



Bishop Aldhelm's Church of England Primary School Admissions Policy 2025 – 2026



Foreword To All School Policies

The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

Welcome

A warm welcome to all parents/carers who are considering sending their child to our school.

Bishop Aldhelm's Church of England Primary School aims to serve its community by **providing an education of the highest quality within the context of Christian belief and practice.**

The Spirit of Bishop Aldhelm's

At the heart of our school is what we call "The Spirit of Bishop Aldhelm's". The Spirit is the set of beliefs and principles which underlie everything which happens at our school. It is our overarching ethos.

The full text of "The Spirit of Bishop Aldhelm's" is available on our School Website (which is www.bishopaldhelms.poole.sch.uk) and in our School Prospectus.

We ask all parents/carers applying for a place here to respect "The Spirit of Bishop Aldhelm's" and its value to the school.

Section 1: Introduction

The Hamwic Education Trust (HET) is the Admission Authority for Bishop Aldhelm's Church of England Primary School. The Trust Board 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 governing body. This policy will be used to prioritise applications for Year R starting in September 2025. This policy will also be used in-year admissions for the 2025 – 2026 academic year

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 Bishop Aldhelm's Church of England Primary School is 90. The school will admit up to the PAN into Year R in September 2025.

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.

Religious Character

Bishop Aldhelm's Church of England Primary School is designated with a religious character. The School's religious authority is the Diocese of Salisbury. The School must have regard to any guidance from its religious authority when constructing the faith based terms of its admission arrangements. Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The School aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Section 2: Oversubscription Criteria

All explanatory notes are in section 3 on page 5.

Applications submitted by 15 January 2025 will be dealt with first. If the number of applications submitted by 15 January 2025 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.
2. Vulnerable children – See Explanatory Note 1 for definition.
3. Children who live in the Parish of St. Aldhelm's Church who meet the faith criterion and have a sibling already on the roll of the school who will continue to attend that school for the following year – see Explanatory Note 2 for information on catchment areas, Explanatory Note 3 for the definition of sibling and Explanatory Note 4 for faith criterion.
4. Children who live in the Parish of St. Aldhelm's Church who meet the faith criterion.
5. Children who live in the Parish of St. Aldhelm's Church who have a sibling already on the roll of the school who will continue to attend that school for the following year.
6. Other children living in the Parish of St. Aldhelm's Church.
7. Children who live in the school's catchment area who meet the faith criterion and have a sibling already on the roll of the school who will continue to attend that school for the following year.
8. Children who live in the school's catchment area who meet the faith criterion.
9. Children who live in the school's catchment area who have a sibling already on the roll of the school who will continue to attend that school for the following year.

10. Other children living in the school's catchment area.
11. Children who live outside the Parish of St. Aldhelm's Church & the school's catchment areas who meet the faith criterion and have a sibling already on the roll of the school who will continue to attend that school for the following year.
12. Children who live outside the Parish of St. Aldhelm's Church & the school's catchment areas who meet the faith criterion.
13. Children who live outside the Parish of St. Aldhelm's Church & the school's catchment areas who have a sibling already on the roll of the school who will continue to attend that school for the following year.
14. Children who are eligible for the Early Years Pupil Premium attending the pre-school at Bishop Aldhelm's CE Primary School.
15. Children of 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 demonstrable skill.
16. Other children living outside the school's Parish of St. Aldhelm's Church and the schools catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 5 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.

Section 3: Oversubscription Criteria Explanatory Notes

1. **Vulnerable children:** A child is eligible in this category where they have an identified medical or social need. Medical need means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school; this may be supported by evidence of the child as a young carer. Evidence to be relied upon must be to the School on or before 15th January 2025. Social Need means where the child is of confirmed refugee status. Written evidence of this from the home LA must be submitted to the School on or before 15th January 2025.
2. **Catchment area:** This is the geographical area from which children will be afforded priority for admission to the School. Our school takes children from the Parish of St. Aldhelm's Church, children from the school's designated catchment area and children from outside both of these. A street map showing (i) the Parish and its boundary and (ii) the school's designated catchment area (but omitting the parts which are also within the Parish boundary) can be

found on the school's website. Lists of the streets in each of them are available from the school on request.

3. **Sibling:** A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address during the school week. The sibling must be on roll at the time of admission not application.
4. **Faith criterion:** 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 ctbi.org.uk); the Evangelical Alliance (see 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 2025. The SIF is available on the School website or a paper copy may be requested from the School office.
5. **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.

Section 4: General admission arrangements

Late Applications

The closing date for applications is 15 January 2025. 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.

Waiting Lists

If a place cannot be offered at the preferred school, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn. The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out in section 2 of this policy. Each time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria. The waiting list will be held until 31 August 2026. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application through BCP Council.

Entry into Reception Year

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 headteacher of the school.
- 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, that is children born between 1st April and 31st August, may, in addition, choose to send their child to school in the September following their 5th birthday and may request that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group should read the [Summer Born Children School Admissions](#) guidance, available on the BCP Council website, which explains the procedures that need to be followed, and complete the relevant application form.

Admission of children outside their normal age group.

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and were admitted to Year R outside the normal age group. Parents of summer-born children for whom education outside normal age group was previously agreed will be required to make a new request for entry into junior school. This should be done as if the child is placed in their correct year group. For example, a child who has been held back a year (decelerated) should be making a new request in Year 1.

Details of how to apply for admission outside the normal age group can be found online at [Changing a child's year group](#), available on the BCP Council website. All requests will be considered on their merits by a governing body taking account of the parent's view and the views of the headteacher.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college, 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.

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 2025 – 2026 academic year. Parents wishing to make an in-year application should apply on-line through the BCP Council website: www.bcpCouncil.gov.uk/Schools-and-learning/School-admissions

In Year Fair Access

HET schools fully partake in the relevant LA's In-Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number.

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 admissions authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

When applying for point of entry, Bishop Aldhelm's Church of England Primary School 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 2025. This means if your moving date is after 15 January 2025, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

Applications from separated Parents/Carers

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admission authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admission authority. If any information supplied by an applicant is judged the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

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.

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 2025.