Twin Sails Infant School & Nursery

Admissions Policy 2025 – 2026

Section 1: Introduction

The Hamwic Education Trust (HET) is the Admission Authority for Twin Sails Infant School & Nursery. 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 Twin Sails Infant School & Nursery is 120. 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.

Section 2: Oversubscription Criteria

All explanatory notes are in section 3 on page 4.

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. Children who have a sibling already on the roll of the school who will continue to attend that school for the following year – see Explanatory Note 1.

3. Children who have a sibling at Hamworthy Park Junior School and who will continue to attend Hamworthy Park Junior School at the time of admission. This includes children who have a sibling in Year 2 at Twin Sails and have applied for Year 3 at Hamworthy Park.

4. Children of staff at Twin Sails Infant School & Nursery – see Explanatory Note 2

5. Children eligible for the service premium – See Explanatory Note 3.

6. All other children.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 4 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. **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.

2. **Children of staff:** Priority will be given to children of staff where the member of staff has been employed at the school for two or more years at the time the application was made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. **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.

4. **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 Changing a child's year group, available on the BCP Council School Admissions website. 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.

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 outside 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, Twin Sails Infant School & Nursery 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.