Admission Arrangements for Community and Voluntary Controlled Schools in Dorset Council 2028-2029

This policy commences for children applying to schools to start in September 2028 and should be read in conjunction with the Parent's Guide. The guide along with admissions policies for other types of schools and further information and clarification are available on Dorset's school admissions website.

1. Admission of Pupils – General Principles

- The School Admissions Code, legislative guidance including co-ordination, equal preference scheme and infant class size legislation are adhered to,
- The majority of schools serve traditional areas (catchments/communities) to ensure fair access. The school's catchment area is a geographical area defined by the authority following consultation with the governors and neighbouring schools and is available for parents to view on the Dorset for You website,
- Where possible, within the current constraints and legislation, children attend schools preferred by their parents,
- Every (Dorset Council) child will be allocated a place in an educational setting once an application is submitted,
- Admission arrangements are consistently and equally applied to all,
- Resources are used efficiently,
- Allocation of school places are made up to the planned admission number, and where over-subscribed places are allocated in accordance with the oversubscription criteria.
- The Dorset Council Admissions Arrangements adhere to the principles of the Equalities Act 2010.

2. Published Admission Numbers (PANs)

All admission authorities must set an admission number for each 'relevant age group' and places will be allocated to all children who apply, or where there are more applications than places, then places will be allocated according to the published oversubscription criteria.

A school will be asked to exceed the admission number only where:-

- The last place within PAN is allocated to one of multiple birth siblings, then the other birth siblings will be admitted,
- Where an error occurs and the child should have been offered a place,
- A large group of families with children arrive in the area where it has not been possible to accommodate them within the normal allocation of places because of the short notice. If this is the case, the Local Authority will identify an appropriate setting to accommodate the children as quickly as possible,

- An unexpected event/incident occurs necessitating urgent/temporary placement,
- There is a need to comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN Code of Practice and the Military Covenant

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2028-2029			
URN	NAME OF DORSET SCHOOL	STAGE	PAN
8384505	BEAMINSTER SCHOOL	Secondary	126
8382213	BINCOMBE VALLEY PRIMARY SCHOOL	Primary	30
8382005	BROADMAYNE FIRST SCHOOL	First	30
8383051	BROADWINDSOR CE VC PRIMARY SCHOOL	Primary	15
8383009	CERNE ABBAS CE VC FIRST SCHOOL	First	15
8382009	CHESELBOURNE VILLAGE SCHOOL	First	12
8383408	CONIFERS PRIMARY SCHOOL	Primary	30
8384020	CRANBORNE MIDDLE SCHOOL	Middle (Y5-Y8)	64
8382002	DOWNLANDS COMMUNITY SCHOOL	Primary	45
8383021	GREENFORD CE PRIMARY SCHOOL	Primary	20
8382022	HAZELBURY BRYAN PRIMARY SCHOOL	Primary	15
8383700	HOLY TRINITY CE VC PRIMARY SCHOOL	Primary	60
8382214	RADIPOLE PRIMARY SCHOOL	Primary	60
8382050	RUSHCOMBE FIRST SCHOOL	First	60
8382216	SOUTHILL PRIMARY SCHOOL	Primary	30
8382030	STOWER PROVOST COMMUNITY SCHOOL	Primary	15*
8382032	STURMINSTER MARSHALL FIRST SCHOOL	First	15
8384510	THE BLANDFORD VC SCHOOL	Secondary	210
8382262	THE PRINCE OF WALES SCHOOL	First	30
8384033	WEST MOORS MIDDLE SCHOOL	Middle (Y5-Y8)	64
8382034	WILLIAM BARNES PRIMARY SCHOOL	Primary	20
8383202	WYKE REGIS CE VC JUNIOR SCHOOL	Junior (Y3-Y6)	60
8382209	WYKE REGIS INFANT SCHOOL	Infant (YR-Y2)	60

*This is a reduction in Pupil Admissions Number.

3. Admission of Pupils to School for the First Time at Age 4+/5

3.1 Statutory school age

Children reach compulsory school age the school term following their fifth birthday. The start of term is defined as 1 September/January/April (this may not be the first day of term for the school being considered).

3.2 Admission at 4+

An application must be submitted for every child to the LA. Children are able to attend full-time in September of the year they are due to start school. Some schools offer a phased integration. Where parents wish, children may attend part time until compulsory school age is reached. Parents can defer entry until later in the school year but not beyond the point at which they reach compulsory school age

within the first academic year or until compulsory school age. A record of the deferment should be kept by the school and parent. The place is held and is not available to be offered to another child unless it is not taken up by the agreed date when it will be considered vacant. If this request for deferred entry goes beyond the start of the academic year, the parent will need to reapply for a school place in the next academic year for entry to year 1.

4. Transfer to the next school by age – Normal Year of Entry

Different age ranges of schools in the Dorset Council area means children may transfer to the next school, depending on where they live, at ages 7+ (Year 3), 9+ (Year 5), 11+ (Year 7) or 13+ (Year 9). In all cases an application should be submitted by the published closing date and through the Home Local Authority. This is the local authority in whose area the child resides. Applications should be submitted by the person who has parental responsibility for the child.

5. In Year Admissions

In year or casual admissions to schools for whom the Local Authority is the Admissions Authority – (all Community and Voluntary Controlled Schools) will be processed through the LA.

A formal application must be made in all instances with relevant information attached to the application. Should a place be refused at a school for which they applied, the parents have a right of appeal. Any alternative placement offered will take account of the distance to travel consistent with the national guidance on journey times i.e. the alternative placement will not exceed a journey of 45 minutes for primary aged children and 75 minutes for secondary age children.

6. Delayed Entry to Reception (Summer Born)

Most children born between 1 September 2023 and 31 August 2024 will be joining Reception in September 2028. However, children do not have to be in full-time education until the term after their fifth birthday.

Delayed entry to Reception only applies to those children who are 'summer-born' and whose birthdates fall between 1 April 2024 and 31 August 2024.

Children Born between 1 September 2023 - 31 December 2023 can start school in September 2028, but they must be receiving full-time education by January 2029, as this is the term after their 5th birthday and when they will be statutory school age.

Children Born between 1 January 2024 - 31 March 2024 can start school in September 2028 or January 2029, but they must be receiving full-time education by April 2029 as this is the term after their 5th birthday and when they will be statutory school age.

Parents of children born between 1 September 2023 and 31 March 2024 cannot defer entry to full-time education for September 2029.

Children Born between 1 April 2024 - 31 August 2024 (Summer Born) can start school in September 2028, January 2029 or April 2029, but they must be receiving full-time education by September 2029 as this is the term after their 5th birthday and when they will be statutory school age.

In addition the parent/carer of a summer born child may decide that their child should not start school until they are chronologically of Year 1 age (in September 2029). However, any place offered for entry in September 2028 cannot be deferred to September 2029. The parent/carer would need to re-apply for a

place for their child for entry in September 2029 and unless the parent would like their child to enter Year 1, they need to request an Admission Authority's permission for their child to be considered for a place in Reception (Delayed Entry).

How to make an application for Delayed Entry

All families should make an application for a reception place for the September after a child's 4th birthday.

Families may decide that they want their child, who is born after the 1st April, to start school in the Reception Class the September after their fifth birthday. This is referred to as delayed entry (Summer Born).

If the parent intends to apply for a delayed entry they must then get agreement from the school or schools that they intend to apply to and fill the form at the end of this guidance (Appendix 2) prior to withdrawing their original application. One form **(FORM A)** for each school applied for is required. They will then have to make a further new application for the new intended year of entry subject to the timelines in the Co-ordinated Scheme for that entry cycle.

Once the parent/carer and school agree to the delayed entry into reception, the form **FORM A** at the back of this guidance should be completed by the parent and signed by them and the head teacher to confirm the arrangement.

Once a summer born child has delayed entry in reception in September following their fifth birthday – the ability to engage in a part-time timetable or graduated start will not be available as it would be to a 4 year–old as once a child has reached 5, they are required to attend full time.

If all or some of the schools reject the request for a September start in Reception after their 5th birthday, the family has the following options:

a. Withdrawing the current Reception application and resubmitting an application the following year to those schools that have agreed the Reception start after their 5th birthday.
b. Withdraw the current Reception application stating that they intend to submit an application the following year for a Year 1 place.
c. Allow the existing Reception application for a place after their 4th birthday to go ahead and be processed for all preferences.

If none of the preference schools agrees to the September Reception start after their 5th birthday – the Local Authority will continue to process the application for a Reception start after their 4th birthday unless the family withdraws the application and intends to submit an in year application for Year 1, after the child turns 5.

In deciding whether the request for a summer born entry will be granted the Admissions Authority must take in to account the views of the Headteacher of the school concerned.

Factors that may be considered by an Admission Authority are:
• the views of the parent:
• the needs of the child and the possible impact of entering Year 1 without having first attended the Reception class;
• if a child has been 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;

• the extent to which a child's delayed social, emotional or physical development is adversely affecting their readiness for school;
• any relevant research into the outcomes of summer born and premature children;
• where relevant, the child's medical history and the views of a medical professional if made available.

If it is agreed that an application can be processed for Reception for the September following a child's fifth birthday, no weight may be added to the application owing to the application being delayed.

Similarly, Dorset Council will not give a lower priority for admission on the basis that the child is not of the correct age. If Dorset Council refuses a parent or carer's request for a child to be considered for admission to Reception a year later than is usual, it is open to the parent to make a complaint using the Council's complaints procedure.

7. Phase Transfer Applications for Summer Born

Where a child born between 1 April and 31 August and is already placed outside their normal year group and they are due to transfer to the next phase – moving up to Junior, Middle, Secondary or Upper School – then the family needs to discuss with the next school during the academic year prior to when the child would normally make a transfer application. Once agreement is reached for an application based on a child's actual year group – as opposed to the normal year group – then the family makes an application the following year.

Once agreement has been reached the family and the school(s) must fill and sign Form B (Appendix 2) and submit to Dorset School Admissions. One form for each school that the family will apply to.

Current and Future School	Normal Year group **(A)**	Actual Year group **(B)**	Actual Year Group when family start discussions with next school (September)	Application made when child's Actual Year group is – normal deadlines apply.	Application Deadline
Infant School to Junior	Year 2	Year 1	Year 1	Year 2	15 January
First School to Middle	Year 4	Year 3	Year 3	Year 4	15 January
Primary School to Secondary	Year 6	Year 5	Year 5	Year 6	31 October
Middle School to Upper School	Year 8	Year 7	Year 7	Year 8	31 October

If the family can't gain agreement for a previously admitted summer born child to remain in their actual year group when they transfer to the next phase of education or move school, the family has the following

options:

1. Decide that they want their child to remain to the end of their current phase but then apply for an in-year place in their next phase – essentially missing the first year of their new phase.
2. Decide to miss the final year of their current phase and place a transfer application, by the statutory closing date, for a place in the first year of their new phase.

Any refusal for the placement of a child outside their normal year group can be referred, in the case of Community or Voluntary Controlled Schools, to the Dorset Council complaints procedure.

8. Placements in Alternative Settings and Managed Moves

Policies are available on In Year Fair Access and Managed Move protocols on Dorset's school admissions webpage.

Pupils from outside of Dorset Council area who have been placed in alternative provision (PRU) and move into Dorset may initially be placed in a Learning Centre where consideration will be given to the most suitable placement to support the child's educational achievement. Should integration to mainstream be considered appropriate, and on receipt of an application from the parent, this will be considered by the In Year Fair Access Panel.

It is also expected that where the PRU or Alternative Provision is clear that the young person needs to be returned to a mainstream setting this will be facilitated by the IYFA panel.

Where a young person is placed in a Learning Centre or Alternative Provision, the IYFA panel will also allocate a mainstream school to hold the roll for that child until their needs are understood and appropriate plans for their education and/or return to mainstream are finalized.

Where a child is in a Learning Centre or other Alternative Provision during the last year of their current education phase, the families must still make a transfer application for a new school. The application will be processed normally and a place offered for the relevant September entry.

If it is advised that the child or young person is not ready to take up that mainstream place in the September along with the rest of the cohort, and they still require further time in the Learning Centre, the place will be kept open until such time as the child is ready to move into the school, or all the relevant professionals agree that the place is no longer needed. The place can't be withdrawn by the school or the parent without reference to the Learning Centre or Dorset Council Inclusion Team who will be managing the Learning Centre or Alternative Provision placements.

9. Children in Care

There is an additional policy and guidance available for Children in Care. Children in Care applications are given the highest priority on the oversubscription criteria.

10. School Transport

Details about school transport are provided in the Home to School Transport Policy. Advice is also provided in the Policy and Parents' Guide to ensure parents, guardians and carers are aware that their preference of school and the admissions criteria will affect their entitlement to 'free' school transport. This includes later changes (e.g. change of address) which could have a bearing on continued eligibility

for school transport.

11. Withdrawal of School Places

Places will only be withdrawn where:

- A place has been offered in error by the admission authority and the affected child/ren have not yet started at the preferred school,
- A place has been offered on the basis of a false, fraudulent or deliberately misleading application. The place will be withdrawn if the case has been identified by the first October half-term following admission,
- The place has not been taken up by the specified date – the parent will be contacted in advance of the withdrawal of a place with a minimum of 15 days notice.
- The place has been declined by the parent – this does not apply to children in Learning Centers or Alternative Provision.

12. Waiting Lists

The LA 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 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.

13. Appeals

If the LA is unable to offer a place at a school that has been applied for, the parent has the right to appeal to an independent Appeals Panel. The decision of the Panel is binding on all parties and where parents succeed with their appeal, the place at the school originally offered by the LA will be automatically withdrawn.

14. OVERSUBSCRIPTION CRITERIA

The admission of children with Education Health & Care Plans is covered by Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of EHCP pupils is given in the Special Education Needs Code of Practice. Where a school is named on an EHC Plan, the child will be admitted.

1. Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted.

2. Where there are too few places available to satisfy all preferences, places will be allocated according to the following priority order:-

    i) A "Child in Care" or who was "previously a Child in Care" (see footnote 1)
    ii) Children who the authority accepts have an exceptional medical or social need and where there is a need for a place at one specific school (see footnotes 2).
    iii) Children living within the school's catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 3 & 4)
    iv) Children living within the school's catchment area who are attending the preferred school's recognised maintained feeder school during the previous year and are on that school's roll at the time of application. (see footnote 5).

v) Children living within the school's catchment area.
vi) Children living outside the school's catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 4)
vii) Children living outside the school's catchment area and who are attending one of the preferred school's recognised maintained feeder schools during the previous year at the time of application. (see footnote 6,7)
viii) Children living outside the school's catchment area and whose parents wish them to attend a CE Voluntary Controlled school on denominational grounds. (see footnote 8)
ix) Children of staff with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission. (see footnote 9 & 10)
x) All other children living outside the school's catchment area.

3. If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight-line measurement 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. NB. School transport is based on walking and driven distances.

4. In the event that the LA is unable to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent (of the LA) person to determine the final place(s).

5. Where applications are received from families with multiple birth siblings and by adhering to PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

Footnotes

1. A "Child in Care" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Child in Care" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. 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 3rd sector where no state provision is available) prior to their adoption.
2. Applications will only be considered under this category if there is evidence provided such as a Child Protection Order, Children in Need document or a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. The local authority is all inclusive and will meet all legislative requirements to accommodate children within their educational setting as appropriate to their need.
3. Applications will also be considered under this category for a child who has or will have a sibling with an Education Health & Care Plan and where that sibling attending their nearest Complex Communication Needs Base, Physical Disability Base or a Social, Emotional Mental Health Base at the time of the admission.
4. The term 'sibling' means full brother or sister, half or step brother or sister, adoptive brother or

sister and other non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school. In the case of an infant school the sibling link will apply to the related junior school and vice versa.

5. This feeder school criteria only applies to those moving from Wyke Regis Infants to Wyke Regis Junior
6. This feeder school criteria only applies to:
   a) moving to Beaminster School, Ferndown Upper or The Blandford School and attend one of the designated feeder schools as detailed in the Parents Guide.
   b) those children moving to Cranborne Middle or West Moors Middle school who attend one of the designated First Schools as detailed in the Parent's Guide.
7. This does not include independent schools, pre-schools or nurseries.
8. In order to qualify for consideration under this category, parents/guardians will need to show that at least one adult family member and the child to whom the application relates to have been attending their local church at least once a month for a minimum of a year prior to the closing date for applications. The application must also be supported by a written statement from the vicar/priest/minister or leader of the church confirming this. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. See Appendix 1 for schools with a designated religious character for which the Local Authority is the Admissions Authority.
9. The term 'children' includes full, half, step, adopted and those non-blood related but resident through marriage, civil partnerships or single-family co-habitation arrangements at the time of application or deadline.
10. Staff are defined as all Dorset Council employed teaching and support staff at the preferred school. 'Children of staff refer to situations where the staff member is the natural parent, the legal guardian or a resident stepparent. 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.

Failure to provide sufficient evidence will result in the application being processed against the next highest criteria.

All policies and the Parents' Guide which provides further information and clarification are all available at Schools and learning - Dorset Council

APPENDIX 1

*Voluntary Controlled Schools under footnote 8 above and for which Oversubscription Criteria (viii) applies.

Broadwindsor CE VC Primary School
Greenford CE VC Primary School
Cerne Abbas CE VC First School
Holy Trinity CE VC Primary School

Beaminster CE VC School

Criteria viii will still apply should a school convert to academy status during the course of the application process or until such time as the school consults on a new set of admissions arrangements.

APPENDIX 2

FORM A - Request for delayed entry to a Year Reception Class

This form is to be filled and signed by the parent when:

a) The child is born between 1 April and 31 August
b) The family do not wish the child to join Reception class the term after their 4th birthday
c) They intend to make an application for a Year Reception place for the September term after their 5th birthday

Parents are advised to refer to the following documents:

1. Department of Education Summer Born Guidance (June 2023) - Summer born children: advice for parents - GOV.UK (www.gov.uk)

Name of child _____Date of birth _____

Name of School: _____

Having read both the Department for Education and the relevant Admissions Arrangements I wish to delay entry into mainstream education. I wish to make a **request** for the admission of my child into the Reception Year group for

September _____ (enter appropriate year) after their 5th birthday.

I confirm that I understand the following:

- I understand I need to submit a Year Reception place application for the September after my child's 4th birthday while at the same time I need to submit this request at the time of making that application.
- I understand that I need to submit a Form A for each school that I wish to consider my application for a Reception Place for the September after my child's fifth birthday
- I need to discuss the proposal with all my preference schools
- I will need to provide evidence – by attachment to this form – detailing why I feel that my child needs to start reception in the September after their 5th birthday.
- I understand that schools are not obliged to accept the request and if none of my preference schools agree, then I can:
    - Withdraw my application for a reception place in the September after my child's 4th birthday and submit an application for a Year 1 start the following September – see Section 8 and submit Form A to the Local Authority
    - Allow my application to go forward for a reception start for September after my child's 4th birthday.
- I accept that if in the allocation round the following year I do not gain a place at the preference schools that have agreed the back yearning, I may have to make further

requests to other schools for this arrangement or submit an application under Section 8 of this policy for a Year 1 start in the September after my child's 5th birthday and accept the risks detailed around an In-Year application to Year 1.

- A school's agreement to place a child in reception in the September after their 5th birthday is not a guarantee of a place. The application will be subject to the normal Coordinated Scheme process and the school's oversubscription criteria.

Parent's name _____

Signature_____Date _

(To be signed by Headteacher when request is agreed)

Head teacher's name: _____

Signature:_____Date:_

A copy of this to be retained by the school, a copy to be retained by the parent and a copy to be sent to Dorset Council School Admissions

FORM B - Agreement for the placement of a child outside of their normal age group – On Transfer or Phase Change

This form is to be filled and signed by the parent and the relevant school(s) when agreement has been reached for an existing enrolled pupil to be placed outside of their normal year group once the child moves from one phase to another i.e. from Primary to Secondary or First to Middle etc.

This form must be filled and submitted to Dorset School Admissions in the Autumn when a child's chronological year group is the final year group for their current school – See Column A of Fig 1 under section 7 above.

Parents are advised to refer to the following Documents:

2. Department of Education Summer Born Guidance (June 2023) - Summer born children: advice for parents - GOV.UK (www.gov.uk)

Details:

Child's Name:	
Date of Birth:	
Current School:	
Current Actual Year Group:	
Future Preference School:	
Proposed Actual Year Group on Entry:	
Proposed Year of Entry:	

Having read both the Department for Education Summer Born Guidance and the relevant Admissions Arrangements I wish to confirm that I have agreed for my child to be placed in the proposed National Curriculum Year Group on entry to their next school.

I confirm that I understand the following:

- If or when my child moves to another school, that a new application for the continuation of the placement outside of their normal year group will have to be made to the new school
- another school or local authority is not required to continue the placement of a child outside their normal year group
- once a child is admitted to a school it is for the head teacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not
- any subsequent decision to move a child to a different age group or back into their chronological age group should be based on sound educational reasons and made by the head teacher in consultation with the parents

Parent's name: _____

Signature:_____Date:

(To be signed by Headteacher when request is agreed)

Head teacher's name: _____

Signature:_____Date:

A copy of this to be retained by the school, a copy to be retained by the parent and a copy to be sent to Dorset Council School Admissions