

Livingstone Road Primary Federation

Livingstone Road Infant School and Livingstone Road Junior School

Executive Headteacher: Mrs S Hayward

Heads of School: Mr D Walsh, Miss J Collinson



Livingstone Road Primary Federation

Together We Can
Learn Laugh Dream Grow

HAMWIC TRUST

LIVINGSTONE ROAD JUNIOR SCHOOL

ADMISSIONS POLICY 2020/21

Livingstone Road Junior School is an academy and is part of Hamwic Trust. The school governors are the Admission Authority and are responsible for the policy and decisions made in regards to it.

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 Junior School has a Published Admission Number (PAN) of 90 for 2020/21.

Oversubscription criteria

Applications submitted by 15 January 2020 will be dealt with first. If there are more applications received by 15 January 2020 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. A "Looked After Child" or a "previously Looked After Child" (see Note 1).
2. Children who live (see Note 2) within the school's catchment area. If there are too many applications from the catchment area, criteria 3 (a) to (c) will be used in order to prioritise the applications with criterion 4 used as the final determining factor.
3. Children who live (see Note 2) outside the school's catchment area, in the following priority order:
 - a) Children who have a sibling (see Note 3) who is already on the roll of the school and will continue to attend the school at the time of admission.
 - b) Children and young people who have a significant medical or psychological condition. 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 that can meet any specific medical or psychological needs identified.
 - c) All other children.
4. If the school is oversubscribed in any of the categories above, children who live closest to the school will be given priority (see Notes 2 and 4). If the distance measurement is equal for two or more applicants the place will be allocated by the drawing of lots (See Note 5).

Late Applications

The closing date for applications is 15 January 2020. 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.



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Waiting Lists

If a place cannot be offered at Livingstone Road Junior 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 31st July 2021. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

Admissions arrangements

Admission to all Poole schools will be in accordance with the agreed scheme for co-ordinated admission arrangements 2020/21.

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.

Any parent wishing to apply for a place outside their normal age group 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.

In Year Fair Access

All the admission authorities in Poole 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.

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. 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. "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.

- 3.(a) 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.

- 3.(b) 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

- 3.(c) 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.

4. 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.