



CASTLEMAN ACADEMY TRUST

POLICY :

Admissions 2024/25

Note: This policy is to cover schools in both Dorset and Bournemouth, Christchurch and Poole Local Authorities

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Date: February 2023

Review Body: Trust Board

Date Adopted: 9th February, 2023

Review Date: Autumn 2023

Review Frequency: Annual (Required under Admissions Code)

10th July 2025 – Approval of appendix 1

CASTLEMAN ACADEMY TRUST
Admissions Policy 2024/25

Castleman Academy Trust is the Admissions Authority for the schools listed below. The Trust is responsible for the policy and decisions made in regards to it. This policy should be read in conjunction with the Parents' Guide and website of the appropriate local authority.

School	Normal point(s) of entry	PAN	Local Authority
Broadstone First School	Reception	60	Bournemouth, Christchurch and Poole
Broadstone Middle School	Year 5	163	Bournemouth, Christchurch and Poole
	Year 7	17	
Ferndown First School	Reception	60	Dorset
Ferndown Middle School	Year 5	150	Dorset
Parley First School	Reception	60	Dorset

Children with Education, Health and Care Plans

Children with an Education, Health and Care Plan issued by a local authority naming a specific school will be admitted before preferences are considered for admission in September.

Local Authority Co-ordinated Admissions Schemes

All schools within Castleman Academy Trust fully participate in their Local Authority's published co-ordinated admission schemes.

Entry to Reception including deferred entry (*not relevant to Middle Schools*)

All children can start in Reception on a full-time basis in the September following their fourth birthday. Parents/carers may discuss with the Headteacher as to whether their child should start on a part-time basis, but the final decision will rest with the parent/carer of the child. Children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (by the start of the term following their fifth birthday).

For children born between 1 September and 31 March, parents can defer the date their child starts school until later in the school year but not beyond the point at which they reach compulsory school age (i.e. by the start of the term following their fifth birthday.) For children born between 1 April and 31 August, parents can also delay their child's start date; but not beyond the beginning of the final term of the school year (i.e. the term that starts after the Easter/Spring holidays) for which the offer was made.

The school place cannot be deferred until the following academic year – it must be taken up in the academic year for which it is offered. Parents and carers who do not take up the offer of a place during the Reception year will need to reapply for a school place the following year. Places offered but not taken up by the beginning of the final term (i.e. the term that starts after the Easter/Spring holidays) will be withdrawn.

If parents/carers want to apply for the following year they would normally be expected to apply for a place in Year 1. Parents and carers need to be aware that Year 1 in the school they were originally offered could be full at this stage.

Applications for a place in any year group different to that determined by date of birth

Please refer to appendix 1 for further details if considering this option

Applications for children to be educated in a year group different to that determined by their date of birth, including delayed admission to reception for summer born children, will be considered on their individual merits by a panel, appointed by the Trust Board, involving the Head Teacher of the school.

The placement of a child outside their normal age group is not usually an appropriate measure for meeting special educational needs. This is in recognition of the significant and long-term impact on children who are placed outside of their normal year group.

Parents/carers who are considering a delayed entry to Reception for their summer born child should refer to this document from the Department of Education for more information:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Parents considering this are advised to contact the school at the earliest possible opportunity (preferably before 31 October 2023) to ensure a decision has been made by the Trust before the national closing dates (15 January 2024 for Reception and Year 5; 31 October 2023 for Year 7).

Excepted pupils for infant classes (Years R, 1 and 2) (*not relevant to Middle Schools*)

An infant class may exceed 30 children with a single school teacher in limited exceptional circumstances. These are when the pupils are:

- Children admitted outside the normal admissions round with an Education, Health and Care Plan specifying a school;
- Looked After Children and Previously Looked After Children admitted outside the normal admissions round;
- 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;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- Children of UK service personnel admitted outside the normal admissions round;
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- 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 these circumstances a child admitted is an 'excepted child'.

In Year Fair Access

Castleman Academy Trust schools fully partake in the relevant Local Authority's In-Year Fair Access Protocol. The purpose of the 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.

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 Notes) may be admitted to Castleman Academy Trust Schools 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 Local Authorities have adopted a 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 Trust 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 Trust. If any information supplied by an applicant is judged by the Trust to be fraudulent or intentionally misleading, the Trust may refuse to offer a place, or if already offered, may withdraw the offer.

Change of Address for Main Entry applications

When applying for point of entry, Castleman Academy Trust Schools will not accept a change of address once the national closing date has passed. The national closing date for point of entry to Reception is 15 January and for point of entry to Year 7 is 31 October. This means that if your moving date is after the closing date, 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 Trust 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 Trust. If any information supplied by an applicant is judged by the Trust to be fraudulent or intentionally misleading, the Trust 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.

Waiting Lists – schools within Bournemouth, Christchurch, Poole Local Authority

Where a waiting list is held for places at Castleman Academy Trust schools, all waiting lists will cease on the 31 August annually. Parents wishing to remain on the waiting list for the following school year must submit a new application from 1 June. There is no guarantee of a school place by remaining on the waiting list.

Waiting Lists – schools within Dorset Local Authority

The local authority operates a limited waiting list policy. Parents can apply to have their child's name placed on a waiting list for a period of one term following a refusal. If parents wish to keep a child on a waiting list beyond this term, they will need to write in for an extension. There is no guarantee of a school place by remaining on the waiting list.

Notes to Over-Subscription Criteria

The criteria to be used in the event that a school is oversubscribed are set out in the relevant school's appendix to this policy. These explanatory notes relate to all schools' over-subscription criteria.

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. This category also includes Internationally Adopted Previously Looked After Children (IAPLAC). These are also children outside of England, who were deemed to have been in the care of the State (or by the third sector where no state provision is available) prior to their adoption.

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 Trust what evidence is required. The final decision will be made by the Trust. If any information supplied by an applicant is judged by the Trust to be fraudulent or intentionally misleading, the Trust 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 Trust what evidence is required. The final decision will be made by the Trust. If any information supplied by an applicant is judged by the Trust to be fraudulent or intentionally misleading, the Trust 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. Calculation of Distance

Schools in Bournemouth, Christchurch, Poole Local Authority

- 4(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.

- 4(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 local 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

4(c) If an applicant advises the Trust 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(d) Schools in the Dorset Local Authority

If over-subscribed within any of the priority order categories, places will be allocated on the basis of the shortest straight-line measurement using a geographical information-based system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations.

- 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 an officer within school who has no involvement in the admissions process.
- 6. Staff are defined as all employed teaching and support staff at the preferred school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

Broadstone First School

Over-subscription Criteria

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:

1. “Looked After Children” or “previously Looked After Children”. This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Notes 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school’s catchment area who have a sibling who is already on the roll of Broadstone First School and will continue to attend the school at the time of admission. [Note 3]
4. Children who live in the school’s catchment area who have a sibling who is already on the roll of Broadstone Middle School and will continue to attend that school at the time of admission. [Note 3]
5. All other children who live in the school’s catchment area.
6. Children who live outside the school’s catchment area who have a sibling who is already on the roll of Broadstone First School and will continue to attend the school at the time of admission. [Note 3]
7. Children who live outside the school’s catchment area who have a sibling who is already on the roll of Broadstone Middle School and will continue to attend that school at the time of admission. [Note 3]
8. All other children who live outside the school’s catchment area.

If a school is oversubscribed in any of the categories above, children in the oversubscribed category 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. [Note 4]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

There is a separate Admissions Policy for The Link Resource Base. Children can only be admitted to The Link if the provision is named on the EHCP.

Broadstone Middle School Over-Subscription Criteria

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 for the admission year group of 163 for Year 5 and 17 for Year 7:

1. "Looked After Children" or "previously Looked After Children". This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Notes 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school's catchment area who have a sibling who is already on the roll of Broadstone Middle School and will continue to attend the school at the time of admission. [Note 3]
4. Children who live in the school's catchment area who have a sibling at Broadstone First School who is already on the roll of the school and will continue to attend that school at the time of admission. [Note 3]
5. All other children who live in the school's catchment area.
6. Children who live outside the school's catchment area who have a sibling who is already on the roll of Broadstone Middle School and will continue to attend the school at the time of admission. [Note 3]
7. Children who live outside the school's catchment area who have a sibling who is already on the roll of Broadstone First School and will continue to attend that school at the time of admission. [Note 3]
8. All other children who live outside the school's catchment area.

If the school is oversubscribed in any of the categories above, children in the oversubscribed category 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. [Note 4]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

There is a separate Admissions Policy for The Link Resource Base. Children can only be admitted to The Link if the provision is named on the EHCP.

Ferndown First School

Over-Subscription Criteria

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:

1. "Looked After Children" or "previously Looked After Children". This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Notes 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school's catchment area who have a sibling who is already on the roll of Ferndown First School and will continue to attend the school at the time of admission. [Note 3]
4. All other children who live in the school's catchment area.
5. Children who live outside the school's catchment area who have a sibling who is already on the roll of Ferndown First School and will continue to attend the school at the time of admission. [Note 3]
6. All other children who live outside the school's catchment area.

If the school is oversubscribed in any of the categories above, children in the oversubscribed category 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. [Note 4]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

Ferndown Middle School

Oversubscription Criteria

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 150 for the admission year group:

1. "Looked After Children" or "previously Looked After Children". This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Note 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school's catchment area who have a sibling who is already on the roll of Ferndown Middle School and will continue to attend the school at the time of admission. [Note 3]
4. All other children who live in the school's catchment area.
5. Children who live outside the school's catchment area who have a sibling who is already on the roll of Ferndown Middle School and will continue to attend the school at the time of admission. [Note 3]
6. All other children who live outside the school's catchment area.

If the school is oversubscribed in any of the categories above, children in the oversubscribed category 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. [Note 4]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

Parley First School

Oversubscription Criteria

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:

1. "Looked After Children" or "previously Looked After Children". This includes Internationally Adopted Previously Looked After Children (IAPLAC). [Notes 1, 2]
2. Children who have a parent who has been employed at the school for two or more years at the time the application was made or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. [Note 6]
3. Children who live in the school's catchment area who have a sibling who is already on the roll of Parley First School and will continue to attend the school at the time of admission. [Note 3]
4. All other children who live in the school's catchment area.
5. Children who live outside the school's catchment area who have a sibling who is already on the roll of Parley First School and will continue to attend the school at the time of admission. [Note 3]
6. All other children who live outside the school's catchment area.

If the school is oversubscribed in any of the categories above, children in the oversubscribed category 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. [Note 4]

Please ensure you read the Over-Subscription Criteria Notes 1 to 6 for further information.

There is a separate Admissions Policy for The Pod Resource Base. Children can only be admitted to The Pod if the provision is named on the EHCP.

Appendix 1

Policy on the placement of a pupil outside their chronological age group:

Acceleration	The decision to educate a child in the cohort above their chronological peers.
Deceleration/ Back-yearing	The decision to educate a child in the cohort below their chronological peers
Deferred Entry	To defer participation in the Reception cohort until later in the academic year but not beyond the child's 5 th birthday or the start of the last term of the year
Delayed Entry	To seek a place in a mainstream school after the child's 5 th birthday – either as a Reception child (a request by parents) or as a Year 1 child (a choice of parents)

Introduction

This guidance sets out the process and criteria for considering requests to delay admission to Castleman Academy Trust schools for summer born children. This guidance applies to all pupils with the exception of those holding or undergoing assessments for an Education, Health and Care Plan who should contact the Special Educational Needs Team for advice.

It is policy that children attending schools within the Castleman Academy Trust normally be placed with their own age group and be educated for the majority of the time with their age peer group. Parents/carers do, however, from time to time seek places for children in a lower or higher age group. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, or has missed schooling due to illness, or has a marked talent or ability. In these cases, differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

The School Admissions Code requires school admission authorities to provide for the admission of all children in September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year or, in the case of summer born children (i.e. those born between 1 April and 31 August), that their child is admitted to reception one year later than their chronological age would normally determine.

The School Admissions Code requires that admission authorities consider such requests and take account of the circumstances of each case.

Process for consideration of requests

- If a parent/carer expresses an interest in applying for delayed entry to another year group than that determined by the date of birth, they should arrange a meeting with the Headteacher of the school in question, to discuss their options.
- If, after discussion with the head teacher, the parent/carer still wishes to pursue an 'out of

year' admission, they will be asked to complete and submit an application form together with supporting evidence.

- The application form will ask for basic information about the child and the following information must also be provided:
 - The nature of the request
 - Clear reasons for the request
 - The child's educational history
 - Indication of the child's wishes (with opportunity for the child to record their views directly where practical/age appropriate)
- In addition, they will be asked to provide specific information/documentation which may include:
 - School or other educational reports (from the previous school or Early Years Setting where this is available)
 - Existing professional reports and assessments e.g. educational psychology reports
 - Health information
 - Exam courses being followed
- The parent/carers will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (application form and supporting evidence).
- The parent/carers will be informed of the decision of the panel in writing within 5 working days of the meeting.
- In the meantime, if the child is already attending a school, they should continue to attend their current school.

The decision-making process

When requests for admission to a year group different to that determined by a child's date of birth are received, a panel will be convened to consider the written application and supporting information provided by the parent/carers. The requirements for the panel will be met by our external providers but the headteacher of the school will be involved, as well as the SENCo if appropriate.

On occasion there may be insufficient evidence for the panel to reach a decision. In this instance the panel may request additional information or may request to meet either the parent/carers or child or both.

Criteria for agreement to 'out of year' admissions

The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision. Issues to be considered will include, but may not be limited to:

For requests for a change of year group where a child is already in school

- Whether there is clear evidence that the child has previously been educated in a year group above or below that determined by their date of birth and that this has had positive benefits.
- Whether there is clear, documented evidence that placing the child in their normal age group would be detrimental to their educational progress or likely exam performance.
- Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date of birth.

For requests for delayed admission for summer born children the Panel will consider the following:

- the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature children; and
- relevant advice, guidance and legislation from the Department for Education.

Parents/carers who are considering a delayed entry to Reception for their summer born child should refer to this document from the Department of Education for more information:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Right of appeal following the decision

There is no right of appeal if a parent/carer is offered a place in their preferred school and it is not in the year group they would like. However, parents/carers can make a complaint through the Castleman Academy Trust's complaints procedure.

If a parent/carer is unhappy with the way that the Trust has handled their complaint, they can then refer their complaint to the Department of Education (DfE).