



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



**GREENWAY**



PARTNERSHIP

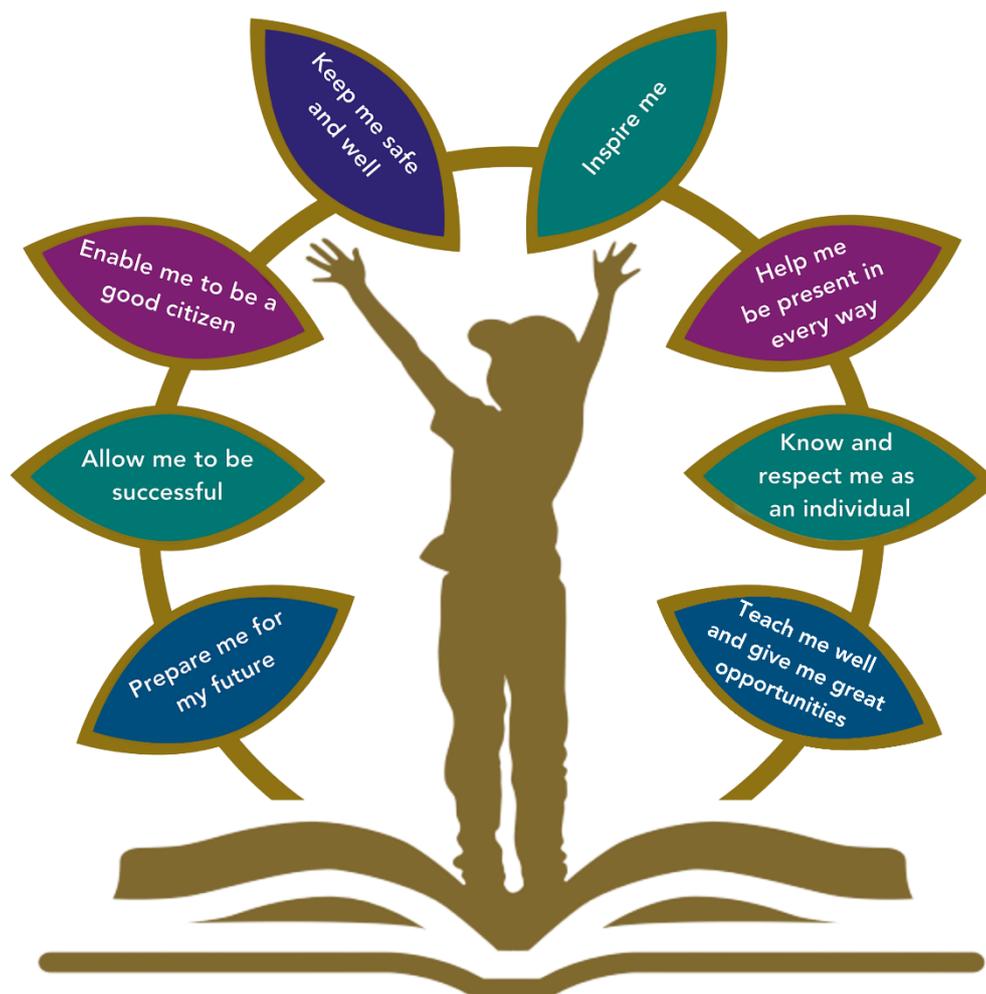
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## History of Policy Changes

Date	Page	Change	Origin of Change
Nov 25	All	New template inc Verdana font	EDI
	All	References to Headteacher changed to School Leader	Annual Review
Jan 26	Section 2	'At the time of application' added to Oversubscription Criteria – First, Infant & Primary Schools, Item 5	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 admission starting in September 2027 and for in-year admission for the 2027 – 2028 academic year for the schools listed below.

In Dorset, HET has a Service Level Agreement with the Local Authority (LA) who provide an administrative service for all admissions.

Parents may express up to three (3) 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
Hampreston CE First School	30	Reception
Henbury View First School	30	Reception
Lytchett Matravers Primary School	60	Reception
Pimperne C of E Primary School	30	Reception
Upton Infant School	90	Reception
Wimborne First School & Nursery	60	Reception
Upton Junior School	96	Year 3

The oversubscription criteria for Hampreston CE First School, Henbury First School, Lytchett Matravers Primary School, Pimperne C of E Primary School, Upton Infant School and Wimborne First School and Nursery can be found in Section 2 of this policy. The oversubscription criteria for Upton Junior School 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

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 an exceptional medical or social need and where there is a need for a place at one specific school– see Explanatory Note 2.
3. Children living within the school’s designated catchment area 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 catchment definition and Explanatory Note 4 for Sibling definition.
4. Other children living within the school’s designated catchment area.
5. **Lytchett Matravers Primary School & Wimborne First School & Nursery only:** Children who are eligible for early years pupil premium who are in the school’s pre-school/nursery class at the time of application – see Explanatory Note 5.
6. Children living outside the school’s designated catchment area 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.
7. **Hampreston CE First School & Pimperne CE Primary School only:** Children who live outside the school’s designated catchment area who regularly attend worship at a recognised Christian Church, and whose parents request admission on religious grounds – see Explanatory Note 6.
8. 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 a demonstrable skill – see Explanatory Note 7.
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 8 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.



### 3. Oversubscription Criteria – Upton 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 an exceptional medical or social need and where there is a need for a place at one specific school– see Explanatory Note 2.
3. Children living within the school’s designated catchment area 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 catchment definition and Explanatory Note 5 for Sibling definition.
4. Children living within the school’s designated catchment area who are attending Upton Infant School at the time of application.
5. Other children living within the school’s designated catchment area.
6. Children living outside the school’s designated catchment area 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.
7. Children living outside the school’s designated catchment area who are attending Upton Infant School at the time of application.
8. 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 a demonstrable skill – see Explanatory Note 7.
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 8 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, 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 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 arrangement 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. *Medical or social need:* 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.
3. *Catchment area:* Each school 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 Dorset County Council website.
4. *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. A sibling link at the school does not guarantee admission to the school.

5. **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](http://www.gov.uk/get-extra-early-years-funding).
6. **Faith criteria:** Regular practising Christian means a child who attends a Recognised Church or Religious Group regularly prior to application. Regularly means at least monthly, for a minimum of 6 months prior to application. In the event that during the period specified for attendance at worship the Recognised Church or Religious Group has been closed for public worship the requirements in relation to attendance will only apply to the period when the Recognised Church or Religious Group has been available for public worship. Where the Recognised Church or Religious Group has made available alternative premises for public worship, the requirements in relation to attendance shall apply to that period as well. 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](http://ctbi.org.uk)); the Evangelical Alliance (see [www.eauk.org.uk](http://www.eauk.org.uk)); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)). Applications on denominational grounds must be supported by the Hamwic Supplementary Information Form, signed by a Parish Priest/Minister of Religion of a recognised Christian Church confirming attendance at worship at least once a month for at least the one year prior to the date of application. The Hamwic Supplementary Information Form is available on the relevant school website and Hamwic website.
7. **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 resident step-parent. If applicants wish to be considered under this criterion, then a letter from the School Leader 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.
8. **Distance:** Distances are measured in a straight line 'as the crow flies'. Distances are measured using the Council's Geographical Information System (GIS) which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations. Only distances measured by GIS will be taken into account for the purposes of the distance criterion. Should there be two or more identical distances the prioritisation will be done by drawing lots.

## 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 parents who have been refused a place at the school will have the option to indicate their wish to remain on the waiting list – via a tick box on the allocation response form on-line or on a paper reply slip. 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 pupil'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 in August 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. 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 School Leader.
- Request to defer their child's entry later in the school year but not beyond the point at which they reach compulsory school age (CSA), and not beyond the beginning of the final term of the school year.

Parents of summer-born children, that is children born between 1 April and 31 August, may, in addition, chose to send their child to school in the September following their 5<sup>th</sup> birthday and may request that their child is admitted out of the 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 [Dorset Council - Guidance on the placement of a pupil outside their](#)

[chronological age group](#) available online, which explains the procedures that need to be followed, and complete the relevant application form.

#### *4. 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.

Details of how to apply for admission outside the normal age group can be found in the policy document [Dorset Council - Guidance on the placement of a pupil outside their chronological age group](#). All requests will be considered on their merits by the LGC taking account of the parent's view and the views of the School Leader.

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 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.

#### *5. 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 Dorset County Council: [www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place](http://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place)

#### *6. 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 (but not the transfer of Year 6 pupils from primary/junior to secondary schools in September 2027). 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. Admission authorities will not normally be asked to admit a child to a Reception, Year 1 or Year 2 class where there are already 30 children in a class.

## *7. 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.

## *8. Co-ordinated Admissions Scheme*

All HET schools fully participate in the LA published co-ordinated admissions scheme. The LGC 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 1 September 2027.

