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Ref. No.	
Category:	
People	Yes
Place	
Corporate	
In Constitution	

SCHOOLS ADMISSION ARRANGEMENTS AND COORDINATED SCHEME 2022- 2023

Policy Details

What is this policy for?	<p>To determine admissions arrangements in accordance with statutory requirements including the Schools Admissions Code December 2014.</p> <p>To ensure compliance with the latest legislation and subsequent regulation/statutory guidance.</p> <p>The policy covers the following:</p> <ul style="list-style-type: none"> • Co-ordinated Admissions Scheme Timetable 2022-2023 • Primary Co-ordinated Scheme 2022-2023 • Secondary Co-ordinated Scheme 2022-2023 • In Year Co-ordinated Scheme 2022-2023 • Admissions Arrangements for Community & Voluntary Controlled Schools 2022-2023. • Admissions to Maintained Nursery Units Policy 2022-2023 • Sixth Form Admissions Policy 2022-2023 • Guidance on Placement Outside of Normal/Chronological Age Group 2022-2023 • Armed Forces Policy 2022-2023
Who does this policy affect?	This policy applies to all schools where Dorset is the admissions authority (community and voluntary controlled schools) – it is also promoted for adoption with Dorset Schools which are their own admissions authorities (academies, foundation, voluntary aided, studio and fee schools).
Keywords	School Admissions Children
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Does this policy relate to any laws?	<p>Although not legislation or law the following DFE guidance informs Dorset Council's admissions policy</p> <ul style="list-style-type: none"> • DFE Schools Admissions Code - December 2014 https://www.gov.uk/government/publications/school-admissionscode-2 • DFE Guidance on Summer Born Children - December 2014 https://www.gov.uk/government/publications/summer-bornchildrenschool-admission • DFE Guidance on Admissions and The Armed Forces Covenant – April 2013 https://www.gov.uk/government/publications/admissionsto-schoolsin-england-and-the-armed-forces-covenant
Is this policy linked to any other Dorset Council policies?	
Equality Impact Assessment (EqIA)	<p>This process is bound by the 2014 School Admissions Code and the statutory guidance on Home to School Transport including support access to Post 16 education and training.</p> <p>The EqIA concluded that generally the outcomes were either neutral or positive as the policies are intended to be as inclusive as possible.</p>
Other Impact Assessments	<p>Financial Implications</p> <p>None</p> <p>Climate implications</p> <p>The underlying premise of the School Admissions Arrangements and the criteria for the allocation of places focuses on local schools for local children, minimising where possible families having to undertake driven journeys to access a school place</p> <p>Risk Assessment</p> <p>Having considered the risks associated with this decision, the level of risk has been identified as: Current Risk: LOW Residual Risk: LOW</p> <p>Well-being and Health Implications</p> <p>The admissions arrangements and pupil place planning strategy for Dorset is focused on ensuring sufficiency and easy access to local school places, generating close local attachments and promoting the walking to school agenda.</p>

Status and Approvals

Status	Live	Version	
Last review date	January 2021	Next review date	January 2022
Approved by (Senior Officer/Director)	Theresa Leavy, Executive Director People - Children	Date approved	19 th January 2021
Member/ Partnership Board Approval	Cabinet	Date approved	19 th January 2021

In Year Co-ordinated Admissions Scheme 2022 to 2023

1. Background

- 1.1 In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all local authorities (LAs) are required to formulate schemes for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies. Details of the Dorset Council scheme for 2022 to 2023 for in Year Admissions are set out in this document.
- 1.2 This scheme lays out the processes for three types of school dependent on their status:
- community and voluntary controlled schools for whom Dorset Council is the home local authority and admissions authority
 - voluntary aided, foundation and academies (including free schools and studio schools), all of whom are their own admissions authority but who have a service level agreement with the Dorset School Admissions Team to manage their In-Year Admissions
 - voluntary aided, foundation and academies (including free schools and studio schools), all of whom are their own admission authority, but who directly manage their own in year admission applications

2. Interpretation

- 2.1 Admissions arrangements
The arrangements for a particular school or schools which govern the procedures and decision-making for the purposes of admitting pupils to the school.
- 2.2 Admissions authority
In relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, trust or VA school, means the board of governors of that school or the multi-academy trust where this applies
- 2.3 Equal Preference Scheme
The model where whereby all preferences listed by parents on the CAF are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.

- 2.4 CAF
The common application form.
- 2.5 The home local authority (LA)
The LA in which the applicant/parent/carer is resident.
- 2.6 The maintaining LA
The LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed.
- 2.7 National Offer Day
The day on which outcome letters are posted to parents/carers. For primary school places it is 16 April in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
- 2.8 Pupil Admissions Number (PAN)
The published admissions number for the year of entry at a school.
- 2.9 In-Year Fair Access protocol (IYFA)
The purpose of Fair Access Protocols is to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.
- 2.10 Supplementary Information Form (SIF)
Some schools have a SIF that allows parents to provide evidence to allow the schools to place children based on that schools over subscription criteria where a denominational criteria exists.
- 2.11 This scheme will apply to the following applications:
- years 1 to 6 applications at any time of year into a primary school
 - years 1 and 2 applications into an infant school
 - years 1 to 4 applications into a first school
 - years 6 to 8 applications into a middle school
 - years 8 to 11 applications into a secondary school
 - years 10 and 11 into an upper school
 - reception year applications into a primary, infant or first school received after the 31 August in any year
 - year 3 applications into a junior school received after 31 August
 - year 5 applications into middle schools received after 31 August
 - year 7 applications into secondary schools received after 31 August
 - year 9 applications into upper schools received after 31 August
- 2.12 Applications for schools outside of the Dorset Council area need to be made to the maintaining authority or direct to the school.

- 2.13 The scheme shall be determined and processed in accordance with the provisions set out in this document.
- 2.14 The scheme shall be based on the equal preferences system.
- 2.15 Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
- 2.16 In regard to admissions to schools, the Dorset Council Admissions Team will:
- act as champion for children and families
 - offer advice to parents and schools
 - monitor and challenge the admission arrangements of schools within Dorset
 - operate a co-ordinated admissions scheme for normal point of entry to infant, first, primary, junior, middle, secondary and upper schools in Dorset
 - operate a local in-year admissions scheme to assist in the coordination of admissions to school outside the normal point of entry as detailed in 2.11
 - operate an In Year Fair Access Protocol 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
 - liaise with other teams within Dorset Council and other LAs in the planning of school places
 - report to the Office of the Schools Adjudicator on admissions for all schools in Dorset for which we coordinate admissions
 - offer a traded service to own admission authority schools to support them in the delivery of their responsibilities for school admissions and appeals, including the verification and ranking of applications, managing waiting lists, preparing and presenting appeals and processing in year applications.

The Scheme

Any parent/guardian may make a school application for any school in Dorset through either the council website admissions portal or for certain schools direct to the school. This includes those resident outside of Dorset or from overseas. The website will also display a guide for parents which provides a written explanation of the scheme. Paper copies of the form are available on request or from the website.

3. Making applications for schools, for whom the local authority is not the admissions authority is not the admissions authority and who do not have an SLA with Dorset Council for the processing of In Year Admissions

- 3.1 A parent guardian may submit an application for an in-year school place either through Dorset Admissions Portland or direct to the school.
- 3.2 If an application is submitted through the Dorset Admissions Portal, the school will access the application through the School Admissions Module. The school will contact the family to provide them with an outcome to their application. This is in the form of a written communication.
- 3.3 If a place at the school is being refused on the basis that the school is full, then the school will advise the family of the right to lodge an appeal.
- 3.4 The school will provide the local authority Admissions Team with a copy of the outcome letter whether an offer or a refusal is made.
- 3.5 If the school is satisfied that the application should be reviewed through the In Year Fair Access protocol, the application and the referral paperwork needs to be sent to the local authority. The school will inform the family that the application has been referred.

4.0 For schools, for whom the local authority is either the admissions authority or through a service level agreement, are managing a school's in year admissions

4.1 Making an application

- 4.1.1 For schools for whom the local authority is the admissions authority or with whom the LA has a service level agreement, the local authority will process the application and inform families of the outcome of the application.
- 4.1.2 The application should be completed by the person with parental responsibility who has care of the child for the majority of school days/weeks (unless a Court Order states differently). If there is joint parental responsibility, the applicant must indicate on the application that all those with parental responsibility are aware of and agree to the application and the preferences being made.
- 4.1.3 The Dorset Application Portal may be used to name up to 3 preferences for 3 Dorset Schools.
- 4.1.4 Some schools may require applicants to complete a supplementary information form (SIF) in order to apply their oversubscription criteria. The requirement will be stated in the relevant school's admissions

arrangements. The supplementary form should be returned direct to the school as the relevant admissions authority.

- 4.1.5 The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996.
- 4.1.6 Dorset Council will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the local authority will have to reach a conclusion about which should be counted as the main address when allocating a place. This will normally be the address where any Child Benefit is paid. If Child Benefit is not received, then where the child is registered with a medical GP will be used as the address. Where parents are living separately and do not agree on the child's home address they are urged to reach agreement. If this does not happen Dorset Council will determine the address to be used for allocating a school place.
- 4.1.7 Dorset Council may undertake checks to ensure that the information provided in the application is true and accurate. Documentary evidence may be requested.
- 4.1.8 Parents/Carers must inform Dorset Council of any change of address as soon as possible. Failure to do so may result in any offer of a place being withdrawn. Documentary evidence will be required before any change is accepted.
- 4.1.9 Applications may be based on either a current address or a future address. Applications can only be considered based on a future address if that address is appropriately evidenced.
- 4.1.10 Evidence required for a change of address or a future address will be:
- a solicitor's letter confirming an exchange of contract dated prior to the national closing date
 - a copy of a tenancy agreement (giving property address, date and duration of tenancy) signed by the applicant and the landlord as well as any notice to quit from the previous address. The new tenancy agreements must be signed and dated prior to the national closing date
 - a letter from the friend/relative confirming arrangements that the applicant and the child are moving into their home address, with a date confirming the move. The friend or relative is required to provide proof of address such as a council tax bill or a utility bill. This address can only be used by the applicant once they are actually resident

- written confirmation from parents and or carer/previous carer that the child's residency is changing on a long-term basis
- members of the Armed Services and Crown Servants may submit a posting order as proof of a future address stating the date of the start of the posting
- written confirmation from refuge staff that the applicant and their child/young person has been accommodated in the refuge due to domestic abuse/violence

4.1.11 Where parents share parental responsibility for a child and two applications are received for the one child, Dorset Council will ask the parents to determine which application should be considered. The other application will be withdrawn. This is because DC will offer only one school place to a child at any one time. If parents cannot agree, they should resolve the issue through the court system, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. If no agreement is reached and no Order is made the decision as to which application is accepted will be determined by drawing lots, overseen by a member of staff from Dorset Council Legal Services. The home address will still be the address the child spends the majority of time.

4.2 Processing

4.2.1 Details of applications will be available to all schools through the School Admissions Module (SAM) as they are submitted though preference order is not provided based on the equal preference protocol.

4.2.2 Schools are not permitted to make any contact with parents based on the information they are privy to as a result of being able to view these applications.

4.2.3 Dorset Council will undertake checks to ensure that an application does not satisfy inclusion under the In Year Fair Access protocol.

4.2.4 All schools may be required to verify any sibling links and staff links in accordance with that schools over subscription criteria.

4.2.4 All schools that require a SIF to verify a denominational link, where the denominational criteria is likely to be the highest ranking criteria for an application, will be responsible for receiving the SIF, verifying the link claim and informing Dorset Admissions of the criteria under which the application is to be considered.

4.2.5 If additional information is required, Dorset Admissions will endeavour to contact the parent or guardian within 5 school days of receiving the application.

4.2.6 Where Dorset Admissions liaise with a school prior to offering a place, that school must respond to Dorset Admissions within 3 days of being made aware of a request for a school place.

4.3 Determining Offers

4.3.1 Dorset Council will offer a place at the highest preference school for which there is a place available in the cohort. Dorset will endeavour to make an offer of a school place within 10 school days of receipt of the application or once in receipt of the required information (see 4.2.5).

4.3.2 If a place can't be offered any of the preference schools, Dorset Admissions will contact the parent or guardian providing them with the information on places available in their area. The family may at that point submit a change of preference for a school that has places.

4.3.3 If it is not possible to make an offer of a school place within a reasonable distance, the child, if they are a Dorset resident, will be deemed as being a Dorset resident without a school place and will be referred to the In Year Fair Access Protocol.

4.3.4 Where the application is from a family who do not have a confirmed Dorset address (see 4.1.10) and it has not been possible to make an offer of one of the preference schools, no further school place offer will be made.

4.3.5 Where a preference school has been refused, the parent/guardian will receive a written refusal which will also detail why a place has not been offered and who they may appeal against that decision.

4.3.6 Where an application has preferences for schools under section 3.0 and 4.0, Dorset Admissions will look to secure a school place at an appropriate school and will liaise with other preferred schools to ensure that the highest preference school is offered.

4.3.7 A school place will not be offered more than half a term before it is required.

5.0 Waiting Lists

5.1 Where an applicant has not received their highest preference school, they may ask to be placed on a waiting list for that school if that school holds a non-statutory waiting list.

5.2 When an applicant submits an appeal, they will automatically be placed on the waiting list for that school.

5.3 When a place(s) becomes available at an oversubscribed school, all outstanding applications, pending appeals and waiting list applicants will be ordered against the oversubscription criteria and the highest ranked applicant will receive the place(s).

5.4 Where the local authority maintain waiting lists for schools beyond the 31 December, then the family will have to renew their waiting list place each and every September. It is the responsibility of the family to make the renewal.

6.0 Place Availability

6.1 Dorset Council must, on request, provide information to a parent about places available in all schools within its area.

6.2 All schools in the Dorset area, through the School Admissions Module, must provide updated on-roll figures for each statutory year group on a weekly basis, preferably by the close of day each Friday.

6.3 These figures should reflect all children on roll at the school in each year group as at 9 am that day.

7.0 Right of Appeal

7.1 All letters detailing the outcome of a school place application and where the highest preference has not been offered, must detail the right of appeal for any school that has been refused.

7.2 If an applicant who has not received a place at one of their higher preference schools, have the right to lodge an appeal within 20 days of notification of the refusal of a place

7.3 The Admissions Authority must hear the appeal within 30 days of lodging the appeal.

7.4 Appellants will be given 10 days notice of the appeal hearing date and the arrangements for the hearing.

7.5 The Appeals process will be conducted in accordance with the statutory guidance contained in School Admissions Appeals Code – February 2012.

8.0 Children with education, health and care (EHC) plans

8.1 Children with education, health and care (EHC) plans who are moving into Dorset or who wish to move schools within Dorset need to contact the SEND Team at County Hall. These applications will not be processed through the normal in-year admissions process.

9.0 Children Resident Abroad

- 9.1 Applications to attend UK state funded schools may be made from outside of the UK for children who are moving to the UK.
- 9.2 If the parent is a UK citizen, the application needs to have the following supporting documentation:
- copies of parent/guardian and the relevant child's passports
 - proof of the intended address
 - date of probable arrival in the UK.
- 9.3 A place may be offered at a preference school if there is a place available and the application is not more than half a term in advance of the place being required. If places at any of the preference schools are not available then the local authority will not provide an alternative until the child has arrived in the country and is resident at the proposed address. Parents may add preferences while they are resident outside of the UK.
- 9.4 Irish citizens' right to live in the UK will not change after 31 December 2020. Irish citizens do not need to apply for the EU Settlement Scheme, but their family members, who are not Irish or UK citizens, will need to apply. They are entitled to make an application for a school place.
- 9.5 Overseas nationals (including such EEA nationals entering the UK after 31 December 2020) wishing to apply for a state-funded school place, need to check that they have a right of abode or that the conditions of their immigration status otherwise permits them to access a state-funded school.
- 9.6 All European Economic Area and Swiss national children entering the country before 31 December 2020 will continue to have the right under immigration law, to access a school place.
- 9.7 Children aged under 18 are classed as dependant children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or Student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family, or to join their family and study at a state-funded or independent school once in the UK.
- 9.8 Foreign nationals cannot use the 6-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at a state funded school.
- 9.9 If the parent or child is an overseas national (including such EEA and swiss nationals entering the UK after 31 December 2020), then applications need to have the following supporting documentation:
- Copies of parent/guardian and the relevant child's passports
 - Appropriately endorsed visas for both parent/carer and child

- Proof of the intended address
- Date of probable arrival in the UK.

10.0 Children and Young People who are LGBT

- 10.1 Children and young people who are LGBT should feel able to apply to a school without any restrictions.
- 10.2 Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Dorset's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Any other information around gender identify may be submitted through the notes section on an application.

11. Applications from UK Service Personnel

- 11.1 Dorset Council is committed to supporting service families through the Armed Forces Covenant. Further detail is available in the Armed Forces Policy 2022 to 2023.

12.0 Withdrawing a School Place Offer & Fraudulent Applications

- 12.1 An offer will only be withdrawn if:
- it was based on an application that was fraudulent or deliberately misleading
 - it was made in error
 - it was made by someone who did not have the authority to offer a school place
 - a parent (having been issued with reminders from the school or admissions team and made aware of the consequences) failed to accept their school place within one week of the final reminder. This includes failure to respond to contact from the school regarding transition arrangements/"taster" sessions
 - we receive written confirmation from a parent that they wish to decline the school place offered

13.0 General Data Protection Regulation (GDPR)

- 13.1 The information that you give on an application form will be used by Dorset Council for the purpose of processing your application for a school place and determining school transport eligibility where appropriate for your child.

The information will be shared with schools, the Department for Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and with other maintaining authorities and school admission authorities in their area. It will not be used for any other purpose unless required to do so by law. A record of the information you provide will be kept whilst your child is of compulsory school age plus a further academic year.

Should you have any queries about Data Protection more detailed information is available on our Dorset Council website.



Dorset Council Admission of Armed Forces Community Children Policy 2022-2023

This policy applies to all schools where Dorset Council (DC) is the admissions authority (community and voluntary controlled schools) – it will also be promoted for adoption with Dorset schools which are their own admissions authorities (academies, foundation, voluntary aided and free schools).

Dorset Council wishes to recognise the Armed Forces Covenant which is a promise between the Government, the Nation and the Armed Forces. It's there to make sure that people in the Armed Forces Community aren't disadvantaged because of their Service, and that the people who have given the most receive special consideration for the sacrifices they have made for the country.

DC is committed to look out for any problems these families might face because of their part in the Armed Forces Community, and then to assist in finding solutions to those problems.

A family may be disadvantaged when applying for a school place (during service or upon leaving service). When an application is made from the Armed Forces Community and a place cannot ordinarily be offered, an assessment will be made of the circumstance.

In order to establish (by admissions department or appeal committee) whether a place should be offered, it needs to be identified as to whether being a member of the armed forces has disadvantaged the family in applying for a specific school place and consider the impact of placing the child over number (see Consideration of Prejudice).

The School Admissions Code has been revised to enable schools to admit service children as exceed the 30-pupil limit for infant classes in order to accommodate Service children.

Infant class size – Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher⁴⁴. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are....

f) children of UK service personnel admitted outside the normal admissions round;

Admissions Authorities when considering admissions placement from Forces Families should take account of the expectation that families will move as a new posting comes through or when discharged at the end of service: the family have little or no choice in the location or the timing of this move and so, in many cases, will be forced to apply to schools outside of the normal admissions round.

In order to ascertain if they should be considered for a place at a school that is full in the year group applied for (especially where this would contravene infant class size legislation) it should be considered whether or not it would have been reasonable for a family living at the stated address and applying 'on time' at the normal year of transfer to obtain a place.

1. Did the fact that a parent is serving in the armed forces prevent an 'on time' application being made?

Yes – This should be taken into account in the decision-making process

No – There has been no disadvantage and therefore no account need be taken.

2. Would it have been reasonable to expect a place at the named school had the application been made 'on time' at the normal age of transfer?

Yes – This should be taken into account in the decision making process

No – There has been no disadvantage and therefore no account need be taken.

3. Would the alternative offer NOT have been one that other families in the locality were offered?

Yes – This should be taken into account in the decision making process

No – There has been no disadvantage and therefore no account need be taken.

4. Would the alternative placement offered have a negative long term impact e.g. not keep them within the same pyramid of schools for next age of transfer?

Yes – This should be taken into account in the decision making process

No – There has been no disadvantage and therefore no account need be taken.

If all the answer to all questions is 'No', then there has been no disadvantage and normal procedures should be followed.

If the answer to one or more questions is 'Yes', then the case will need to be considered more carefully in line with this undertaking but this does not mean



that a child will automatically be admitted, as there still remains a need to balance the case of the child and the specific situation of school.

Consideration of prejudice

The admissions officer/appeal panel must balance the prejudice to the school against the appellant's case for the child to be admitted to the school.

It must take into account the appellant's reasons for expressing a preference for the school, including what that school can offer the child that the allocated or other schools cannot.

In reaching a decision as to whether or not there would be prejudice the panel may consider the following factors:

- a) what effect an additional admission would have on the school in the current and following academic years as the year group moves through the school;
- b) the impact on the organisation and size of classes, the availability of teaching staff, and the effect on children already at the school.

If the admissions authority/appeals panel considers that the appellant's case outweighs the prejudice to the school it must admit the child/uphold the appeal.



Dorset Council Maintained Nursery Units Policy 2022-2023

This Admissions Policy applies to the following schools that have maintained nursery units attached to the schools:

- Weymouth, Bincombe Valley Primary School
- Weymouth, Holy Trinity CE VC Primary School
- Weymouth, Wyke Regis Infant School

The maximum number of children that can be admitted is determined by the individual nursery with regard to staffing and square footage in accordance with national guidance. Admissions are administered by each individual nursery unit. Applications should be submitted by the adult who has parental responsibility for the child (see footnote 1).

Admission to a Nursery Unit does not guarantee admission to the attached school. A separate application must be made for transfer from the Nursery Unit to the School which will be considered in accordance with the LA's admissions policy for community and voluntary controlled schools.

- (1) Where all parental preference applications for places at the Nursery Unit can be satisfied all children seeking a place will be admitted.
- (2) Where there are too few places available to satisfy all parental preference applications (as measured against the maximum limit identified above), places will be allocated according to the following priority order:
 - i) A "Child in Care" or who was "previously a "Child in Care" (see footnote 2).
 - ii) Children who the authority accepts have an exceptional medical or social need and where there is a need for a nursery place at one specific nursery (see footnote 3).
 - iii.) Children living within the attached school's catchment area who will have a sibling(s) attending the Nursery Unit at the time of application and admission (see footnote 4, 5).
 - v.) Children living within the attached school's catchment area (see footnote 4).

- vi.) Children living outside the attached school's catchment area and who will have a sibling(s) attending the Nursery Unit at the time of admission (see footnote 5).
- vii.) Children of staff with at least two years continuous service at the Nursery Unit or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application and who still intend to be employed at the Nursery Unit at the time of the child's admission (see footnote 6).
- viii.) All other children living outside the attached school's catchment area.
- (3) Where there are too few places available to satisfy preferences expressed within any of the priority order categories set out above, places will be allocated on the basis of the child's closeness to the preferred Nursery Unit (defined by straight line measurement using a geographical information based system which identifies the straight line distance between the home address and the school from an easting and northing for the two locations).
- (4) In the event that the Governing Body is unable to distinguish between applications despite applying the criteria set out above, lots will be drawn by an independent person (of the Governing Body) to determine the final place(s).

Footnotes

1. Should more than one adult have parental responsibility, only one application will be considered. Unless a court order rules otherwise, the application must be made by the parent who has day to day care of the child for the majority of the school days/weeks. Where this is unclear, disputed, or care is split equally and there is no agreement between the parents, the application considered will be that made by the parent at the address identified on the child's registered General Practitioner (GP) record. If separated parents reside at the same address, they should reach agreement or, if not possible, obtain a Court Order to clarify the preferences before an application can be considered by the Local Authority.
2. A "Child in Care" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Child in Care" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
3. 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 nursery is the only nursery that can meet the defined needs of the child. The local authority is all inclusive and will meet all legislative requirements to accommodate children within their educational setting as appropriate to their need.

4. The school's catchment area is a geographical area defined by the LA. Details are held by the school.
5. The term "sibling" means full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with married, single cohabiting parents in the same household.
6. Staff are all Dorset Council employed staff at the preferred nursery school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. If applicants wish to be considered under this criterion then a letter from the nursery must be provided at the time of application.

Dorset Council

Guidance on the placement of a pupil outside their normal age group: 2022 to 2023

1. Introduction

- 1.1 The purpose of this guidance is to provide schools and Admission Authorities (see Section 9) in Dorset with a framework within which to make decisions about whether or not a pupil should be educated in a group outside his or her normal age group.
- 1.2 While the final decision rests with the Admission Authority. The head teacher of the school or prospective school will be best placed to advise the Admission Authority on the appropriateness of the proposed course of action.
- 1.3 Parents and carers wishing to request that their child be placed outside his or her normal age group must do so through the head teacher of the pupil's actual or proposed school.
- 1.4 Placing a pupil outside his or her normal age group can have significant implications for the pupil as he or she moves through schools. This guidance aims to ensure that full consideration is given of both short and long term impact.
- 1.5 There is no requirement for schools to move those pupils who are currently outside their normal age group. It is suggested that in these circumstances the school should ensure that parents and carers are aware of the possible implications of the pupil remaining outside his or her normal age group. This relates in particular to phase transfers. Some of the possible implications are outlined in section 3 of this guidance document.

2. Principles

- 2.1 The principles behind educational inclusion stress the importance of all pupils being educated alongside their peers in their local communities. This national perspective is reflected in Dorset's Inclusion Vision. The emphasis is on schools meeting individual needs, including those of pupils with special educational needs, through personalised learning.
- 2.2 Expectations of good practice are based upon a child's entitlement to be educated alongside their age equivalent peers. The responsibility for addressing individual needs lies with the school through an appropriately differentiated curriculum. Personalised learning is at the heart of ensuring that the provision that is made meets the individual pupil's needs.
- 2.3 The needs of the child or young person need to be viewed holistically. The individual's social, emotional and physical development and well-being need to be considered alongside educational needs.



- 2.4 Where a child has special, additional or individual educational needs, then their educational programme should be enhanced with appropriate support. For pupils with SEN, this support will be outlined in the Individual Education Plan (IEP) or, where appropriate, in a Statement of Special Educational Needs.
- 2.5 The placement of a child or young person outside his or her normal age group is not an appropriate strategy for meeting special educational needs. Special educational needs are not a justification for placing a pupil outside his or her normal age group. Special schools will always register pupils in their correct year group, as they will then be placed within the most appropriate teaching group (which are mixed age as they are based on pupils needs rather than solely chronological age).
- 2.6 There are significant and long term issues for the pupil, the school and the local authority or academy trust that arise from a decision to place a pupil outside his or her normal age group. These are set out in Section 3 of this policy.
- 2.7 If a head teacher decides to recommend that a pupil be placed outside his or her normal age group, this should only be in truly exceptional circumstances and in full light of the possible implications for the pupil. Recommendations should be made in accordance with procedures published in this guidance, and with the full involvement of parents/carers and all relevant professionals involved with the pupil's education. Guidance on the decision making framework is set out in Section 4 of this policy.

3. Implications for pupils who are placed outside their normal age group

- 3.1 All recommendations and decisions should be made with the following factors in mind. It is particularly important that parents/carers are aware of possible implications for the remainder of the pupil's progress through the school system:
- If a head teacher recommends that a pupil is placed in a group below his or her chronological year, then a reduced set of general expectations is in place, and areas of strength are at risk of not receiving appropriate stimulation. If a pupil is placed above his or her chronological year then the converse can happen, although most requests are for delayed rather than accelerated movement.
 - Parents/carers should be made aware that a decision which has been recommended by one Head teacher may be sought to be overturned in another setting.
 - The implications are long term as, once the year/group change has been made, it is difficult to reverse as:
 - a) the pupil may miss out on a national curriculum year programme of work
 - b) the pupil may need to join an unfamiliar class group and will need to form new friendships and support networks
 - c) the consequences of making up a year can be negative for the pupil



The above is likely to put additional pressure on an already vulnerable pupil.

- If the pupil remains outside his or her normal age group, his or her physical, emotional and social needs may be unmet.
- At phase transfers, which could mean a change of school and new friendship groups, pupils will be older than the rest of their new peer group.
- National Curriculum Tests and GCSEs and other accredited courses are completed a year or more late, as assessment takes place at the same time as the rest of the year group in which the pupil has been placed and not in line with his or her chronological age.
- A pupil who is outside his or her normal age group, and reaches Year 10 may choose to leave school at the official school leaving date for their age group– which is always the last Friday in June at the end of the academic year in which he or she is 16, thereby not completing GCSEs or other accredited courses and thus damaging his or her prospects for future employment or further education placement.
- A pupil who does not remain in his or her cohort will experience fractured peer relationships; this is likely to be detrimental to well-being.
- A pupil who is moved to a lower age group may well receive negative messages which will impact adversely on his or her sense of acceptance, achievement and belonging.

4. The decision-making framework

4.1 The following general framework applies to all requests for placing a pupil outside his or her normal age group, regardless of specific circumstances.

- head teachers should set out why this course of action is being considered and his or her recommendation. This recommendation should be based on written advice from members of other professional groups who are involved in supporting the child.
- in no instance should movement be of more than a single National Curriculum year.
- schools should be able to evidence that **this is not a response to unmet need** and that
 - the pupil's educational, social and emotional well-being would be best met through placement outside his or her normal age group
 - there is full parental support and agreement
 - there is pupil support and agreement following explanation and counselling at a level the pupil is able to understand
 - there are clear objectives and time scales to the change, with plans in place to manage phase transfers and examinations if appropriate

- In all aspects schools are advised to ensure that parent/carers are fully involved in the decision to recommend this course of action, that they understand the long-term implications and that they have provided written agreement (See template agreement to place outside of the normal age group – BYIY 002 at the end of this document, please attach any other supporting documentation).
- The attached form should be completed and forwarded to the Dorset Admissions Team.
- Where the request has been made by a parent/carers but is not recommended by the head teacher, both parties may set out reasons to support their recommendation/ request and these will be considered by the In Year Fair Access Panel. (See Dorset School Admissions website for an application form).
- Completed recommendations/requests will be considered by the local authority's In Year Fair Access Panel which meets regularly during term time. It will make decisions on the basis of the circumstances of each case and will inform parents of their statutory right to appeal should they disagree with the panel's decision.
- Non-Dorset children / non-Dorset schools. Requests are dealt with and recommendations made by the admitting school, regardless of the child's home address. For a child with a statement of special educational needs, where another local authority is responsible for the statement, the school would need to consult with the SEN team of the local authority having responsibility for the statement.

5. Guidance on special circumstances

5.1 Medical needs

- 5.1.1 Some pupils may have significant absence from or intermittent attendance at school due to a medical condition or accident. During the absence from school pupils may have accessed differing amounts of education and as a result will be better or less well-prepared to re-engage with full-time education.
- 5.1.2 The age of the student is important. Absence from school which has affected preparation for GCSE courses of study may have greater significance on a student's future life chances than prolonged absence at other times.
- 5.1.3 Recommendations in respect of pupils who have missed extensive periods of time from education due to illness or accident should be made on an individual basis and in a multi professional forum.
- 5.1.4 Further information relating to pupils with medical needs may be found in Dorset's Access to Education for Children and Young people with Medical Needs.

5.2 Pupils learning English as an additional language, refugees and asylum seekers

- 5.2.1 If a pupil from overseas arrives with limited or no English into Year 11, it would be difficult for the school to make provision in respect of GCSE courses. Every chance to undertake those GCSEs

should be explored and consideration might be given to placing the pupil in Year 10 to maximise his or her opportunities (with agreement from the parents and the young person). Advice and support should be requested from specialist staff where appropriate.

5.2.2 A pupil arriving in any other year group from overseas with limited or no English would not normally be considered for placement outside his or her normal age group.

5.3 Twins or other multiple births

5.3.1 Where twins or other multiple birth siblings have birthdays on either side of midnight on 31 August, the siblings will have been born in different academic years. In anticipation that parents will want the children to be admitted to school together, when applying for admission to reception, a parent may specify that both twins (or all triplets, for example) be admitted to the same academic year. This will mean that one or more of the children is admitted out of his or her chronological cohort. The expectation will then be that the children will continue to be taught within that cohort as their school career progresses.

6. Pupils already out of their normal age group

6.1 Where pupils have been placed outside their normal age group and that decision is now not considered to be appropriate, the school should meet with the parents/carers and other professionals involved and determine the future course of action.

6.2 The school and the parents or carers should have a clear plan as to the future educational arrangements for the pupil. This should take into account how any potentially negative implications will be managed.

6.3 A move of school may provide a suitable opportunity for the pupils to be returned to their normal age group. (This will always happen if the placement is at a special school.)

7. Deferred entry to reception class

7.1 Every child must legally start their full-time education the term after their fifth birthday. However a September admission date is expected to be maintained for the majority of four year old children in Dorset. A parent having applied for a place in September, may wish to defer the entry until later in that academic 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 for which the application was made. This action will not result in the pupil being placed outside his or her normal age group and is therefore outside the remit of this policy. With deferred entry the pupil is placed in the appropriate age group. For more information contact the school admissions team: 01305 221060.

7.2 Where parents/carers consider a deferred entry will be of benefit to the child, the parents/carers must contact their preferred school for further information and agree a date for entry to school for the child. The date of entry must not be beyond the start of the final term of the academic year

(Foundation year). If the parents/carers do not take up the place at the agreed time, the place will be considered vacant and offered to another applicant. This applies to all schools.

- 7.3 Parents/carers opting for deferred entry need to be aware of the possible implications. The child will miss part of the Foundation Stage curriculum and also the period of induction that the pupils starting in September will receive.

8. Delayed entry to reception class – summer born children

- 8.1 A family may decide to delay entry into school until after a child's fifth birthday, with the intention that the child remain within their chronological year group and then applies to go straight into Year 1 once they do attain compulsory school age. This is a **decision** for the parent alone.
- 8.2 Where a child is summer born and parents wish to consider the delay of their child starting school in the reception class until after their fifth birthday they will have to discuss this directly with the head teacher and/or the admission authority of the proposed school. These **requests** will be considered on a case by case basis and with reference to this guidance.
- 8.3 If a parent applies for a reception place to be taken up after the child's fourth birthday and is allocated a place in the normal transfer round and then subsequently wishes for their child to enter the school in reception after their fifth birthday – they will have to make a new application in the next application year and surrender their current place/application. Their application will be considered afresh and no guarantee will be given that they will get a place at the same school in the subsequent allocation as it will be subject to the relevant admissions code and the overall number of available places.
- 8.4 If a parent has deferred entry into reception and subsequently decides to re-apply for a reception place for the next academic year after the normal 4+ closing date, then a new application will have to be made and will be considered as a late application and a place cannot be guaranteed at the preferred school. The application will be subject to the oversubscription criteria should applications be in excess of the places available.
- 8.5 A parent is required to make an application for a school place for entry in September after the child's fourth birthday. If the parent intends to apply for a delayed entry they must then get agreement from the school or schools that they intend to apply to and fill the form at the end of this guidance prior to withdrawing their original application. One form for each school applied for is required. They will then have to make a further new application for the new intended year of entry.
- 8.6 Once the parent and school agree to the delayed entry into reception, the form BYSB 001 at the back of this guidance should be completed by the parent and signed by them and the head teacher to confirm the delayed entry.
- 8.7 Once a summer born child has delayed entry in reception in September following their fifth birthday – the ability to engage in a part-time timetable or graduated start will not be available as it would be to a 4 year –old as once a child has reached 5, they are required to attend full time

9. Admissions authorities in Dorset

- 9.1 The decision-making body is dependent on the type of school.



The decision maker for placement outside normal year group for these schools is the head teacher or governing body who make a recommendation to the Dorset Council Admissions Authority. The Admissions Authority may accept the recommendation or refer the request to the In-Year Fair Access Panel:

- community schools: their admission authority is the local authority.
- voluntary-controlled schools: their admission authority is the local authority

These types of schools act as their 'own Admissions Authority with their governing body deciding the outcome:

- academies: their admission authority is the academy trust
- foundation schools: their admission authority is the governing body
- voluntary-aided schools: their admission authority is the governing body

10. **Request or recommendation for pupil to be placed outside his or her normal age group**

10.1 Parents are requested to discuss this option with the school prior to completing the attached form.



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BYSB 001 - Application for delayed entry to a reception class.

This form is to be filled and signed by the parent when they have decided to delay their child's entry into a reception class under the Admission of Summer Born Children Protocols. The head teacher's signature is confirmation that a discussion with the parent has taken place about the implications of the decision to delay entry though is not a statement that the school has made a professional decision on the educational or developmental needs of the child.

Parents are advised to refer to the following documents:

1. Department for Education – Advice on the admissions of summer born children - December 2014
2. Dorset Council - Guidance on the Placement of a Pupil Outside His or Her Normal Age Group – April 2014

Name of child _____ Date of birth _____

Name of school _____

Having read both the Department for Education and Dorset Council Guidance on summer born children I wish to delay entry into reception until September _____ (enter appropriate year).

I acknowledge I will have to make a new school application which will be subject to the Dorset Admissions Code and oversubscription criteria for that year and any offer of a school place I currently hold will be withdrawn.

I confirm that I understand the following:

- when my child moves to another school, that a new application for the continuation of the placement outside of their normal year group will have to be made to the new school
- another school or local authority is not required to continue the placement of a child outside their normal year group
- that there is no option of my child starting reception at age 5 on a part-time timetable
- once a child is admitted to a school it is for the head teacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not
- any subsequent decision to move a child to a different age group or back into their chronological age group should be based on sound educational reasons and made by the head teacher in consultation with the parents



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Parent's name _____

Signature _____ Date _____

Head teachers name _____

Signature _____ Date _____

A copy of this to be retained by the school, a copy to be retained by the parent and a copy to be sent to Dorset Council School Admissions



BYIY 002 - Agreement for the placement of a child outside of their normal age group.

This form is to be filled and signed by the parent and the relevant school when agreement has been reached for an existing enrolled pupil to be placed outside of their normal year group.

Parents are advised to refer to the following Documents:

1. Department for Education – School Admissions Code - December 2014
2. Dorset Council - Guidance on the Placement of a Pupil Outside His or Her Normal Age Group

Name of child _____ Date of birth _____

Name of school _____

National Curriculum year group – current _____ Proposed _____

Having read both the Department for Education and Dorset Council Guidance on placement of children outside of their normal age group I wish to confirm that I have agreed for my child to be placed in the proposed National Curriculum Year Group.

I confirm that I understand the following:

- when my child moves to another school, that a new application for the continuation of the placement outside of their normal year group will have to be made to the new school
- another school or local authority is not required to continue the placement of a child outside their normal year group
- once a child is admitted to a school it is for the head teacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not
- any subsequent decision to move a child to a different age group or back into their chronological age group should be based on sound educational reasons and made by the head teacher in consultation with the parents

Parent's name: _____

Signature: _____ Date: _____

Head teacher's name: _____

Signature: _____ Date: _____

A copy of this to be retained by the school, a copy to be retained by the parent and a copy to be sent to Dorset Council School Admissions

Primary Co-ordinated Admissions Scheme Normal Point of Entry 2022 to 2023

1.0 Background

- 1.1 In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all Local Authorities (LAs) are required to formulate schemes for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies. Details of the Dorset Council scheme for 2022 to 23 for the reception, junior and middle school entry are set out in this document. All maintained schools and academies are required to take part.

2.0 Interpretation

2.1 Admissions arrangements

The arrangements for a particular school or schools which govern the procedures and decision-making for the purposes of admitting pupils to the school.

2.2 Admissions authority

In relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, trust or VA school, means the board of governors of that school or the multi-academy trust where this applies

2.3 Equal Preference Scheme

The model where whereby all preferences listed by parents on the CAF are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.

2.4 CAF

The common application form.

2.5 The home local authority (LA)

The LA in which the applicant/parent/carer is resident.

2.6 The maintaining LA

The LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed.

- 2.7 National Offer Day
The day on which outcome letters are posted to parents/carers. For primary school places it is 16 April in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
- 2.8 Pupil Admissions Number (PAN)
The published admissions number for the year of entry at a school.
- 2.9 In-Year Fair Access protocol (IYFA)
The purpose of Fair Access Protocols is to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.
- 2.10 Supplementary Information Form (SIF)
Some schools have a SIF that allows parents to provide evidence to allow the schools to place children based on that schools over subscription criteria where a denominational criteria exists.

This scheme will apply to all applications for admission to the reception year for infant, first and primary schools, year 3 for junior schools and year 5 for middle schools in the academic year 2022 to 2023 for schools within the following admission authorities:

- Dorset Council (DC), as Admission Authority for Community and Voluntary Controlled infant, first, primary, junior and middle schools in Dorset.
 - Own Admission Authority Schools (Academies, Foundation schools, Free schools and Voluntary Aided schools).
 - Admission Authorities for other maintained infant, first, primary, junior and middle schools and Academies in England.
- 2.11 The scheme shall be determined and processed in accordance with the provisions set out in Part 1 and in accordance with the Co-ordinated Scheme timetable set out in Part 2.
- 2.12 The scheme shall be based on the equal preferences system.
- 2.13 Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
- 2.14 In regard to admissions to schools, the Dorset Council Admissions Team will:
- act as champion for children and families
 - offer advice to parents and schools

- monitor and challenge the admission arrangements of schools within Dorset
- operate an admissions scheme (this scheme) for normal point of entry to infant, first, primary, junior and middle schools in Dorset
- operate a local in-year admissions scheme to assist in the coordination of admissions to school at points outside the normal point of entry in reception to year 6 and year 7 and 8 at middle schools
- operate an In Year Fair Access Protocol 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
- liaise with other teams within Dorset Council and other LAs in the planning of school places
- report to the Office of the Schools Adjudicator on admissions for all schools in Dorset for which we coordinate admissions
- offer a traded service to own admission authority schools to support them in the delivery of their responsibilities for school admissions and appeals, including the verification and ranking of applications, managing waiting lists, preparing and presenting appeals and processing in year applications

The Scheme

3.0 Applications

- 3.1 All parents must complete a Common Application Form. Dorset Council will make appropriate arrangements to ensure that the common application form is available on the Dorset Council's website. The website will also display a guide for parents which provides a written explanation of the scheme. Paper copies of the form are available on request or from the website.
- 3.2 Dorset will only consider one school admissions application for each child. This should be completed by the person with parental responsibility who has care of the child for the majority of school days/weeks (unless a Court Order states differently). If there is joint parental responsibility, the applicant must indicate on the application that all those with parental responsibility are aware of and agree to the application and the preferences being made.
- 3.2 The CAF may be used to name up to 3 preferences for schools in Dorset or in any other Local Authority. Dorset will inform the Maintaining Local Authority of those applications for schools outside of Dorset. The CAF cannot be used to express a preference for an independent school.
- 3.3 Applications for places at a Dorset School by parents/carers of children resident outside of Dorset should be made through the Home Local Authority. The Home Local Authority will inform Dorset of the preferences made for Dorset schools.

- 3.4 All applications must be received by 23:59 on the national primary closing date of 15 January. Applications received after this date and before the late closing date will be treated as 'late' (see section 6.1).
- 3.5 Paper applications may be submitted to a preference school or by post to Dorset School Admissions Team. Parents/carers will have to provide proof of posting or of submission to the school to show it was submitted/posted on or before 15 January.
- 3.6 Some schools may require applicants to complete a supplementary information form (SIF) in order to apply their oversubscription criteria. The requirement will be stated in the relevant school's admissions arrangements. The supplementary form should be returned direct to the school as the relevant admissions authority. Applications submitted using the common application form but without completion of a supplementary form will still be considered but the school will be unable to assess the application against the relevant criteria. Parents/carers should be made aware that they must also complete a common application form; the supplementary form is not regarded as an application in itself. Applications will only be considered if a common application form has been completed and sent to the home Local Authority. For an application to be considered as on time, the common application form must be submitted to the home Local Authority before midnight on 15 January 2022.
- 3.7 The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996.
- 3.8 Dorset Council will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local Authority will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where any Child Benefit is paid. If Child Benefit is not received, then where the child is registered with a medical GP will be used as the address. Where parents are living separately and do not agree on the child's home address they are urged to reach agreement. If this does not happen Dorset Council will determine the address to be used for allocating a school place.
- 3.9 Dorset Council may undertake checks to ensure that the information provided in the application is true and accurate. Documentary evidence may be requested.
- 3.10 Parents and carers must inform Dorset Council of any change of address as soon as possible. Failure to do so may result in any offer of a place being withdrawn. Documentary evidence will be required before any change is accepted.
- 3.11 Applications may be based on either a current address or a future address. Applications can only be considered based on a future address if that address is appropriately evidenced as at the closing date.

3.12 Evidence required for a change of address or a future address will be:

- a solicitor's letter confirming an exchange of contract dated prior to the national closing date
- a copy of a tenancy agreement (giving property address, date and duration of tenancy) signed by the applicant and the landlord as well as any notice to quit from the previous address. The new tenancy agreements must be signed and dated prior to the national closing date
- a letter from the friend/relative confirming arrangements that the applicant and the child are moving into their home address, with a date confirming the move. The friend or relative is required to provide proof of address such as a council tax bill or a utility bill. This address can only be used by the applicant once they are actually resident
- written confirmation from parents and or carer/previous carer that the child's residency is changing on a long-term basis
- members of the Armed Services and Crown Servants may submit a posting order as proof of a future address stating the date of the start of the posting
- written confirmation from refuge staff that the applicant and their child or young person has been accommodated in the refuge due to domestic abuse or violence

3.13 Where parents share parental responsibility for a child and two applications are received for the one child, Dorset Council will ask the parents to determine which application should be considered. The other application will be withdrawn. This is because DC will offer only one school place to a child at any one time. If parents cannot agree, they should resolve the issue through the court system, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. If no agreement is reached and no Order is made the decision as to which application is accepted will be determined by drawing lots, overseen by a member of staff from Dorset Council Legal Services. The home address will still be the address the child spends the majority of time.

4.0 Processing

4.1 Details of applications will be available to all schools through the School Admissions Module (SAM) as they are submitted though preference order is not provided based on the equal preference protocol.

4.2 Schools are not permitted to make any contact with parents based on the information they are privy to as a result of being able to view these applications.

- 4.2 Dorset Council will undertake the Application Exchange with other Local Authorities for applications for schools outside of Dorset on the 1 February 2021.
- 4.3 Own Admissions Authority Schools for whom the Admissions Team has not been delegated to undertake the checking function through a Service Level Agreement will verify, check, apply a criterion and rank the applications and return this information to Dorset Council in a format prescribed by the Council and by the Deadline date of 1 March 2022.
- 4.4 Dorset Council will undertake the verifying, checking, application of a criterion and rank the applications for all Community and Voluntary Controlled Schools and those Own Admission Authorities that, through an SLA, have delegated these functions to the Dorset County Admissions Team.
- 4.5 All schools may be required to verify any sibling links and staff links in accordance with that schools over subscription criteria.
- 4.6 All schools that require a SIF to verify a denominational link, where the denominational criteria is likely to be the highest ranking criteria for an application, will be responsible for receiving the SIF, verifying the link claim and informing Dorset Admissions of the criteria under which the application is to be considered.

5.0 Determining offers

- 5.1 Dorset Council will make an initial allocation of places based on:
- the criteria allocated to each application for a Dorset School and
 - when a school is oversubscribed (applications exceed the Pupil Admissions Number), based on the oversubscription criteria of that school
- 5.2 The Local Authority, having regard to the ranked lists received from schools in Dorset and the information received from other Local Authorities, will:
- where the child is eligible for a place at only one of their preference schools, allocate a place at that school to the child
 - where the child is eligible for a place at two or more of the preference schools, allocate a place at whichever school is the highest ranked preference
- 5.3 Where a child or young person resident in Dorset and looking for a Dorset school has not been offered a place at any of their preference schools, Dorset Admissions will place at their catchment school.
- 5.4 If a child has not been allocated their catchment school having not been allocated any of their preference schools, the Local Authority will then allocate

a place at their next nearest appropriate school with the relevant point of entry.

- 5.5 Where a child or young person is leaving a school based on the age range of that school, but is unable to secure a place at the next school in the education system (this mean. unable to secure a place at year 5 in a middle school, or year 3 in a junior school) and the only available places within a reasonable distance are at schools for which there is not a formal point of entry, the application will be suspended. Applicants will be advised that they may make an in-year application to a local primary school or allow Dorset Council to allocate a place. These allocations will not take place until after the summer half-term as in year applications do not get processed more than 6 school weeks before the place is required.
- 5.6 Dorset Council will make the first exchange of offers with other Local Authorities on 15 March 2022. A series of exchanges will take place with the final exchange with other Local Authorities taking place on 28 March 2022.
- 5.7 Dorset Council will notify all schools of the final allocations on 5 April 2022. Schools are not permitted to divulge any information to parents with regards to the allocations until that family is informed of the allocations on the National Offer Day by the Local Authority.
- 5.8 Dorset Council will inform all Dorset resident applicants of the outcome of their application on National Offer Day, 16 April 2022 including those who have been offered a school in another Local Authority. Those who have submitted their application electronically, will receive an outcome email confirming the school offer on or soon after 9am on National Offer Day. A second email will also be despatched later that day that will provide the applicant with a link to a letter that can be downloaded. This letter not only confirms the allocation, it will also detail any eligibility to transport. Those who made an application by paper form and supplied an email address will only receive this second email with a copy of the outcome letter, but will not receive the outcome email despatched around 9am.
- 5.9 Those applicants who have only supplied a postal address through a paper application will receive their notification by second class post with the letters being dispatched from County Hall on National Offer Day – or the first working day thereafter if the National Offer Day falls on a non-working day.

6.0 Late Applications

- 6.1 Dorset Council manages a single late co-ordinated late round. Any application received after the national closing date through to the day before national offer day will be processed as part of the 'Late Round'
- 6.2 All applications received in this period/round, along with all appellants and those on waiting lists from the previous allocation round, will be checked verified and ranked against the oversubscription criteria of the relevant schools.

- 6.3 All address evidence as detailed 3.12 in must be dated prior to the closing date of 15 April 2022 for it to be considered as part of the 'Late Round'.
- 6.4 Dorset Council will liaise with other Local Authorities where there are applications for schools outside of Dorset.
- 6.5 All applicants will be informed of the outcome of their application by second class mail, the letters being despatched from County Hall on 13 May 2022.
- 6.6 Any application received after 15 April 2021 will be processed in the order that they are received but will be managed and co-ordinated by the Local Authority until 31 August 2022.

7.0 Waiting Lists

- 7.1 Where an applicant has not received their highest preference school, they may ask to be placed on a waiting list for that school.
- 7.2 Dorset Council will co-ordinate waiting lists for all schools until the end of co-ordination, 31 August 2022.
- 7.3 When an applicant submits an appeal, they will automatically be placed on the waiting list for that school.
- 7.4 When a place(s) becomes available at an oversubscribed school, all outstanding applications, pending appeals and waiting list applicants will be ordered against the oversubscription criteria and the highest ranked applicant will receive the place(s).
- 7.5 All schools are required to hold a waiting lists for the year of entry cohort until 31 December. Applicants will have to contact the Local Authority or the School to confirm if a waiting list for that school is held beyond the 31 December in any given year and request that they remain on the waiting if desired.
- 7.6 Where the Local Authority maintain waiting lists for schools beyond 31 December, then the family will have to renew their waiting list place each and every September. It is the responsibility of the family to make the renewal.

8.0 Right of Appeal

- 8.1 All letters making an offer of a school place will detail the right of appeal if the school offered is not the first preference.
- 8.2 The Local Authority, as the admission authority for community and voluntary controlled schools, and publish their appeals timetable on 28 February of the year in question. This appeal timetable will also cover schools who have entered into a Service Level agreement for the Local Authority to manage their appeals.

- 8.2 If an applicant who has not received a place at one of their higher preference schools, they have the right to lodge an appeal within 20 days of notification of the refusal of a place
- 8.3 The Admissions Authority must hear the appeal within 40 days of the deadline of lodging an appeal. For late application appeals, these should be heard within 40 days of the lodging of an appeal where possible, or at least within 30 days of the appeal.
- 8.4 Appellants will be given 10 days' notice of the appeal hearing date and the arrangements for the hearing.
- 8.5 The Appeals process will be conducted in accordance with the statutory guidance contained in School Admissions Appeals Code – February 2012.

9.0 Children with education, health and care (EHC) plans

- 9.1 As part of the annual review prior to transition, those children that are due to start a new school will identify a new school as part of that process. The family do not have to submit a new school application.
- 9.2 Once the annual review is complete and the consultation is complete, the SEND team will advise the School Admissions Team of the identified school. All children with existing EHC plans and their destination school will be identified to the Admissions Team by 16 March 2022.
- 9.3 Where a child has yet to be issued an EHC plan, but has been put forward to be assessed, then the family must ensure they submit a normal mainstream point of entry application regardless of which age group. Dorset will progress the application as normal. If the EHC plan is completed by 19 March 2021, and a mainstream school is named on the plan, then the original application will be withdrawn and the placement will be confirmed as that from the EHC plan. If the EHC plan names base or specialist provision, then the application will also be withdrawn. The SEND team will advise the Admissions Team of the outcome of any completed EHC plans by 16 March 2022.
- 9.4 Where an EHC plan is yet to be finalised and is still not completed by 19 March, then the original mainstream application will be processed and a place offered on National Offer Day. If the EHC plan, once completed, differs from the mainstream allocation, then the provision stated in the EHC plan will remain and the admissions team allocation will be withdrawn and the place rescinded and re-allocated.
- 9.5 If a mainstream place is offered to a child with an EHC plan, after National Offer Day and the school has reached its PAN because this differs from the family's normal mainstream application, then the SEND team will liaise with the school around the allocation and issues of having to breach Infant Class Size legislation or having to ask a school to go over PAN if in KS2 or 3.

10.0 Children Resident Abroad

- 10.1 Applications to attend UK state funded schools may be made from outside of the UK for children who are moving to the UK.
- 10.2 If the parent is a UK citizen, the application needs to have the following supporting documentation:
- copies of parent/guardian and the relevant child's passports
 - proof of the intended address
 - date of probable arrival in the UK.
- 10.3 A place may be offered at a preference school if there is a place available. Parents may add preferences while they are resident outside of the UK.
- 10.4 Irish citizens' right to live in the UK will not change after 31 December 2020. Irish citizens do not need to apply for the EU Settlement Scheme, but their family members, who are not Irish or UK citizens, will need to apply. They are entitled to make an application for a school place.
- 10.5 Overseas nationals (including such EEA nationals entering the UK after 31 December 2020) wishing to apply for a state-funded school place, need to check that they have a right of abode or that the conditions of their immigration status otherwise permits them to access a state-funded school.
- 10.6 All European Economic Area and Swiss national children entering the country before 31 December 2020 will continue to have the right under immigration law, to access a school place.
- 10.7 Children aged under 18 are classed as dependant children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or Student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family, or to join their family and study at a state-funded or independent school once in the UK.
- 10.8 Foreign nationals cannot use the 6-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at a state funded school.
- 10.9 If the parent or child is an overseas national (including such EEA and swiss nationals entering the UK after 31 December 2020), then applications need to have the following supporting documentation:
- Copies of parent/guardian and the relevant child's passports
 - Appropriately endorsed visas for both parent/carer and child
 - Proof of the intended address
 - Date of probable arrival in the UK.

11.0 Children and Young People who are LGBT

- 11.1 Children and young people who are LGBT should feel able to apply to a school without any restrictions. Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Dorset's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity and the reasoning for selection of a particular school can be given on the application form.
- 11.2 Dorset Council does not host single sex schools, though neighbouring authorities do have single sex schools within their boundaries. In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be accepted by Dorset Council as the home local authority and the relevant admissions authority will be asked to consider the application and advise Dorset Council on any allocations. This is a complex decision and not all children will be competent

to take it at the time of transfer. A single sex school may seek evidence from the family that they have thought through the issues carefully and in most cases would expect the family to be able to provide the school with some independent evidence from a medical professional or other worker who has been involved in the situation.

12.0 Applications from UK Service Personnel

12.1 Dorset Council is committed to supporting service families through the Armed Forces Covenant. Further detail is available in the Armed Forces Policy 2022 to 2023.

13.0 Withdrawing a School Place Offer & Fraudulent Applications

- 13.1 An offer will only be withdrawn if:
- it was based on an application that was fraudulent or deliberately misleading
 - it was made in error
 - it was made by someone who did not have the authority to offer a school place
 - a parent (having been issued with reminders from the school or admissions team and made aware of the consequences) failed to accept their school place within one week of the final reminder. This includes failure to respond to contact from the school regarding transition arrangements/"taster" sessions
 - we receive written confirmation from a parent that they wish to decline the school place offered

14.0 Delaying a School Start, Deferring a School Place and Mode of Attendance

- 14.1 A child's school start date can be delayed (known as deferred entry) until he or she reaches compulsory school age or until the start of the final term of the academic year for which the place was offered - whichever comes first. Contact the school directly to discuss this option, as your child's start date must be agreed with the headteacher.
- 14.2 The vast majority of children start school full time in September, as it is beneficial for all pupils to undergo the induction process and establish friendships within the group.
- 14.3 It is a parent's responsibility to ensure that a child of compulsory school age takes up the place that has been offered by the relevant prescribed date.
- 14.4 If a child whose fifth birthday falls after the start of the final term of the academic year and the child has not taken up the place by this date, the place will be withdrawn and the family will be responsible for applying for a new school place.

- 14.5 Children are entitled to a full-time place in the September following their fourth birthday. Where parent/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age¹, or beyond the beginning of the final term of the school year for which the offer was made. Arrangements should be made with the school direct.
- 14.6 Some schools may organise a staggered start for reception aged children over the first weeks of the September term. Schools will have made these arrangements in the best interests of the child to ensure that they settle into a new school setting. Parents have the right to ask that their child in the reception class attends full time from the first day of term. This will need to be discussed directly with the school.
- 14.7 Once a place has been allocated, parent/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August not beyond the beginning of the final term of the school year for which the offer was made. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else.

15.0 General Data Protection Regulation (GDPR)

- 15.1 The information that you give on an application form will be used by Dorset Council for the purpose of processing your application for a school place and determining school transport eligibility where appropriate for your child. The information will be shared with schools, the Department for Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and with other maintaining authorities and school admission authorities in their area. It will not be used for any other purpose unless required to do so by law. A record of the information you provide will be kept whilst your child is of compulsory school age plus a further academic year. Should you have any queries about Data Protection more detailed information is available on our Dorset Council website.

¹ A child reaches compulsory school age on the 31 December, 31 March or 31 August following their 5th birthday, whichever comes first. If a child's fifth birthday is on one of those dates then they reach compulsory school age on that date.

Secondary co-ordinated admissions scheme normal point of entry 2022 to 2023

1.0 Background

- 1.1 In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all Local Authorities (LAs) are required to formulate schemes for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies. Details of the Dorset Council scheme for 2022 to 2023 for the secondary and upper school entry are set out in this document. All maintained schools and academies are required to take part.

1. Interpretation

- 2.1 Admissions arrangements
The arrangements for a particular school or schools which govern the procedures and decision-making for the purposes of admitting pupils to the school.
- 2.2 Admissions authority
In relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, trust or VA school, means the board of governors of that school or the multi-academy trust where this applies
- 2.3 Equal Preference Scheme
The model where whereby all preferences listed by parents on the CAF are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.
- 2.4 CAF
The common application form.
- 2.5 The home local authority (LA)
The LA in which the applicant/parent/carer is resident.
- 2.6 The maintaining LA
The LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed.

- 2.7 National Offer Day
The day on which outcome letters are posted to parents/carers. For primary school places it is 16 April in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
- 2.8 Pupil Admissions Number (PAN)
The published admissions number for the year of entry at a school.
- 2.9 In-Year Fair Access protocol (IYFA)
The purpose of Fair Access Protocols is to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.
- 2.10 Supplementary Information Form (SIF)
Some schools have a SIF that allows parents to provide evidence to allow the schools to place children based on that schools over subscription criteria where denominational criteria exists.
- 2.11 This scheme will apply to all applications for admission to year 7 for secondary schools and year 9 for the area's 3 upper schools in the academic year 2021 to 2022 for schools within the following Admission Authorities:
- Dorset Council (DC), as Admission Authority for community and voluntary controlled secondary and upper schools in Dorset
 - own admission authority schools (academies, foundation schools, free schools and voluntary aided schools).
 - admission authorities for other maintained secondary schools with year 7 points of entry and upper or studio schools with a year 9 point of entry in England
- 2.12 The scheme shall be determined and processed in accordance with the provisions set out in Part 1 and in accordance with the co-ordinated scheme timetable set out in Part 2.
- 2.13 The scheme shall be based on the equal preferences system.
- 2.14 Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
- 2.15 In regard to admissions to schools, the Dorset Council Admissions Team will:
- act as champion for children and families
 - offer advice to parents and schools

- monitor and challenge the admission arrangements of schools within Dorset
- operate an admissions scheme (this scheme) for normal point of entry to infant, first, primary, junior and middle schools in Dorset
- operate a local in-year admissions scheme to assist in the coordination of admissions to school at points outside the normal point of entry in reception to year 6 and year 7 and 8 at middle schools
- operate an In Year Fair Access Protocol 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
- liaise with other teams within Dorset Council and other LAs in the planning of school places
- report to the Office of the Schools Adjudicator on admissions for all schools in Dorset for which we coordinate admissions
- offer a traded service to own admission authority schools to support them in the delivery of their responsibilities for school admissions and appeals, including the verification and ranking of applications, managing waiting lists, preparing and presenting appeals and processing in year applications

The Scheme

3.0 Applications

- 3.1 All parents must complete a Common Application Form. Dorset Council will make appropriate arrangements to ensure that the common application form is available on the Dorset Council's website. The website will also display a guide for parents which provides a written explanation of the scheme. Paper copies of the form are available on request or from the website.
- 3.2 Dorset will only consider one school admissions application for each child. This should be completed by the person with parental responsibility who has care of the child for the majority of school days/weeks (unless a Court Order states differently). If there is joint parental responsibility, the applicant must indicate on the application that all those with parental responsibility are aware of and agree to the application and the preferences being made.
- 3.2 The CAF may be used to name up to 3 preferences for schools in Dorset or in any other Local authority. Dorset will inform the maintaining local authority of those applications for schools outside of Dorset. The CAF cannot be used to express a preference for an independent school.
- 3.3 Applications for places at a Dorset School by parents/carers of children resident outside of Dorset should be made through the home local authority. The home local authority will inform Dorset of the preferences made for Dorset schools.

- 3.4 All applications must be received by 23:59 on the national secondary closing date of the 31 October. Applications received after this date and before the late closing date will be treated as 'late' (see section 6).
- 3.5 Paper applications may be submitted to a preference school or by post to Dorset School Admissions Team. Parents/carers will have to provide proof of posting or of submission to the school to show it was submitted/posted on or before the 31 October.
- 3.6 Some schools may require applicants to complete a supplementary information form (SIF) in order to apply their oversubscription criteria. The requirement will be stated in the relevant school's admissions arrangements. The supplementary form should be returned direct to the school as the relevant admissions authority. Applications submitted using the common application form but without completion of a supplementary form will still be considered but the school will be unable to assess the application against the relevant criteria. Parents/carers should be made aware that they must also complete a common application form; the supplementary form is not regarded as an application in itself. Applications will only be considered if a common application form has been completed and sent to the home local authority. For an application to be considered as on time, the common application form must be submitted to the home Local authority before midnight on 31 October 2021.
- 3.7 The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996.
- 3.8 Dorset Council will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local authority will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where any Child Benefit is paid. If Child Benefit is not received, then where the child is registered with a medical GP will be used as the address. Where parents are living separately and do not agree on the child's home address they are urged to reach agreement. If this does not happen Dorset Council will determine the address to be used for allocating a school place.
- 3.9 Dorset Council may undertake checks to ensure that the information provided in the application is true and accurate. Documentary evidence may be requested.
- 3.10 Parents/Carers must inform Dorset Council of any change of address as soon as possible. Failure to do so may result in any offer of a place being withdrawn. Documentary evidence will be required before any change is accepted.
- 3.11 Applications may be based on either a current address or a future address. Applications can only be considered based on a future address if that address is appropriately evidenced as at the closing date.

3.12 Evidence required for a change of address or a future address will be:

- a solicitor's letter confirming an exchange of contract dated prior to the national closing date
- a copy of a tenancy agreement (giving property address, date and duration of tenancy) signed by the applicant and the landlord as well as any notice to quit from the previous address. The new tenancy agreements must be signed and dated prior to the national closing date
- a letter from the friend/relative confirming arrangements that the applicant and the child are moving into their home address, with a date confirming the move. The friend or relative is required to provide proof of address such as a council tax bill or a utility bill. This address can only be used by the applicant once they are actually resident
- written confirmation from parents and or carer/previous carer that the child's residency is changing on a long-term basis
- members of the Armed Services and Crown Servants may submit a posting order as proof of a future address stating the date of the start of the posting
- written confirmation from refuge staff that the applicant and their child or young person has been accommodated in the refuge due to domestic abuse or violence

3.13 Where parents share parental responsibility for a child and two applications are received for the one child, Dorset Council will ask the parents to determine which application should be considered. The other application will be withdrawn. This is because DC will offer only one school place to a child at any one time. If parents cannot agree, they should resolve the issue through the court system, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. If no agreement is reached and no Order is made the decision as to which application is accepted will be determined by drawing lots, overseen by a member of staff from Dorset Council Legal Services. The home address will still be the address the child spends the majority of time.

4.0 Processing

- 4.1 Details of applications will be available to all schools through the School Admissions Module (SAM) as they are submitted though preference order is not provided based on the equal preference protocol.
- 4.2 Schools are not permitted to make any contact with parents based on the information they are privy to as a result of being able to view these applications.

- 4.2 Dorset Council will undertake the Application Exchange with other Local Authorities for applications for schools outside of Dorset on 12 November 2021.
- 4.3 Own Admissions Authority Schools for whom the Admissions Team has not been delegated to undertake the checking function through a Service Level Agreement will verify, check, apply a criterion and rank the applications and return this information to Dorset Council in a format prescribed by the Council and by the Deadline date of 8 January 2022.
- 4.4 Dorset Council will undertake the verifying, checking, application of a criterion and rank the applications for all community and voluntary controlled schools and those own admission authorities that, through an SLA, have delegated these functions to the Dorset Council Admissions Team.
- 4.5 All schools may be required to verify any sibling links and staff links in accordance with that schools over subscription criteria.
- 4.6 All schools that require a SIF to verify a denominational link, where the denominational criteria is likely to be the highest ranking criteria for an application, will be responsible for receiving the SIF, verifying the link claim and informing Dorset Admissions of the criteria under which the application is to be considered.

5.0 Determining Offers

- 5.1 Dorset Council will make an initial allocation of places based on:
- the criteria allocated to each application for a Dorset School and
 - when a school is oversubscribed (applications exceed the Pupil Admissions Number), based on the oversubscription criteria of that school.
- 5.2 The local authority, having regard to the ranked lists received from schools in Dorset and the information received from other local authorities, will:
- where the child is eligible for a place at only one of their preference schools, allocate a place at that school to the child
 - where the child is eligible for a place at two or more of the preference schools, allocate a place at whichever school is the highest ranked preference
- 5.3 Where a child or young person resident in Dorset and looking for a Dorset school has not been offered a place at any of their preference schools, Dorset Admissions will place at their catchment school.
- 5.4 If a child has not been allocated their catchment school having not been allocated any of their preference schools, the local authority will then allocate

a place at their next nearest appropriate school with the relevant point of entry.

- 5.5 Where a child or young person is leaving a school based on the age range of that school, but is unable to secure a place at the next school in the education system (for example, unable to secure a place at year 9 in a secondary having left a middle school at the end of year 8) and the only available places within a reasonable distance are at schools for which there is not a formal point of entry, the application will be suspended. Applicants will be advised that they may make an in-year application to a local secondary school or allow Dorset Council to allocate a place. These allocations will not take place until after the summer half-term as in year applications do not get processed more than 6 school weeks before the place is required.
- 5.6 Dorset Council will make the first exchange of offers with other Local Authorities on 24 January 2022. A series of exchanges will take place with the final exchange with other Local Authorities taking place on 7 February 2022.
- 5.7 Dorset Council will notify all schools of the final allocations on 14 February 2022. Schools are not permitted to divulge any information to parents with regards to the allocations until that family is informed of the allocations on the National Offer Day by the local authority.
- 5.8 Dorset Council will inform all Dorset resident applicants of the outcome of their application on National Offer Day, 1 March 2022 including those who have been offered a school in another local authority. Those who have submitted their application electronically, will receive an outcome email confirming the school offer on or soon after 9am on National Offer Day. A second email will also be despatched later that day that will provide the applicant with a link to a letter that can be downloaded. This letter not only confirms the allocation, it will also detail any eligibility to transport. Those who made an application by paper form and supplied an email address will only receive this second email with a copy of the outcome letter but will not receive the outcome email despatched around 9am.
- 5.9 Those applicants who have only supplied a postal address through a paper application will receive their notification by second class post with the letters being dispatched from County Hall on National Offer Day – or the first working day thereafter if the National Offer Day falls on a non-working day.

6.0 Late applications

- 6.1 Dorset Council manages a single late co-ordinated late round. Any application received after the national closing date through to the day before national offer day will be processed as part of the 'late round'
- 6.2 All applications received in this period or round, along with all appellants and those on waiting lists from the previous allocation round, will be checked verified and ranked against the oversubscription criteria of the relevant schools.

- 6.3 All address evidence as detailed 3.12 in must be dated prior to the closing date of 28 February 2021 for it to be considered as part of the 'late round'.
- 6.4 Dorset Council will liaise with other local authorities where there are applications for schools outside of Dorset.
- 6.5 All applicants will be informed of the outcome of their application by second class mail, the letters being despatched from County Hall on 31 March 2022.
- 6.6 Any application received after 28 February 2022 will be processed in the order that they are received but will be managed and co-ordinated by the local authority until 31 August 2022.

7.0 Waiting lists

- 7.1 Where an applicant has not received their highest preference school, they may ask to be placed on a waiting list for that school.
- 7.2 Dorset Council will co-ordinate waiting lists for all schools until the end of co-ordination, 31 August 2022.
- 7.3 When an applicant submits an appeal, they will automatically be placed on the waiting list for that school.
- 7.4 When a place(s) becomes available at an oversubscribed school, all outstanding applications, pending appeals and waiting list applicants will be ordered against the oversubscription criteria and the highest ranked applicant will receive the place(s).
- 7.5 All schools are required to hold a waiting lists for the year of entry cohort until 31 December. Applicants will have to contact the Local authority or the School to confirm if a waiting list for that school is held beyond 31 December in any given year and request that they remain on the waiting if desired.
- 7.6 Where the local authority maintain waiting lists for schools beyond 31 December, then the family will have to renew their waiting list place each and every September. It is the responsibility of the family to make the renewal.

8.0 Right of appeal

- 8.1 All letters making an offer of a school place will detail the right of appeal if the school offered is not the first preference.
- 8.2 The local authority, as the admission authority for community and voluntary controlled schools, and publish their appeals timetable on 28 February of the year in question. This appeal timetable will also cover schools who have entered into a service level agreement for the local authority to manage their appeals.

- 8.2 If an applicant who has not received a place at one of their higher preference schools, they have the right to lodge an appeal within 20 days of notification of the refusal of a place.
- 8.3 The Admissions Authority must hear the appeal within 40 days of the deadline of lodging an appeal. For late application appeals, these should be heard within 40 days of the lodging of an appeal where possible, or at least within 30 days of the appeal.
- 8.4 Appellants will be given 10 days' notice of the appeal hearing date and the arrangements for the hearing.
- 8.5 The Appeals process will be conducted in accordance with the statutory guidance contained in School Admissions Appeals Code – February 2012.

9.0 Children with education, health and care (EHC) plans

- 9.1 As part of the annual review prior to transition, those children that are due to start a new school will identify a new school as part of that process. The family do not have to submit a new school application.
- 9.2 Once the annual review is complete and the consultation is complete, the SEND team will advise the School Admissions Team of the identified school. All children with existing EHC plans and their destination school will be identified to the Admissions Team by 1 February 2022.
- 9.3 Where a child has yet to be issued an EHC plans, but has been put forward to be assessed, then the family must ensure they submit a normal mainstream point of entry application regardless of which age group. Dorset will progress the application as normal. If the EHC plans is completed by 1 February 2021, and a mainstream school is named on the plan, then the original application will be withdrawn and the placement will be confirmed as that from the EHC plans. If the EHC plan names a base or specialist provision, then the application will also be withdrawn. The SEND team will advise the Admissions Team of the outcome of any completed EHC plans by 1 February 2022.
- 9.4 Where an EHC plan is yet to be finalised and is still not completed by 1 February, then the original mainstream application will be processed and a place offered on National Offer Day. If the EHC plan, once completed, differs from the mainstream allocation, then the provision stated in the EHC plan will remain and the admissions team allocation will be withdrawn and the place rescinded and re-allocated.
- 9.5 If a mainstream place is offered to a child with an EHC plan, after National Offer Day and the school has reached its PAN because this differs from the family's normal mainstream application, then the SEND team will liaise with the school around the allocation and issues of having to ask a school to go over PAN if in Key Stage 3.

10.0 Children Resident Abroad

- 10.1 Applications to attend UK state funded schools may be made from outside of the UK for children who are moving to the UK.
- 10.2 If the parent is a UK citizen, the application needs to have the following supporting documentation:
- copies of parent/guardian and the relevant child's passports
 - proof of the intended address
 - date of probable arrival in the UK.
- 10.3 A place may be offered at a preference school if there is a place available. Parents may add preferences while they are resident outside of the UK.
- 10.4 Irish citizens' right to live in the UK will not change after 31 December 2020. Irish citizens do not need to apply for the EU Settlement Scheme, but their family members, who are not Irish or UK citizens, will need to apply. They are entitled to make an application for a school place.
- 10.5 Overseas nationals (including such EEA nationals entering the UK after 31 December 2020) wishing to apply for a state-funded school place, need to check that they have a right of abode or that the conditions of their immigration status otherwise permits them to access a state-funded school.
- 10.6 All European Economic Area and Swiss national children entering the country before 31 December 2020 will continue to have the right under immigration law, to access a school place.
- 10.7 Children aged under 18 are classed as dependant children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or Student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family, or to join their family and study at a state-funded or independent school once in the UK.
- 10.8 Foreign nationals cannot use the 6-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at a state funded school.
- 10.9 If the parent or child is an overseas national (including such EEA and swiss nationals entering the UK after 31 December 2020), then applications need to have the following supporting documentation:
- Copies of parent/guardian and the relevant child's passports
 - Appropriately endorsed visas for both parent/carer and child
 - Proof of the intended address
 - Date of probable arrival in the UK.

11.0 Children and Young People who are LGBT

- 11.1 Children and young people who are LGBT should feel able to apply to a school without any restrictions.
- 11.2 Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Dorset's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity and the reasoning for selection of a particular school can be given on the application form.
- 11.3 Dorset Council does not host single sex schools, though neighbouring authorities do have single sex schools within their boundaries. In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be accepted by Dorset Council as the home local authority and the relevant admissions authority will be asked to consider the application and advise Dorset Council on any

allocations. This is a complex decision and not all children will be competent to take it at the time of transfer. A single sex school may seek evidence from the family that they have thought through the issues carefully and in most cases would expect the family to be able to provide the school with some independent evidence from a medical professional or other worker who has been involved in the situation.

12.0 Applications for UK Service Personnel

12.1 Dorset Council is committed to supporting service families through the Armed Forces Covenant. Further detail is available in the Armed Forces Policy 2022 to 2023.

13.0 Withdrawing a School Place Offer & Fraudulent Applications

- 13.1 An offer will only be withdrawn if:
- it was based on an application that was fraudulent or deliberately misleading
 - it was made in error
 - it was made by someone who did not have the authority to offer a school place
 - a parent (having been issued with reminders from the school or admissions team and made aware of the consequences) failed to accept their school place within one week of the final reminder. This includes failure to respond to contact from the school regarding transition arrangements/"taster" sessions
 - we receive written confirmation from a parent that they wish to decline the school place offered

14.0 General Data Protection Regulation (GDPR)

14.1 The information that you give on an application form will be used by Dorset Council for the purpose of processing your application for a school place and determining school transport eligibility where appropriate for your child. The information will be shared with schools, the Department for Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and with other maintaining authorities and school admission authorities in their area. It will not be used for any other purpose unless required to do so by law. A record of the information you provide will be kept whilst your child is of compulsory school age plus a further academic year. Should you have any queries about Data Protection more detailed information is available on our Dorset Council website.

Dorset Council Sixth Form Admissions Policy 2022 to 2023

Dorset LA is the Admissions Authority for all community and voluntary controlled schools in the Dorset Council area. Arrangements for entry to sixth forms are administered by the respective governing bodies. The policy set out below does not apply to voluntary aided, free schools, academies and foundation schools.

Should more than one parent have parental responsibility, only one application will be considered. Unless a court order rules otherwise, the application must be made by the parent who has day to day care of the child for the majority of the school days or weeks. Where this is unclear, disputed, or care is split equally and there is no agreement between the parents, the application considered will be that made by the parent at the address identified on the child's registered general practitioner (GP) record. If separated parents reside at the same address, they should reach agreement or, if not possible, obtain a Court Order to clarify the preferences before an application can be considered by the local authority (LA).

1. Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted.
2. Where there are too few places available (see footnote 1) to satisfy all preferences, places will be allocated according to the following priority order:-
 - i) A "Child in Care" or who was "previously a Child in Care" (see footnote 2)
 - ii) Children who the authority accepts have an exceptional medical or social need and where there is a need for a place at one specific school (see footnote 3).
 - iii) Children living within the school's catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 4)
 - iv) Children living within the school's catchment area.
 - v) Children living outside the school's catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 4)
 - vi) Children living outside the school's catchment area and whose parents wish them to attend a CE Voluntary Controlled school on denominational grounds. (see footnote 5)
 - vii) Children of staff with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission. (see footnote 6 & 7)
 - viii) All other children living outside the school's catchment area.

3. If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight line measurement using a geographical information based system which identifies an easting and northing for the home address and the school and calculates the distance between the two locations. School transport is based on walking and driven distances.
4. In the event that the LA is unable to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent (of the LA) person to determine the final place(s).
5. Where applications are received from families with multiple birth siblings and by adhering to sixth form PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

Footnotes

1. The places are defined as the published admission number for year group 12.
2. A “Child in Care” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Child in Care” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
3. 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. The local authority is all inclusive and will meet all legislative requirements to accommodate children within their educational setting as appropriate to their need.
4. The term ‘sibling’ means full brother or sister, half or step brother or sister, adoptive brother or sister and other non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.
5. In order to qualify for consideration under this category, parents/guardians will need to show that at least one adult family member and the child to whom the

application relates to have been attending their local church at least once a month for a minimum of a year prior to the closing date for applications. The application must also be supported by a written statement from the vicar/priest/minister or leader of the church confirming this.

6. The term children includes full, half, step, adopted and those non-blood related but resident through marriage, civil partnerships or single family co-habitation arrangements at the time of application or deadline.
7. Staff are all Dorset Council employed teaching and support staff at the preferred school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

Failure to provide sufficient evidence will result in the application being processed against the next highest criteria.

[Find all policies and our parents' guide which provides further information and clarification on our website.](#)

Equality Impact Assessment (EqIA)

Before completing this EqIA please ensure you have read the EqIA Guidance Notes

Title	School Admissions Policies and Co-ordinated Schemes		
Date assessment started:	1.9.19	Version No:	v.4
		Date of completion:	22.11.19

Type of Strategy, Policy, Project or Service:

Is this Equality Impact Assessment (please put a cross in the relevant box)

Existing:	<input checked="" type="checkbox"/>	Changing, update or revision:	<input type="checkbox"/>
New or proposed:	<input type="checkbox"/>	Other (please explain):	<input type="checkbox"/>

Is this Equality Impact Assessment (please put a cross in the relevant box)

Internal:	<input type="checkbox"/>	External:	<input checked="" type="checkbox"/>	Both:	<input type="checkbox"/>
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Report Created By:

Name:	Ed Denham
Job Title:	School Place Sufficiency Manager
Email address:	ed.denham@dorsetcouncil.gov.uk
Members of the assessment team:	Sian Robinson Karen Northover Emily Bearman Kim Mileham

Step 1: Aims

<p>What are the aims of your strategy, policy, project or service?</p> <p>The suite of Admissions Policies for review are as follows:</p> <ol style="list-style-type: none"> 1. Admissions Arrangements for Community & Voluntary Controlled Schools 2021-2022. 2. Co-ordinated Admissions Scheme Timetable 2021-2022 3. Primary Co-ordinated Scheme 2021-2022 4. Secondary Co-ordinated Scheme 2021-2022 5. In Year Co-ordinated Scheme 2021-2022 6. Admissions to Maintained Nursery Units Policy 2021-2022 7. Sixth Form Admissions Policy 2021-2022 8. Guidance on Placement Outside of Normal/Chronological Age Group 2021-2022 9. Armed Forces Policy 2021-2022 10. Guidance on Consulting on Admissions Arrangements – November 2021 <p>Each Local Authority (LA) must have a suite of policies that deal with:</p> <ol style="list-style-type: none"> a) The allocation of places to LA maintained schools for whom they are the Admissions Authority.

- b) The process of managing the statutory duty to co-ordinate allocation of places at the 5 different points of entry for all Dorset Schools, maintained, voluntary aided, academy and free schools.
- c) Ensuring that the Statutory Timelines laid out in the Admissions Code are met.
- d) The process of managing in year applications for LA maintained schools and ensuring co-ordination with other own admission authorities.
- e) Ensuring that there are clear processes for the allocation of places into the maintained nurseries as well as places at the maintained Sixth Forms.
- f) Ensuring that children of Service Personnel are treated fairly and equitably in the context of the dynamics of service life.
- g) Ensuring that there is suitable co-ordination with the Special Education Needs & Disability (SEND) Team to provide children with Education, Health & Care Plans (EHCP's) a smooth entry or transition to their new school in compliance with the School Admissions Code and the SEND Code of Practice.

The policies ensure that the allocation of places is fair, clear and objective and that parents can look at the admissions arrangements and understand easily how places for a school will be allocated.

What is the background or context to the proposal?

The School Admissions Code, issued by the Department for Education (DFE) in December 2014, pertains to the duties laid out under Section 84 of the School Standards and Framework Act 1998 (SSFA 1998).

Dorset Council (DC) is both an Admissions Authority and a Co-ordinating Authority and the SSFA 1998 details statutory duties for the LA with regards to both of these functions.

As an admissions authority, the LA is required to publish its Admissions Arrangements for all Community and Voluntary Controlled Schools dealing with the Pupil Admissions Number and the criteria for the allocation of places when there are more applications than there are places.

As the co-ordinating authority, the LA is required to publish a timetable and the details of accompanying processes to ensure that all applications by Dorset residents for school places are processed appropriately. All Dorset residents also need to be informed on the relevant National Offer Day of their school place whether for a Dorset school or any other state-funded school in England and Wales.

Also as the co-ordinating authority, DC has the duty to ensure that there are systems in place for parents to submit in year applications into the Local Authority, even where the school is its own admission authority.

Step 2: Intelligence and Communication

What data, information, evidence and research was used in this EqIA and how has it been used to inform the decision-making process?

The Admissions Arrangements have been consulted on every year, as per the LA's statutory duty. These consultations have involved all schools in Dorset, through the schools - all parents of both preschool and statutory school age, all neighbouring local authorities, the Ministry of Defence and the Salisbury Diocese Board of Education.

Each year a review of appeal decisions is undertaken where a family has gained a place at a preference school to ensure that decisions are not based on a) deficiencies in the

admissions arrangements, b) deficiencies in the co-ordination processes managed by the LA or c) the occurrence of discriminatory practices by the Admissions Team

A key indicator in the robustness of the admissions arrangements and the co-ordinated scheme is evidenced by the fact that 93% of primary applications receive their first preference and 95% of secondary applications receive their first preference.

In the 2018-2019 academic year, neither the Local Government Social Care Ombudsman (LGSCO) nor the Office of the Schools Adjudicator (OSA) found fault with the admissions arrangements for Community or Voluntary Controlled Schools under DC.

What data do you already have about your service users, or the people your proposal will have an impact on?

These policies will impact on all families in the Local Authority area several times as a child passes through the education system.

Each year the LA will manage approximately 5100 applications into the three points of entry across the primary age phase and approximately 4100 applications across the two points of entry in the secondary age phase.

The Local Authority has the following number of mainstream places to allocate:

4544 Reception places into First, Infant and Primary Schools;
186 Year 3 places into Infant Schools;
1361 into Middle Schools;
2516 into Year 7 Secondary Schools;
1125 into Year 9 Upper Schools.

In terms of applications, those aged four at the first of September the year prior to school entry may make an application for a reception place. Those aged six years at the September prior to transfer into a Junior School and are attending an Infant School are required to make an application.

Those aged eight in the September prior to transfer to Middle School and attending a First School in Year 4 will have to make a transfer application into Year 5. Those aged 10 years and attending a primary school in Year 6 will have to make an application for a Year 7 secondary place. Those aged 12 and attending a Middle School in Year 8 will have to make an application for a Year 9 Upper School for the following September.

Those attending Year 6 in Primary and Middle Schools could also apply to enter the Grammar School system in Year 7.

Any child may apply at any time to change school or to transfer to another school at a point of entry as long as they fulfil the age cohort criteria or are applying under the Chronological Age Range Guidance.

What engagement or consultation has taken place as part of this EqIA?

The policies are consulted on each year, regardless of whether there are minor or significant changes. The nature and process of the consultation is detailed in the statutory guidance within the Admissions Code. This includes a six week period of consultation between the 1 October and 31 January. The code then requires that a Local Authority

'determines' their arrangements. For Dorset Council this entails a paper to People Scrutiny Committee (PSC) and their decision is then ratified by Cabinet.

LA admissions team officers engage in a range of forums with other admissions officers in the South West working to interrogate admissions systems and ensure compliance with the Admissions Code.

In the last five years of the annual consultation, the admissions arrangements and the accompanying documentation around the Co-ordinated Scheme have only ever elicited one response. This concerns the prioritising of siblings who don't live in catchment, over children who do live in catchment. This was reviewed and it was deemed inappropriate to alter the prioritisation to place out of catchment siblings as a higher criteria in the oversubscription list.

Is further information needed to help inform this proposal?

Not at this time.

How will the outcome of consultation be fed back to those who you consulted with?

All consultees will be informed that the arrangements have been determined (which must take place by the 28 February), and they are then published by the statutory deadline of the 15 March.

All consultees will be informed of their right to raise objections with the OSA by the deadline of the 15 May.

Step 3: Assessment

Who does the service, strategy, policy, project or change impact?

- If your strategy, policy, project or service contains options you may wish to consider providing an assessment for each option. Please cut and paste the template accordingly.

For each protected characteristic please choose from the following options:

- Please note in some cases more than one impact may apply – in this case please state all relevant options and explain in the 'Please provide details' box.

Positive Impact	<ul style="list-style-type: none"> • Positive impact on a large proportion of protected characteristic groups • Significant positive impact on a small proportion of protect characteristics group
Negative Impact	<ul style="list-style-type: none"> • Disproportionate impact on a large proportion of protected characteristic groups • Significant disproportionate impact on a small proportion of protected characteristic groups.
Neutral Impact	<ul style="list-style-type: none"> • No change/ no assessed significant impact of protected characteristic groups
Unclear	<ul style="list-style-type: none"> • Not enough data/evidence has been collected to make an informed decision.

Age:	<i>Neutral</i>
What age bracket does this affect?	The Admissions Arrangements for a statutory school place clearly define the relevant age groups who need to apply.

	<p>Those who turn four years old in the September are required to make an application for entry into school the following September, if they wish to have a state maintained school place.</p> <p>All those in Year 2 of an Infant School (of which there are three on Dorset) are required to make an application into a Junior School.</p> <p>All those in Year 4 at a First school are required to make an application for a Year 5 place usually in a Middle School.</p> <p>All those in Year 6 in a Primary school are required to make an application for a place in Year 7 usually in a Secondary school.</p> <p>All those in Year 8 of a Middle school are required to make an application for a Year 9 place usually in an Upper School.</p>
Please provide details:	<p>Applications are restricted to these age ranges for point of entry. The policy around the admissions of a child outside of their chronological cohort provides families with information should they wish to vary these normal entry points for children born after 1 April. These families may delay entry into Reception until the child is five years old.</p>

Disability:	<i>Positive</i>
Does this affect a specific disability group?	<p>Any child with an Education, Health & Care Plan regardless of the condition the plan is designed to support, is afforded specific protections within the Admissions Code and the SEND Code of Practice.</p>
Please provide details:	<p>Any child with an Education, Health & Care Plan has to be admitted to their school of choice and is the highest criteria in the admissions arrangements. The LA Admission Team work with the SEND team to ensure that all children with EHCP's are identified in a timely manner and are allocated a place at their preferred school, and that schools are made aware of the allocation.</p> <p>In addition, the Dorset Admissions Arrangements also allows the identification of children with disabilities or medical conditions (but who do not have an EHCP) to be given a higher criterion and thus a greater priority to secure a place at their preferred school. The allocation of this criteria will take place when that school is the most appropriate setting for that child and where other schools may not have the physical infrastructure to be able to fully support a child's disabilities.</p> <p>Dorset Admissions Arrangements also look to give a high criteria to a child whose sibling, through an EHCP plan, is allocated a place at a resourced provision in a mainstream school and where the family would want the next child to attend the same school but they would not have a high enough criteria to secure a place through the normal processes.</p>

Gender Reassignment & Gender Identity:	<i>Positive</i>
Please provide details:	<p>The Admissions Arrangements and the accompanying co-ordinated scheme do require the applicant to declare their gender as is at birth.</p> <p>Dorset Admissions welcomes school applications from all Dorset children regardless of gender-identity. The request to submit gender details in an application is put in place as for points of transfer Dorset Admissions can receive an application for any school in England and Wales, some of which are single-sex establishments. Should an applicant wish to state a preference for one of these schools, the maintaining local authority requires this information.</p> <p>The admission arrangements for non-Dorset single-sex schools are available from that maintaining local authority or from the school itself.</p> <p>Dorset does not have single-sex schools and welcomes an application to any age appropriate school regardless of gender identity.</p>

Pregnancy and maternity:	<i>Positive</i>
Please provide details:	<p>(Does not apply to the directly affected group i.e. children, however contextual details are given for parents)</p> <p>Parental Support: -</p> <p>Dorset Council runs a catchment-based school allocation system that ensures that each address is identified within the catchment of a particular school, more often than not, the closest school.</p> <p>Advice to parents and the detail within the co-ordinated processes suggest to parents to always name the catchment school as one of their three preferences. This ensures that families are able to access the local community school.</p> <p>Sibling criteria is also given prominence ensuring that families are able in the majority of cases get children into the same school.</p> <p>Special protection is afforded to twins, where the stipulation that only 30 children can be placed in a class for Reception, Year 1 and Year 2, can be waived. Where a twin is the 30th allocated place, the Admissions Code allows the admission of the other twin as a 31st child with the school not needing to take qualifying measures (e.g. employing an additional teacher).</p>

Race and Ethnicity:	<i>Neutral</i>
Please provide details:	The admissions process does not ask and indeed is not allowed to ask for race or ethnicity data and thus the allocation of places is undertaken without knowledge of a child's ethnicity or race.

	Applications are accepted from the Roma, Gypsy and Traveller Community as long as the home location at the time of the application is identifiable. The Admissions Team do not require documentation to verify the status of the accommodation.
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Religion or belief:	<i>Positive</i>
Please provide details:	<p>Schools are permitted to have a religious character and within their admissions arrangements can legally prioritise those who adhere to that faith for places in their school.</p> <p>Schools are required to have and publish a supplementary information form that families can submit if they wish to be considered under the religious admissions criteria of the school.</p> <p>The religious nature of the school does not prohibit applications from those who do not adhere to the relevant faith, and it is clearly articulated in the admissions arrangements the order of criteria for the allocation of places.</p> <p>Families who do not wish their children to attend a school with a religious character are at liberty to name other local schools that are identified as Community Schools. Should a place at a school with a religious character be the only reasonable option, families are permitted to withdraw their child from any activity that the family feels is of a religious character.</p>

Sexual orientation:	<i>Neutral</i>
Please provide details:	The admissions process does not ask and indeed is not allowed to ask for information on sexual orientation and thus the allocation of places is undertaken without knowledge of this characteristic. All schools will support a child or young person regardless of their sexual orientation.

Sex:	<i>Neutral</i>
Please provide details:	<p>Declaration of sex is required as applicants could be applying for any school in England and Wales, which includes many single-sex institutions.</p> <p>This information is disregarded when allocating places at co-educational institutions. Dorset only has co-educational institutions.</p>

Marriage or civil partnership:	<i>Neutral</i>
Please provide details:	The only stipulation is that the applicant (applying on behalf of the child) has to be able to show that they have 'Parental Responsibility' (PR) for the child or young person regardless of any relationship status. Therefore marriage, civil partnership status or otherwise of the applicant is not used as part of the decision-making process.

Carers:	<i>Positive</i>
Please provide details:	<p>Dorset's catchment area structure looks to support families to access their local school, usually a significant factor for a Young Carer. Invariably applications to the catchment school will be successful at the point of entry.</p> <p>The Admissions Arrangements do support, where other professionals deem it appropriate, that Young Carers are given a Category Two criteria (Social or Medical Need) to ensure that the most appropriate school is allocated to a registered carer should a place not be allocated under the normal processes.</p>

Rural isolation:	<i>Positive</i>
Please provide details:	<p>The Dorset catchment area structure ensures that regardless of distance, all families have a higher criterion to their catchment school. This protects families in the rural areas of Dorset and ensures they can gain a place at their local school.</p> <p>This does not prevent a family from expressing a preference for other schools.</p>

Single parent families:	<i>Neutral</i>
Please provide details:	<p>The relationship status of a parents is not documented as part of the admissions process. The catchment area structure again favours local families gaining places at local schools, which would support single parent families.</p> <p>The sibling criteria also lends further support to families and single parents in accessing local school places.</p>

Poverty (social & economic deprivation):	<i>Neutral</i>
Please provide details:	<p>By law no requests for information on the social and economic background of an applicant is permitted with the exception of those who are in receipt of Pupil Premium.</p> <p>The Admissions Code does permit the use of pupil premium in limited circumstances to determine school place allocation.</p> <p>Dorset School Admissions Arrangements do not yet include this criterion.</p> <p>Looked After Children and previously Looked After Children are permitted to submit applications beyond the statutory national deadlines and they are deemed to have the highest criteria for a school place after children with EHCP's.</p>

Military families/veterans:	<i>Positive</i>
Please provide details:	<p>The Armed Forces Policy ensures that where service families may have posting instructions that are to a military base but the family do not have a home address, the admissions team may use the posting order and base address to allocate a school place.</p> <p>The Armed Forces Policy also allows late applications into schools to be considered at the National Offer Day or a school is permitted to breach Infant Class Size (ICS) to accommodate a service child who could not submit an on-time application because of changes to a service parent's posting.</p>

Step 4: Action Plan

Provide actions for **positive**, **negative** and **unclear** impacts.

If you have identified any **negative** or **unclear** impacts, describe what adjustments will be made to remove or reduce the impacts, or if this is not possible provide justification for continuing with the proposal.

Issue	Action	Person(s) responsible	Deadline	How will it be monitored?
Annual Review	A new review and consultation to take place in September 2021 for September 2022 admission arrangements	Ed Denham or successor	January 31 2021	Any changes and consultation will be documented through submissions to PSC and Cabinet
Review of DFE Admissions Code	DC Admissions will review any new guidance or code when received.	Ed Denham or successor	Determined by DFE	Any changes and consultation will be documented through submissions to PSC and Cabinet

Step 5: EqIA Sign Off

Officer completing this EqIA:	Ed Denham	Date:	29.11.19
Equality Lead:		Date:	
Relevant Focus Groups*:		Date:	
Directorate Board Chair:		Date:	

* To include Diversity Action Groups

Please send this completed EqIA to Equality Leads:

Equality Leads:

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