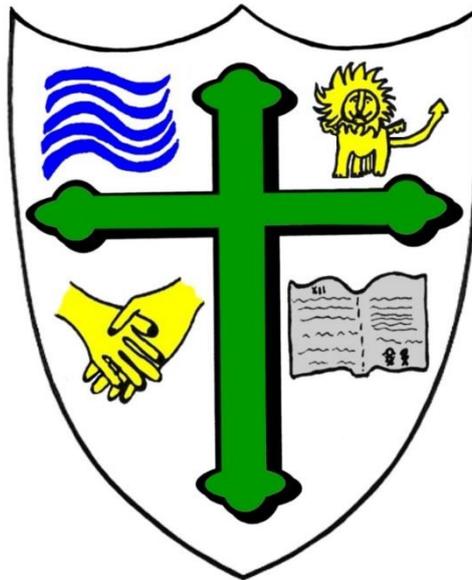


Highcliffe St Mark Primary School



Admissions Policy 2026

Reviewed (date)	November 2024
Reviewed by (name)	Hannah Hardwicke
Approved by Governors (if applicable)	November 2024
Review due (date)	November 2025

Admissions Policy – September 2026

Introduction

- The name of the school is Highcliffe St Mark Primary School (The School). The School is a Church of England Foundation School.
- The Governing Body of Highcliffe St Mark Primary School (The Governing Body) is the admissions authority.
- The School's trust deed of 1 January 2006 states that The School was established to provide education for children living within the local parish, which is referred to as the school's catchment area. A map of this area is available from the school.
- This Policy, as determined by The Governing Body, will apply to all admissions from 1 September 2026, to 31st August 2027.
- The Published Admission Number for the school is 60 children in the reception year. The transition from Key Stage 1 to Key Stage 2 marks a separate point of entry into the school. A further two places per class in Year 3 are provided for within the governor's Planned Admission Number, i.e. 32 per class.
- This policy takes account of all Equalities legislation, together with all relevant regulation and the School Admissions Code (Published by the DfE in 2021). This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of the Governing Body.
- All applications must be made by parents, for their child/ children (see footnote D).

1. Admissions Process

For main entry applications for both Year R and Year 3, The Governing Body will first consider all applications received by the Local Authority by the **deadline of midnight on Thursday 15th January 2026**. Notifications to parents offering a school place will be sent by the Local Authority on **Thursday 16th April 2026**.

Applications made after this date will be considered after all on-time applications have been fully processed. All on-time applications will be considered simultaneously and ranked in accordance with the admissions criteria.

2. Admissions Criteria

Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted.

Children with an Education, Health and Care plan naming the school will be admitted within the PAN where possible.

Where there are too few places available to satisfy all preferences, places will be allocated according to the following priority order;

- a. Looked after children and all previously looked after children, including those children who appear (to The School) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see footnote A)
- b. children (or families) who have exceptional medical reasons for attending the school. Applications need to be supported by a Clinical Psychologist or Paediatrician's Report which must demonstrate the reasons why it is essential the child should attend the school rather than any other; (see footnote E)
- c. children living within the school's catchment area (see footnotes B, G and H) and who will have a sibling attending the school at the time of application, who will still be attending at the time of admission (see footnote C).

- d. children living within the school's catchment area (see footnote B)
- e. children living outside the school's catchment area who will have a sibling attending the school at the time of application, who will still be attending at the time of admission (see footnote C)
- f. children whose parents wish them to attend the school because the family are active members of a Christian Church as defined by the following statement: "*A worshipping fellowship who confess the Lord Jesus Christ as God and Saviour according to the Bible and therefore seek to fulfil together their common calling to the glory of the one God, Father, Son and Holy Spirit; who are members or participant observers of the World Council of Churches or the World Evangelical Alliance*" and who requests admission on denominational grounds and provides relevant evidence. The commitment must be declared by the parents and validated by a church official using the schools Supplementary Information Form (SIF). Parents wishing to apply using the Christian Commitment criteria must ask the school for a SIF and return it to the school before the deadline for admission published by BCP Council. (see footnote F).
- g. children living outside the school's catchment area

If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the child's proximity to the school (see footnote B) [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 a distance between the two locations].

3. Moving address

Applications from new entrants into the area, are required, by the deadline for receipt of applications, Thursday 15th January 2026, to produce documentary evidence of their impending move as follows: (see footnotes G and H).

- i) a Solicitor's letter confirming that exchange of contracts has taken place on the purchase of a property relevant to the application;
- ii) a current dated Rental Agreement, signed by both the Tenants and the Landlord, showing the address of the property relevant to the application;
- iii) a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application

4. UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, The School will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The School will use the address at which the child will live when applying the admissions criteria, as long as the parents provide some evidence of their intended address (including using a Unit or quartering address as the child's home address where a parent requests this), and will offer a place if, after applying the admissions criteria, the child is eligible for a place.

5. Waiting List

The names of children seeking a place when none is available will be placed on a waiting list, at the parent's request. The waiting list will be reviewed annually at the end of the academic year. Parents must submit a new application online via the Local Authority after the 1st June

to remain on the waiting list for the following academic year. When there is an available place, the Local Authority will use the above criteria to prioritise names 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 place over the waiting list.

6. Year R

The Governing Body will admit 60 children to the reception classes. This is the Published Admission Number for the school (PAN).

Starting school in Year R

Pupils born between 1st September 2021 and 31st August 2022 (inclusive) will be entitled to full time schooling from September 2026.

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.

Deferred entry into Year R

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.

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

7. Admission of children outside their normal age group

Requests can be made for an admission into a year group different to that determined by the child's date of birth in the following circumstances:

- i) Where a parent wishes to delay their summer born child's entrance into reception year until the following year (where a child is born between 1st April and 31st August)
- ii) Where a parent wishes for their child who has experienced problems or missed part of a year, for example due to ill health, to be educated in a year group lower than that determined by their date of birth

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. See Appendix 1 for more information.

8. 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 placements 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 any protocol approved based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

9. Admission appeals

If you are unsuccessful in gaining a place for your child at this school you will be informed by the Local Authority on behalf of the Admissions Authority in writing, be given reasons and informed of your right of appeal to an independent tribunal against the decision. Please use the form online to place your appeal request: <https://highcliffe-st-mark-primary-school.secure-primariesite.net/admission-arrangements-1/>

10.Applications to Key Stage 1 Classes

The Governing Body will admit a maximum of 30 children to the KS1 classes.

11.Applications to Key Stage 2 Classes

The Governing Body will admit a maximum of 32 children to the KS2 classes. This is to include the PAN of 4 children to start at the beginning of Year 3. Children already on role at the end of Key Stage 1 will automatically remain on role as they transfer to KS2.

12.In Year Applications

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. There are no deadlines for in year applications.

Footnotes

- A. 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). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- B. The school's catchment area is a defined geographical area and a map is available on the school website. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.
- C. The term "sibling" means full brother or sister, stepbrother/sister, half-brother/sister, adoptive brother/sister, foster children and non-blood related children who live with married or cohabiting parents in the same household. Where twins, triplets, or children of multiple births apply, the Governors will decide whether it would be detrimental to the social and educational development of such children, to place in separate classes. If the last pupil offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN.

- D. The term “parent” includes foster parents, legal guardians and those in loco parentis. 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 School 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 School. If any information supplied by an applicant is judged by The School to be fraudulent or intentionally misleading, The School may refuse to offer a place, or if already offered, may withdraw the offer.
- E. Where a place is requested for a child (or family member) who has an exceptional medical condition, written evidence from an NHS Consultant (for medical grounds), or an NHS Consultant Psychiatrist (for psychological grounds) documenting the child’s medical or psychological needs, confirming reason(s) why attendance at the school is essential and describing the difficulties that would be caused if the child had to attend another school must be provided. Children will only meet this criterion if the school is assessed by the Trust Board to be the only school that can meet any specific medical or psychological needs identified. The evidence will be considered carefully in confidence by the admissions committee of the Governing Body, who will endeavour to reach a fair and equitable decision.
- F. Active member of a Christian church is defined as attending worship at a church under the definition given in this policy at least twice a month for the previous two years before the deadline for admissions. Parents applying under these criteria are required to complete a Supplementary Information Form (SIF) which is available from the school’s website.
- In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.
- G. Places are withdrawn every year because parents give a false ‘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 school 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.
- H. Home address means the address where the child usually lives. Children who have parents with shared responsibility will be deemed to live at the address the child is registered to at their doctor’s surgery. This must be the home address at the time of application. When applying for a main entry, a change of address will not be accepted once the National Closing Date has passed (National Closing Date for Reception and Year 3 is 15th January 2026). If your moving date is after 15th January 2026, your old address will be used to categorise your application. If you move house after you have submitted your application but before the National Close 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.

- I. If there are insufficient places to accommodate all applicants and the distance criterion is used, the admission authority will use random allocation for the remaining places. This can apply to applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an officer within the admission authority who is not involved in the school admissions process

APPENDIX 1

Delayed Entry Policy

This Policy will apply to requests for summer born children to delay admission to Reception year.

Introduction

This policy document sets out the process and criteria for considering requests to delay admission to the School for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for an Education Health & Care Plan whose parent(s)/carer(s) should contact the BCP Council Special Educational Needs Team for advice. All other application forms should be submitted direct to the Local Authority School Admissions Team.

Process for consideration of parental requests for Summer Born Babies to be admitted to Reception a year later than their chronological age group admission:

1. If a parent expresses an interest in applying for delayed entry to Reception, the school should suggest that they arrange a meeting with the Head Teacher, SENCO or other relevant member of staff, to discuss their options.
2. If, after discussion with the school, the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form which can be found at the end of this policy, together with supporting evidence to the school.
3. The application form will ask parents to confirm that they understand the policy. If approved, any existing applications will be cancelled and the parents will need to re-apply for a place in Reception for the following year. This application must be submitted prior to the closing date of 15 January the following year. At no time will they be able to hold school offers for their child in two year groups.
4. Any applications made the following year will not be given special priority over applications for children falling naturally in that year group.
5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made and if it is subsequently approved

that the child can delay admission the original offer will be withdrawn and offered to the next child on the waiting list.

6. The form will also ask for basic information about the child and the following information must be provided:

- Clear reasons for the request;
- Information from the child's current nursery or pre-school if applicable;
- Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check.

7. In addition they may be asked to provide specific information/documentation such as:

- Early Years reports and assessments where this is available;
- Existing professional reports and assessments e.g. educational psychology reports from LA where this is available;
- Health information;
- Other relevant information and documentary evidence.

Criteria for agreement to out of year admissions

The following list is not final and binding and is an example of the type of information that will be considered by the Admissions Authority Panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The Panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school

Consideration of the application

The Admissions Authority will arrange for a panel of Governors to consider the application. They will endeavour to make their final decision within 15 school days of receiving the written request (Application form and supporting evidence) and will write to parents within 5 days once a final decision has been made.

Right of appeal following the decision

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents can make a complaint through the school's usual complaints procedure.

VERSION	DATE	REVIEWER	COMMENT
n/a	Nov 25	Claire Barker and Hannah Hardwicke	Consulting on reduction to PAN from 90-60 in Reception. Addition of appendix to clarify process for delayed entry applications. Removal of bullet point referring to "gifted and talented" pupils at 7 ii as this term is no longer in use

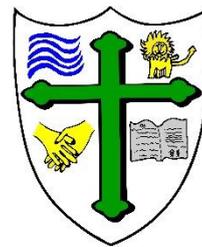
			within primary education. There is no definition available upon which a child could be deemed G&T.

Highcliffe St Mark Primary School

For admission into a year group different to that determined by date of birth.

Including delayed admission to reception for summer born children.

This is not a school application form – you **must** also complete a school preference form for your child to be considered for a place at your preferred school.



Please complete and return this form to;

Highcliffe St Mark Primary School
Greenways
Highcliffe
Christchurch
Dorset
BH23 5AZ
office@highcliffeprimary.dorset.sch.uk

YOUR CHILD'S DETAILS

Last name (Legal name)

First name

Middle Names

Known as last name (if different)

Date of birth

Gender

Current school, pre-school or nursery (if any)

Does your child have an Education Health & Care Plan (EHCP)?

Is this an application for a local authority "Looked After" child (i.e. in foster care) or previously Looked After child?

Are all parties with Parental Responsibility in agreement with this request?

If not, why not?

Your child's permanent address (including postcode)

Is this also your permanent address?

If not, what is your address (including postcode)?

PARENT/CARER NAME(S) and DETAILS

Mr/Mrs/Miss/Ms

Contact number

Email address

What is your relationship to the child?

Please set out clearly whether you are asking for your child to be advanced to a higher year group, for your child to repeat a year, or to delay their admission to reception by one year.

Please explain all your reasons for requesting your child be admitted outside their normal year group attaching any reports and information that you have that are relevant to your application.

Useful information/documentation might include: Your child's educational history

Indication of your child's wishes where practical/age appropriate School or other educational reports

Existing professional reports and assessments e.g. educational psychology reports Health information e.g. from your child's specialist

Exam courses being followed where appropriate

If you have other information specific to your child that you feel would be helpful that does not appear on this list above please forward this with your application.

Please note that it is your responsibility to ensure that any documents are obtained and attached to this form so that the full circumstances of your request can be considered by the Panel.

DECLARATION

You may only submit an application if you have parental responsibility for the child. If there is joint responsibility, this application must be discussed with everyone who has parental responsibility and agreement reached for this form to be submitted. By submitting this application, you are confirming that you have sole parental responsibility for the child or that there is agreement between all persons who have parental responsibility.

I have parental responsibility for or look after the child named on page 1. To the best of my knowledge, the information I have given is correct and complete. I will advise the Admissions Team, in writing, of any changes to the information on this form. I understand that the provision of false or misleading information may lead to the withdrawal of the offer of any school place either prior to or during the school term. I also understand that the information I have submitted on this form is covered by the Data Protection Act 2018.

General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018 - We process your personal information in accordance with GDPR and Data Protection Act 2018. If you would like to know how we use your information, please see our Privacy Notice on the Council's [Privacy policy](#) link.

In accordance with the DPA 2018 we are required to keep the information we hold about you up to date and accurate. By signing this form you are confirming the information is correct.

Signature

Name (block capitals)

Date