rights. September 2025 is the earliest point for admission to the Reception class at a primary school but is not a compulsory start date.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not send their child to school in September, the place may be withdrawn and offered to another child by 30 September 2025.

For normal point of entry: the expected point of admission will be September 2025.

For in-year admissions: where a child is offered a school place following an in-year application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible, particularly where the child is out of school.

**Response:** Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. Responses must be made to Bournemouth, Christchurch and Poole Council. In the absence of a response, the offer may be revoked, and the place may be reallocated to someone else.

**Waiting lists:** Waiting lists will be held in the order of the published oversubscription criteria and will be maintained until the end of the summer holidays 2025 in respect of Reception Year. All waiting lists will cease on 31 August each year, and if parents wish to remain on the list, they must submit a new application from 1 June. Any vacancies that arise will be allocated to the child at the top of the waiting list.

Children placed at the school under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

From 1 September 2025, the in-year admissions scheme applies, and the waiting list procedure will change in that parent/carers will be asked if they wish their child to be added to a waiting list and to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

**Statutory maximum infant class sizes:** The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher. However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.16 of the School Admissions Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

# STAFF SUPPLEMENTARY INFORMATION FORM 2025/26

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

**Only complete this form if you are:**

a) **A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made;**

**or**

b) **A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If you are applying under a) or b) above, you need to take this form to the school of employment for the school to complete part B. You then need to return the completed form by 15 January 2025 to be included in the normal point of entry allocations made on 16 April 2025. Forms received after this date will still be considered but will not be included within the first allocation round. For an in-year admission to any year group, the form should be submitted with the application form. Return the form to: School Admissions Team, Community Learning and Commissioning THE3, BCP Council, Town Hall, St Stephen's Road, Bournemouth, BH2 6DY

**Part A - To be completed by the parent/carer**

| | |
|---|---|
| **Child's full name:** | |
| Date of birth: | |
| Member of staff employed by the school: | |
| Name of parent/carer: | |
| Relationship to child: | |
| Signature: | |
| Date: | |

**Data Protection**

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Bournemouth, Christchurch and Poole Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

**PART B - To be completed by the school of employment**

| **The above named member of staff is employed in the following capacity:** | **A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made**<br>☐ **Yes** | **A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage**<br>☐ **Yes** |
|---|---|---|
| Name of school: | | |
| Name of person completing the form: | | |
| Position held in school: | | |
| Signature: | | |
| Date: | | |
| Telephone number: | | |

## Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Bournemouth, Christchurch and Poole Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

**SECTION 3**

**Published admission number (PAN)**

| Primary School | 2025/26 |
|---|---|
| Hill View Primary Academy | 90 |
| Malmesbury Park Primary Academy | 90 |

# APPENDIX A
# POLICY FOR DELAYED ADMISSION TO RECEPTION YEAR GROUP

**The Policy will apply to requests for summer born children to delay admission to Reception**

## Introduction

This policy document sets out the process and criteria for considering requests to delay admission to school for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for an Education Health & Care Plan whose parent(s)/carer(s) should contact the Borough's Special Educational Needs Team for advice.

Parents have a right to request that their child is admitted to a year group other than their normal year group at the school and have the right to ask for their child to defer entry to school.

### 1 Delayed Entry for Summer Born Children

1.1 Children born between 1 April and 31 August (known as 'summer born children') do not reach compulsory school age (CSA) until 31 August and are therefore not legally required to start school until one school year after they became entitled to a full-time place in Reception Year.

1.2 Parents of summer born children can defer their child's place for one or two terms and/or choose for their child to attend part-time throughout the school year, as set out above. However, they cannot defer their child's place for a whole school year and still retain it. If they do not want their child to start school at all until the following year, they will need to refuse the offer of a place and apply for admission again the next year.

1.3 However, where a summer born child is admitted one school year later than usual, the default position is that this would be to Year 1 with their normal age group. This means a) they will have missed Reception Year entirely, and b) they will only achieve an offer of a place if there is one available in Year 1. Where a parent in this position wishes their child to be admitted to Reception Year it is treated as admission outside the normal age group. In this case the process as set out in section 2 below applies

1.4 Parents can, however, make a request for their child to be admitted one year later than usual, outside their normal age group, to Reception Year. The procedure for making these requests is set out below, however parents should note that, unlike with deferred/delayed entry and part-time attendance, there is no absolute right for a child to be admitted outside their normal age group - this is at the discretion of the Admission Authority for the school involved.

1.5 Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission.

### 2 Requests for Admission Outside Normal Age Group

2.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the school. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

2.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by Reach South, as the Admissions Authority, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.

2.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests

in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.

2.4 Reach South, as the Admissions Authority, will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Headteacher of the Academy and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the committee to consider.

2.5 Parents should make their requests in writing and submitting it with any supporting documents to the school marked for the attention of the Clerk to the Local Governing Body

2.6 In all cases, the Local Governing Body, will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school.

2.7 Parents do <u>not</u> have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the school's published Complaints Policy if they do not believe the request was dealt with properly.