



Infant/Primary and Junior School Admissions Policy 2027-28 BCP Partnerships



GREENWAY



PARTNERSHIP

Reviewed on	2025/26, Term 3	Review frequency	Annual
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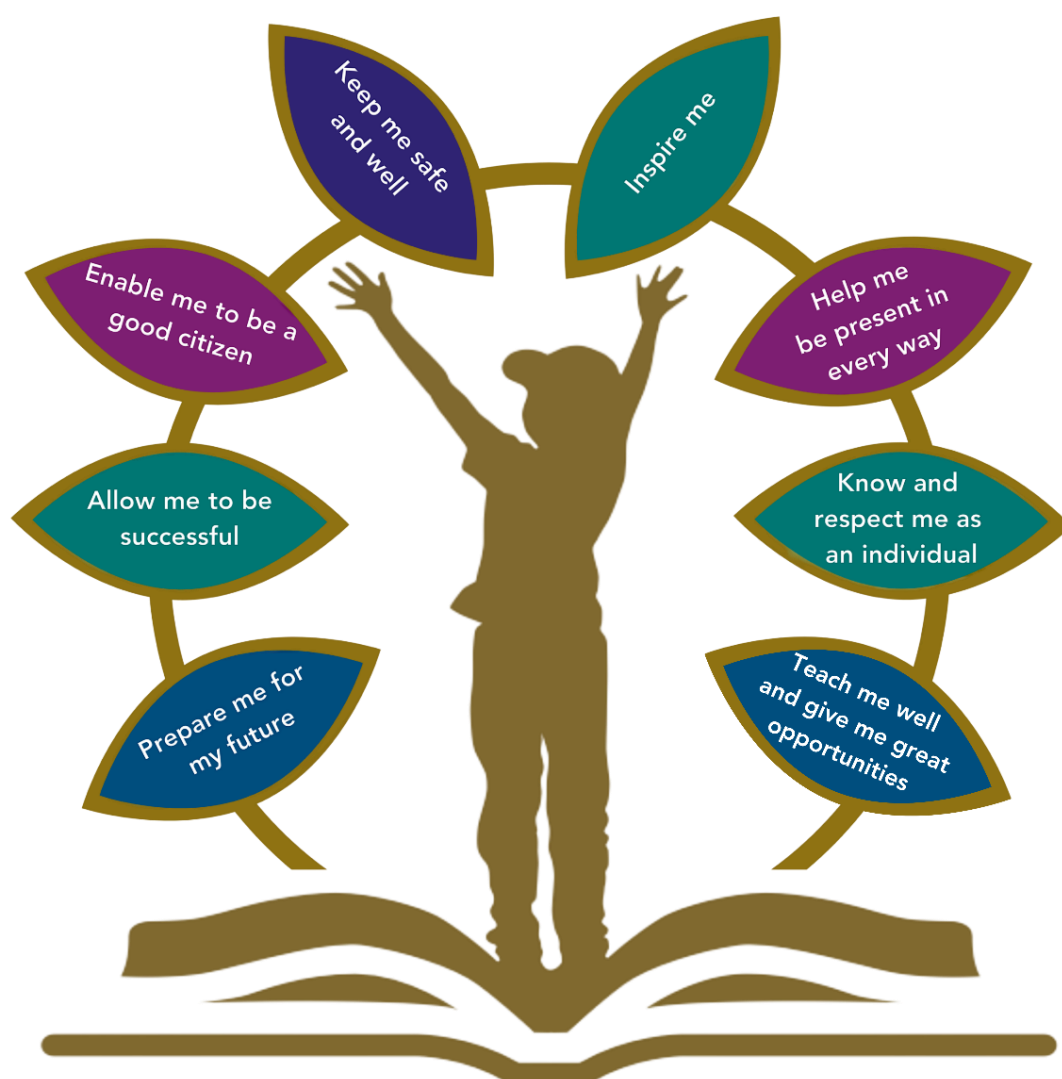


History of Policy Changes

Date	Page	Change	Origin of Change
Nov 25	All	New template inc. Verdana font	EDI
	All	References to Headteacher changed to School Leader	

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Sam's Entitlement

1. Introduction

Hamwic Education Trust (HET) believe that all pupils should receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities as well as that all pupils and adults within HET flourish as individuals and together.

HET is the Admission Authority for the schools listed in the table below. The Board of Trustees (BoT) is responsible for determining the Admissions Policy and Arrangements in line with the requirements of the School Standards & Framework Act 1998 and School Admissions Code. HET has delegated the processing of admissions to the individual school's Local Governing Committee (LGC). This policy will be used to prioritise applications for admissions starting in September 2027 and for in-year admissions for the 2027 – 2028 academic year for the schools listed below.

Parents may express up to four (4) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the highest ranked of the schools that could be offered.

Published Admission Number

The Published Admission Number (PAN) for each school is shown in the table below. Each school will admit up to the PAN into the year group indicated in September 2027.

School Name	PAN	Entry Year	Oversubscription criteria
First, Infant and Primary Schools			
Bearwood Primary School	30	Reception	Page 6
Bishop Aldhelm's C of E Primary School	90	Reception	Pages 7 - 8
Hillbourne Primary School	30	Reception	Page 9
Livingstone Road Infant School	60	Reception	Page 10
Springdale First School	60	Reception	Page 11
Talbot Primary School	90	Reception	Page 12
Twin Sails Infant School & Nursery	90	Reception	Pages 13 - 14
Junior Schools			
Hamworthy Park Junior School	120	Year 3	Pages 15 - 16
Livingstone Road Junior School	60	Year 3	Page 17

The oversubscription criteria for First, Infant & Primary schools can be found in Section 2 of this policy. The oversubscription criteria for Junior schools can be found in Section 3 of this policy.



Children with Education, Health and Care Plan (EHCP) that name the school

Children with EHCPs that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.



2. Oversubscription Criteria – First, Infant & Primary Schools

1 *Bearwood Primary & Nursery School*

All explanatory notes are in Section 4.

Applications submitted by 15 January 2027 will be dealt with first. If the number of applications submitted by 15 January 2027 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (Looked After Children) and previously Looked After Children as defined by section 1.7 of the School Admissions Code 2021 – see Explanatory Note 1.
2. Children who have a significant medical or psychological condition – see Explanatory Note 2.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 3.
4. Children who are eligible for the Early Years Pupil Premium attending the nursery class at Bearwood Primary & Nursery School – see Explanatory Note 4.
5. All other children.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 10 will be used to prioritise applications. Should there be two or more identical distances requiring prioritization, this will be done by drawing lots.

2 Bishop Aldhelm's Church of England Primary School

All explanatory notes are in Section 4.

Applications submitted by 15 January 2027 will be dealt with first. If the number of applications submitted by 15 January 2027 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (Looked After Children) and previously Looked After Children as defined by section 1.7 of the Schools Admissions Code 2021 – see Explanatory Note 1.
2. Children who have a significant medical or psychological condition – see Explanatory Note 2.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 3.
4. Children who live within the school's designated catchment area who regularly attend worship at a recognized Christian Church, and whose parents request admission on religious grounds – see Explanatory Note 5 for catchment definition and Explanatory Note 7 for faith criteria definition.
5. Children who live within the school's designated catchment area who are eligible for early years pupil premium who are in the school's pre-school class – see Explanatory Note 4.
6. Children who live within the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
7. Other children living within the school's designated catchment area.
8. Children who live outside the school's designated catchment area who regularly attend worship at a recognized Christian Church, and whose parents request admission on religious grounds – see Explanatory Note 5 for catchment definition and Explanatory Note 7 for faith criteria definition.
9. Children who live outside the school's designated catchment area who are eligible for early years pupil premium who are in the school's pre-school class – see Explanatory Note 4.
10. Children who live outside the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years

at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.

11. Other children living outside the school's designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 10 will be used to prioritise applications. Should there be two or more identical distances requiring prioritization, this will be done by drawing lots.

3 Hillbourne Primary School

All explanatory notes are in Section 4.

Applications submitted by 15 January 2027 will be dealt with first. If the number of applications submitted by 15 January 2027 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (Looked After Children) and previously Looked After Children as defined by section 1.7 of the School Admissions Code 2021 – see Explanatory Note 1.
2. Children who have a significant medical or psychological condition – see Explanatory Note 2.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 3.
4. Children who live within the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
5. Other children living within the school's designated catchment area.
6. Children who live outside the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
7. Other children living outside the school's designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 10 will be used to prioritise applications. Should there be two or more identical distances requiring prioritization, this will be done by drawing lots.

4 *Livingstone Road Infant*

All explanatory notes are in Section 4.

Applications submitted by 15 January 2027 will be dealt with first. If the number of applications submitted by 15 January 2027 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (Looked After Children) and previously Looked After Children as defined by section 1.7 of the School Admissions Code 2021 – see Explanatory Note 1.
2. Children who have a significant medical or psychological condition – see Explanatory Note 2.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 3 for Sibling definition and clarification regarding siblings at a linked infant/junior school.
4. Children who live within the school's designated catchment area who are eligible for early years pupil premium who are in the school's pre-school class – see Explanatory Note 4.
5. Children who live within the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
6. Other children living within the school's designated catchment area.
7. Children who live outside the school's designated catchment area who are eligible for early years pupil premium who are in the school's pre-school class – see Explanatory Note 4.
8. Children who live outside the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
9. Other children living outside the school's designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 10 will be used to prioritise applications. Should there be two or more identical distances requiring prioritization, this will be done by drawing lots.



5 Springdale First School

All explanatory notes are in Section 4.

Applications submitted by 15 January 2027 will be dealt with first. If the number of applications submitted by 15 January 2027 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (Looked After Children) and previously Looked After Children as defined by section 1.7 of the School Admissions Code 2021 – see Explanatory Note 1.
2. Children who have a significant medical or psychological condition – see Explanatory Note 2.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 3.
4. Children who live within the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
5. Other children living within the school's designated catchment area.
6. Children who live outside the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
7. Other children living outside the school's designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 10 will be used to prioritise applications. Should there be two or more identical distances requiring prioritization, this will be done by drawing lots.

6 Talbot Primary School

All explanatory notes are in Section 4.

Applications submitted by 15 January 2027 will be dealt with first. If the number of applications submitted by 15 January 2027 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (Looked After Children) and previously Looked After Children as defined by section 1.7 of the School Admissions Code 2021 – see Explanatory Note 1.
2. Children who have a significant medical or psychological condition – see Explanatory Note 2.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 3.
4. Children who live within the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
5. Other children living within the school's designated catchment area.
6. Children who live outside the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Other children living outside the school's designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 10 will be used to prioritise applications. Should there be two or more identical distances requiring prioritization, this will be done by drawing lots.

7 Twin Sails Infant School

All explanatory notes are in Section 4.

Applications submitted by 15 January 2027 will be dealt with first. If the number of applications submitted by 15 January 2027 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (Looked After Children) and previously Looked After Children as defined by section 1.7 of the School Admissions Code 2021 – see Explanatory Note 1.
2. Children who have a significant medical or psychological condition – see Explanatory Note 2.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 3 for Sibling definition and clarification regarding siblings at a linked infant/junior school.
4. Children who live within the school's designated catchment area who are eligible for early years pupil premium who are in the school's nursery class – see Explanatory Note 4.
5. Children who live within the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
6. Children who live within the school's designated catchment area who are eligible for the service premium – see Explanatory Note 9.
7. Other children living within the school's designated catchment area.
8. Children who live outside the school's designated catchment area who are eligible for early years pupil premium who are in the school's nursery class – see Explanatory Note 4.
9. Children who live outside the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 6.
10. Children who live outside the school's designated catchment area who are eligible for the service premium – see Explanatory Note 9.



11. Other children living outside the school's designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 10 will be used to prioritise applications. Should there be two or more identical distances requiring prioritization, this will be done by drawing lots.

3. Oversubscription Criteria – Junior Schools

1 Hamworthy Park Junior School

All explanatory notes are in Section 4.

Applications submitted by 15 January 2027 will be dealt with first. If the number of applications submitted by 15 January 2027 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (Looked After Children) and previously Looked After Children as defined by section 1.7 of the School Admissions Code 2021 – see Explanatory Note 1.
2. Children who have a significant medical or psychological condition – see Explanatory Note 2.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 3 for Sibling definition and clarification regarding siblings at a linked infant/junior school.
4. Children living within the school's designated catchment area who are attending the linked infant school – see Explanatory Note 8 for linked school definition.
5. Children living within the school's designated catchment area who are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill – see Explanatory Note 6
6. Children who live within the school's designated catchment area who are eligible for the service premium – see Explanatory Note 9.
7. Other children living within the school's designated catchment area.
8. Children living outside the school's designated catchment area who are attending the linked infant school – see Explanatory Note 8 for linked school definition.
9. Children living outside the school's designated catchment area who are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill – see Explanatory Note 6.
10. Children who live outside the school's designated catchment area who are eligible for the service premium – see Explanatory Note 9.



11. Other children living outside the school's designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 10 will be used to prioritise applications. Should there be two or more identical distances requiring prioritization, this will be done by drawing lots.

2 Livingstone Road Junior School

All explanatory notes are in Section 4.

Applications submitted by 15 January 2027 will be dealt with first. If the number of applications submitted by 15 January 2027 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (Looked After Children) and previously Looked After Children as defined by section 1.7 of the School Admissions Code 2021 – see Explanatory Note 1.
2. Children who have a significant medical or psychological condition – see Explanatory Note 2.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 3 for Sibling definition and clarification regarding siblings at a linked infant/junior school.
4. Children living within the school's designated catchment area who are attending the linked infant school – see Explanatory Note 8 for linked school definition.
5. Children living within the school's designated catchment area who are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill – see Explanatory Note 6.
6. Other children living within the school's designated catchment area.
7. Children living outside the school's designated catchment area who are attending the linked infant school – see Explanatory Note 8 for linked school definition.
8. Children living outside the school's designated catchment area who are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill – see Explanatory Note 6
9. Other children living outside the school's designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 10 will be used to prioritise applications. Should there be two or more identical distances requiring prioritization, this will be done by drawing lots.



4. Oversubscription Criteria Explanatory Notes

1 Looked After Children: A “looked after child” is a child who is in the a) care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22 (1) of the Children Act 1989) at the time of making an application to a school. Previously Looked After Children are children who were looked after but ceased to be so because they were adopted.

A child is regarded as being in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organization, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (Section 12 Adoption orders) and children adopted under the Adoption and Children Act 2002 (Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act, as amended by Section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22/04/2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a “special guardianship order” as an order appointing one or more individuals to be a child’s special guardian/s.

2 Significant medical/psychological condition: Children will only meet this criterion if the school(s) named on the application form are the only school(s) that meets any specific medical or psychological need identified. Written evidence from an NHS Consultant (for medical grounds) or NHS Consultant Psychiatrist (for psychological grounds) that documents the child’s medical or psychological needs must be included with the application and will be considered by the Local Governing Committee.

3 Sibling: A sibling is defined as a brother or sister (living in the same household) already on roll and attending the school applied for and who will still be attending the school the following academic year. This includes half, step, or foster or adoptive brother or sister, living within the same family unit at the same address. Twins, triplets and other children of multiple birth will be admitted above the admission limit if the limit has been reached by admitting one of the multiple birth children.

This includes children who have a sibling already on roll at a linked infant/junior school and will continue to attend at the time of admission. For those applying for a Reception place, this includes pupils who have a sibling in Year 2 at a Hamwic infant school and have applied for Year 3 at the linked Hamwic junior school. See Explanatory Note 7 below for information on Linked infant/junior schools. A sibling link at the school does not guarantee admission to the school.

4 Early Years Pupil Premium: The Early Years Pupil Premium is additional funding paid to support disadvantaged three and four year olds in government-funded early



years settings. Eligibility criteria for early years pupil premium is outlined at www.gov.uk/get-extra-early-years-funding.

5 Catchment area: Each school (except Bearwood Primary & Nursery) has a geographical catchment area. Catchment areas give some priority to children living in the local area of the school. Living in the school's catchment area does not guarantee a place at the school. Catchment areas are determined by home address (the child's permanent address). Further details of the school's catchment area can be found on the schools' websites.

6 Staff: Staff are defined as qualified teaching staff employed 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 criterion applies to the applicant must be provided at the time of application. A demonstrable skill shortage refers to a post which the school has had difficulties fulfilling. For priority to be given on this basis, the school must have taken part in a recruitment drive to fill the post where the post was not filled after two attempts at recruitment have been made.

7 Faith criteria: In order to qualify under this criterion, the child must be a regular practicing Christian at a Recognised Church or Religious Group. Regular practising Christian means a child who attends a Recognised Church or Religious Group regularly prior to application. Regularly means at least once every month and for at least the last 6 months. Recognised Church or Religious Group means a church that is the same denomination as (or is in fellowship with or partnership with) a member of: Churches Together in Britain and Ireland (see www.ctbi.org.uk); the Evangelical Alliance (see www.eauk.org); the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk); Affinity fellowship of Churches (see www.affinity.org.uk). Where seeking priority under the faith criterion, parents must fully complete the Supplementary Information Form (SIF) and provide the required supporting evidence. The SIF must be signed off by the relevant Church representative. The SIF must be returned to the School office on or before 15th January 2027. The Hamwic SIF is available on the relevant school website and Hamwic website.

8 Linked Infant Schools: the table below shows which infant schools are linked to each junior school using this policy:

Junior School	Linked Infant School
Hamworthy Park Junior School	Twin Sails Infant School
Livingstone Road Junior School	Livingstone Road Infant School

9 Service Premium: Children eligible for the Service Premium have a parent(s) who currently serve in the UK regular armed forces or a parent(s) who served in the UK regular armed forces at any time in the last 3 years or have a parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme. If you are applying



for a place under this criterion you must provide evidence. Please complete the Supplementary Information Form available on the school's website.

10 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: 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. 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. 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.

If the distance measurement is equal for two or more applicants (excluding children of multiple birth), the place will be allocated by the drawing of lots. The person drawing the names will be the HET's Head of Compliance who is not involved in the school admissions process.



5. General Admission Arrangements

1 Late Applications

The closing date for applications is 15 January 2027. 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 priorities set out above.

2 Waiting Lists

All children who have been refused a place at the school will be placed on the waiting list. Children will be held on the waiting list by order of the criteria in the admissions policy. No account can be taken of the length of time a pupil is on the list. A child's position can change on the list as new applicants join or other applicants come off the waiting list. Children will remain on the waiting list only until the end of the academic year 2028. If parents/carers want their children to be on the waiting list for the following academic year they must re-apply. The waiting list will be administered by the LA's Admission Team on behalf of the school.

3 Applications from separated parents/carers

Only one application can be accepted 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 provided. 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 to verify addresses and/or other details provided. It is at the discretion of the Local Governing Committee 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 Local Governing Committee. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, we may refuse to offer a place, or if already offered, may withdraw the offer.

4 Change of home address

When applying for point of entry, the Local Governing Committee will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups is 15 January 2027. This means if your moving date is after 15 January 2027, we will use your old address to categorise the application. You will need to tell the local authority your new address so they can update your child's record. If you move house after you have submitted your application but before the National Closing Date, you must inform us before the 15 January 2027 to ensure your application is considered from your new address.

Entry to Reception including deferred entry (not relevant for Junior schools)



All children can start Reception on a full-time basis in the September following their fourth birthday. 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:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the School Leader.
- Request to defer 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.

Parents of summer-born children (children born between 1st April and 31st August), may choose to send their child to school in the September following their 5th birthday. If parents choose to do this, they may then make a request that their child is admitted out of their normal age group to Reception rather than Year 1. Any parent considering such a request should refer to Section 5, paragraph 6 below. Parents considering this are advised to contact the school at the earliest possible opportunity to ensure a decision has been made by the school before the national closing date for applications to Reception. Hamwic Education Trust's handling of admission request for summer born children is informed by the Department for Education's (DfE) guidance for schools [here](#). The DfE has also published advice specifically for parents of summer born children which can be accessed [here](#).

5 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 parents would like them to start Year R when they reach statutory school age.

Applications for children to be educated outside their normal age group will be considered on their individual merits by the Local Governing Committee for the school, taking account of the views of the Headteacher and SENCO. The Local Governing Committee will make a decision on the basis of the circumstances of each case, in the child's best interests, and may seek advice from the Local Authority's SEND team or a qualified Educational Psychologist. The placement of a child outside his or her normal age group is not usually the best way to support a child with special educational needs. To apply for a place outside the normal age group, parents can access the required form from the admissions page of the school website. The required form should be completed and returned as indicated on the form.



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, in-year admissions) 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.

6 In Year Admissions (applying for a school place *during* an academic year)

This admissions policy will also be used to prioritise applications for in-year admissions for the 2027 – 2028 academic year. Parents wishing to make an in-year application should apply through the Admissions Team at BCP Council:

<https://www.bcpCouncil.gov.uk/schools-and-learning/school-admissions/apply-for-a-school-place/requesting-a-school-place-during-the-school-year>

7 In Year Fair Access

HET schools fully partake in the relevant LA's In-Year Fair Access Protocol. This protocol relates to admission applications throughout the year. The protocol takes priority above a school's admissions policy for those on a waiting list and the LA may require the school to admit above their published admission number.

8 Appeals

If the school is unable to offer a place, parents have the right of appeal to an Independent Appeals Panel. The decision of the Panel is binding on all parties.

9 Withdrawal of an offer of a place

The school may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or where the place was offered on the basis of a fraudulent or intentionally misleading application, or where the place has been offered in error.

10 Co-ordinated Admissions Scheme

All HET schools fully participate in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1st September 2027.