

# Livingstone Road Infant School Admissions Policy 2024/25



Livingstone Road Infant School is an academy and is a part of the Hamwic Education Trust. The Academy Trust is the Admissions Authority and determine the Admissions Policy. The Trust have delegated their responsibilities for decisions and processes in regards to admissions to the Local Governing Body.

Children with an Education, Health and Care Plan issued by a local authority naming a school where a child should receive his/her education will be admitted to that school before preferences are considered for admission in September.

Livingstone Road Infant School has a Published Admission Number (PAN) of 60 for 2024/25.

## **Oversubscription Criteria**

Applications submitted by 15 January 2024 will be dealt with first. If there are more applications received by 15 January 2024 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:

1. "Looked After Children" or "previously Looked After Children" (see Note 1).
2. Children with a sibling who is already attending Livingstone Road Infant School and will continue to attend Livingstone Infant school at the time of admission.
3. Children with a sibling who is already attending Livingstone Road Junior School and who will continue to attend Livingstone Road Junior school at the time of admission.
4. Children of staff at Livingstone Road Infant School:
  - a. Where the member of staff have been employed by the Infant school for two or more years at the time at which the application for admission is made or
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Children who live in the school's catchment area who have a significant medical or psychological condition.
6. All other children who live in the school's catchment area.
7. Children who live outside the school's catchment area who have a significant medical or psychological condition.
8. All other children who live outside the school's catchment area.

If the 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.

Please ensure you read Notes 1 to 6 for further information about each category.

### **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 admissions priorities set out above.

### **Waiting Lists**

If a place cannot be offered at Livingstone Road Infant 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 above. 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 31<sup>st</sup> August 2025. Any parent wishing to remain on the waiting list after this date they will need to make a new in-year application to the school after 1<sup>st</sup> June 2025.

### **Admissions Arrangements**

Admission to all BCP Council schools will be in accordance with the agreed scheme for co-ordinated admission arrangements 2024/25.

### **Entry to Reception Including Deferred Entry**

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:

- Discuss part-time admission to the allocated school from the September following their child's fourth birthday. Discussions should be held with the headteacher of the school.
- Discuss with the headteacher of the school deferring 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.
- Discuss with the headteacher of the school deferring their child's entry until the September following their fifth birthday. Parents must make an in-year application and the pupil would start in Year One.

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 make an application in



writing to the governing body, enclosing as much supporting evidence as possible. The governing body will then consider the application in-line with the School Admissions Code and notify parents of the outcome in writing.

Any parent wishing to apply for a place outside their normal age group, regardless of when their child was born, should make the request in writing to the governing body, enclosing as much supporting evidence as possible. All requests will be considered on their merits by the governing body taking account of the parent's view and the views of the headteacher.

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.

### **Excepted Pupils for Infant Classes (Years R, 1 and 2)**

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with Education, Health and Care Plans -specifying a school;
- b) Looked After Children and Previously Looked After Children admitted outside the normal admissions round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions round;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

## **In Year Fair Access**

All the admission authorities in BCP Council schools have established an 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 an infant class where there are already 30 children in the class.

## **In Year Admissions – Looked After Children**

A Looked After Child (see Note 1) may be admitted to a school above the Published Admission number if it is felt by the local authority that a particular school is the most appropriate placement to meet the needs of the individual child. The school has adopted the local authority protocol for dealing with in year admissions of Looked After Children.

## **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 admission 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 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.

When applying for point of entry, Livingstone Road Infant School will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry for Reception is 15 January 2024. This means if your moving date is after 15 January 2024, 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.

## **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 admission

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 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.

### **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. If it is in an infant class (Years R, 1 and 2) the additional children over the PAN will be considered as excepted pupils for the entire time they are in an infant class at the school or until the class numbers fall back to the infant class size limit in accordance with the School Admissions Code 2014.

### **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.

A "Looked After Child" is also considered to be any child who appears to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

2. Details of the catchment area for the school can be found on-line through the [Livingstone Infant School website](#) admissions page. If parents do not have access to the internet, they can enquire at the Federation office (01202 806806)

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. Definition of distance:

- 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:

- Geocoded home address point  
-to-
- Centre of nearest road/footpath  
-to-
- 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:
  - the nearest public landing steps at Poole Quay, or
  - 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:

- Geocoded home address point  
-to-
- Public landing steps or other approved access point on the mainland  
-to-
- Centre of nearest road/footpath  
-to-
- 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.

5. If there are insufficient places to accommodate all applicants and the distance criterion is used, the school will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be a member of staff at Livingstone Road Junior School who has no involvement in the school admissions process.
6. If applying under medical or psychological grounds, written advice 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(s) named on the application form is assessed by the school to be the only school(s) that can meet any specific medical or psychological needs identified.