



# The Priory CE VA Primary School

Inspiring a generation to learn, flourish and achieve in a caring,  
Christian Community

Headteacher: Sarah Richardson  
Chair of Governors: Geoff Tabor

## Admissions Policy 2025-2026

| Admissions Policy          |                    |                            |                     |
|----------------------------|--------------------|----------------------------|---------------------|
| <b>Approval</b>            | Board of Governors | <b>Chairman</b>            | Geoff Tabor         |
| <b>Headteacher</b>         | Sarah Richardson   | <b>Date of last review</b> | November 2022       |
| <b>Date of this review</b> | November 2023      | <b>Date of next review</b> | Annually – Nov 2024 |

'This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out'.

This policy will apply to all admissions from 1 September 2025, including in-year admissions. It will be used for allocating places for September 2025 as part of the normal admission round for Year R.

The Governing Body of The Priory Church of England Primary School is the admission authority for The School. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for The Priory Church of England (Voluntary Aided) Primary School (The School) is 30. The PAN is the number of places for children available in the year group above.

A guiding principle of admission to this Christian caring school is that the school should serve its local community, defined in the trust deed of 1867 as the ecclesiastical parish of Christchurch Holy Trinity (Christchurch Priory – This includes the daughter church of St George's at Jumpers and the mission church of St John at Purewell. The school also serves the local community outside of the ecclesiastical parish. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The governors will admit any pupil whose final statement of Education Health and Care Plan (EHCP) names the school. Where possible such children will be admitted within the PAN.

Where all parental preferences for places at the school can be satisfied all children will be admitted. If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

## **Admission Criteria**

- 1. Looked after children or children who were previously looked after.** (see Definition A)
- 2. Children or families with an exceptional medical and/or social need** (see Definition B). Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends The Priory CE VA Church of England School rather than any other. Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.
- 3. Children who at the time of application have a sibling** on the roll of the school (see Definition C) who will still be on roll at the time of admission.
- 4. Children living in the school boundary** of The Priory CE VA Primary School. (See Definition D and Appendix)
- Priority will next be given to **children of staff** at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 6. Other children living outside the school boundary** based on distance (See Additional Information)

## **Definitions**

### **A. Looked after children or children who were previously looked after**

This criterion provides a priority for children who are (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989), or c) have previously been looked after outside England (IAPLAC). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 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 (or special guardians).

**B. 'Medical need'** does not include common medical conditions supported in mainstream schools, such as asthma or allergies. **'Social need'** does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

### **C. Siblings**

'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or sister, and includes children living as siblings in the same family unit. It will also be applied to situations where a full or half brother or sister are living at separate addresses. Categories 3(i) and 4(i) include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

### **D. Child's Permanent Residence**

The child's permanent residence is where they live normally, including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, pre-school or child-minder, the address registered for child benefit and the address registered with the child's GP.

### **Moving home & UK service personnel & crown servants**

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application (usually for a 12 months duration);
- a letter from a housing association confirming that the parent(s) will be living at a specific address

relevant to the application; or

- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish or priority area of The School (or to establish distance from The School).

## **Additional Information**

When applying for point of entry, The Priory School will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year group Reception 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.

### **Tie-breaker**

If the school is oversubscribed from within any of the above criteria straight line distance will be used to prioritise applications; applicants living nearer the school have priority.

This is defined by straight line measurement using a Geographical Information based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations. If distances are equal, as calculated by the Authority's GIS system, for example a flat in a block of dwellings with the same front entrance lots will be drawn by a person independent of The Governing Body to determine the allocation.

### **Who can apply**

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### **How to apply**

You must complete a Local Authority Application Form available from website [BCP Applying For A School Place](#) or the school website.

### **Offering places**

The Governing Body will consider first all those applications received by the published deadline of midnight on 15 January 2025.

Applications made after midnight on 15 January 2025 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

### **Pupils with a Education, Health and Care Plan (EHCP)**

The governors will admit any pupil whose final statement of EHCP names the school. Where possible such children will be admitted within the PAN.

### **Multiple births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or

child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form [BCP Applying For A School Place](#). Any parent can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at this school.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

When all available places have been allocated, waiting lists will be operated by the school on behalf of the local authority. Parents must request in writing for their child to be placed on the waiting list. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically, parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish. All waiting lists will cease on 31 August each year, and if parents wish to remain, they must submit a new application from 1 June.

### **Starting school in Year R**

The School will provide for the admission of all children in the September following their fourth birthday. Places in the Reception year will be provided from the beginning of the academic year, the September in which a child will reach the age of five years.

### **Deferred entry into Year R**

The School will provide for the admission of all children in the September Full Time following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the school year but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday.

Exceptionally, parents of children with birthdays between 1 April and 31 August (inclusive) may wish to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1. See below for the Admission of children outside their normal age group.

### **Part time places in Year R**

Parents can also request that their child takes up the place part-time until the child reaches compulsory

school age. N.B. For Clarification, part-time means mornings Monday to Friday inclusive 8.50am to 12.30pm.

Please discuss these arrangements with the school as soon as possible.

### **Notes on compulsory school age and summer born children**

*A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.*

### **Admission of children outside their normal age group**

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

[The school's process to apply for delayed entry requests \(admission of children outside their normal age group\) is available on the school website.](#)

### **Admission Appeals**

If you are unsuccessful in gaining a place for your child at The School you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

### **Withdrawal of an offer of a place**

Places are withdrawn every year because parents give false information, for example, 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

### **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

Further Information If you require further information about applying for a place at The Priory Church of England (Voluntary Aided) Primary School, please contact The School.

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Tel: 01202 484 105  
Email: [office@prioryceprimary.co.uk](mailto:office@prioryceprimary.co.uk)

# Appendix A

Map of the catchment area of The Priory CE VA Primary School.

