ADMISSION ARRANGEMENTS 2020/21

School name	Parkfield Academy
Admission authority	The Trust Board of the Reach South Multi Academy Trust The admissions function has been delegated to the Local Governing Body of Parkfield Academy
School status	Academy
Catchment area	No
Supplementary Information Form	Yes – parents who are members of staff only
Application forms available from	www.dorsetforyou.gov.uk/schooladmissions and office@parkield.bournemouth.sch.uk

	Normal point of entry	**In-Year admission**
Age range for application	1st September 2015 – 31st August 2016	Any admission other than the normal point of entry in years Reception/Foundation to Year 10
Application period	1st September 2019 – 15th January 2020	From September to June
Offer date	16th April 2021	Within 20 school days of application receipt
Published admission number	See section 3 below	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

EFFECTIVE FROM	**1ST SEPTEMBER 2020**
APPROVED BY LOCAL GOVERNING BODY	**30TH OCTOBER 2018**

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[1] At the time of determination, Reach South Multi Academy Trust receives services from Dorset County Council. If the Trust ceases this service, the function will be undertaken by the Trust or contracted to another provider.

ADMISSION ARRANGEMENTS: REACH SOUTH MULTI ACADEMY TRUST

The Trust Board of the Reach South Multi Academy Trust is the admission authority for Parkfield Academy. The admission authority will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/publications/school-admissions-code--2.

The admission arrangements outlined within this document apply to admissions in the 2020/21 academic year.

SECTION 1

(i) Reception/Foundation admissions (normal point of entry)

The admission arrangements outlined within this section apply to children starting in the Reception/Foundation Year for the first time in 2018/19. The published admission number (PAN) for this year group is shown in the school list at Section 3 and in the Starting School Parents' Guide. The closing date for application is 15 January 2020. Allocation results will be notified on 16 April 2020. The admission authority follows Dorset County Council's co-ordinated primary admissions scheme available at www.dorsetforyou.gov.uk/schooladmissions

All applicants must:

(i) Complete the Common Application Form available from, and returnable to their home local authority;

(ii) In addition, applicants applying under criteria 4 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Dorset County Council[1].

(ii) In-Year admissions (admissions outside the normal point of entry)

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Reception made after the normal round of admissions – after 31 August – and requests for places in other Year Groups should be made direct to Dorset County Council or Parkfield Academy.

With the exception of a child with an Education, Health and Care Plan (EHCP), all applications will be considered under Dorset County Council's Fair Access Protocol.

Application should be made via Dorset County Council www.dorsetforyou.gov.uk/schooladmissions. Reach South Multi Academy Trust follows Dorset County Council's local co-ordinated in-year admissions scheme available at www.dorsetforyou.gov.uk/schooladmissions.

All applicants must:

(i) Complete the Common Application Form available from and returnable to Dorset County Council via www.dorsetforyou.gov.uk/schooladmissions and request an application pack from the Admissions Manager at Parkfield School via office@parkfield.bournemouth.sch.uk.

(ii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form and return it direct to the School Admissions Team, Dorset County Council.

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Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. The closing date for applications is the end of each working day. Offers should be made within twenty school days of the application submission date.

SECTION 2

Oversubscription criteria for schools within the Reach South Multi Academy Trust for normal point of entry and in-year admissions

A child with an Education, Health and Care Plan (EHCP) which names the school will be admitted.

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (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) 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 (or became subject to a child arrangements order or special guardianship order);
2. **A child with a sibling already attending the school at the time of admission**. Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household;
3. **Children whose parent/carer is a member of staff employed on a permanent contract by the school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form[1]. (This covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);
4. **Other children** based on home-to-school distance (see tie-breaker paragraph below for details).

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NOTES:

Admission out of the normal age group: Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. The admission authority will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

Appeals: In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Dorset County Council's School Admissions Team[1] via:
www.gov.uk/government/publications/school-admissions-appeals-code

Home address: Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Dorset County Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. The local authority (LA) will also carry out checks as appropriate[1]. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address.

Mode of study and start date: There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age. Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell the allocated school so that the place can be held open. Where a parent doesn't inform the school that admission is to be deferred and doesn't admit the child in September, it is likely that the place will be withdrawn and offered to another child.

Multiple births: The school will accommodate twins, triplets or other multiple siblings, in line with section 2.15 of the new Government Admissions Code. In the case of applications where the final place available is offered to a child from a twin or multiple birth, the Governors will offer places to both twins, all triplets etc. even if this means exceeding the planned admission number.

Response: Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place or, in the case of an in-year admission, within six school weeks of the original application for a school place whichever is the later. Response must be made to Dorset County Council[1]. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

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Tie Breaker: Where we have to choose between two or more children in the same category as each other, priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using Dorset County Council's electronic mapping system[1] – the shorter the distance the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. A person independent of the school will attend and supervise this process.

Waiting lists: If a place cannot be offered at the preferred school at the normal point of entry, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2020 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From the commencement of the September term in 2020, the in-year admissions scheme applies and the waiting list procedure will change in that parent/carers will be asked if they wish their child to be added to a waiting list and to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

SECTION 3

Published admission number (PAN) for Parkfield Academy

School	2019/20	2020/21
Reception/Foundation	56	56
Year 7	84	84

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CONTACTS AND FURTHER INFORMATION

Parkfield Academy

Hurn, Christchurch, Dorset, BH23 6DF.
Email: office@parkfield.bournemouth.sch.uk
Website: www.parkfieldschool.org
Telephone: 01202 592530 (Main) or 01202 592 538 (Admissions)

REACH SOUTH MULTI ACADEMY TRUST

Email info@reachsouth.org
Telephone 02077068981

Dorset County Council Admissions and Appeals

Year Reception/Foundation intake at the normal point of entry and In-Year admissions
Telephone: 01305 221060
Email: admissions@dorsetcc.gov.uk
The website at www.dorsetforyou.gov.uk/schooladmissions has information about applying for an in-year place at the school, school appeals, and the Local In-Year Admissions scheme.

Inclusion, Attendance and Welfare Service

Website:
www.dorsetforyou.gov.uk/education-and-training/schools-and-learning/at-school/school-attendance

The Department for Education Schools (DFE)

Telephone: 0370 000 2288
Website: www.gov.uk

Office of the Schools Adjudicator

Telephone 01325 735303
Website: www.education.gov.uk/schoolsadjudicator

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