



Admissions Policy and Arrangements for 2026-27

The policy is reviewed annually.

[Last review: Dec 2023 \(for Admissions 25/26\)](#)

[Agreed by the FGB: Dec 2024](#)

[Next review due: Sept 2025](#)

Admissions Policy and Arrangements for 2026-27

This policy will be reviewed annually in the Autumn Term.

Admissions to Muscliff Primary School

This policy will apply to all admissions from 1 September 2026, including in-year admissions. It will be used during 2026-27 for allocating places for September 2026 as part of the normal admission round for Year Reception. The criteria to be used applies to all entry year applications received by the closing date and to applications received after the closing date, if any places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with. The criteria also applies to all admissions outside the normal September main entry intake unless any In-Year Fair Access Protocols agreed through the BCP Admissions Forum are applicable.

The Board of Directors of Muscliff Primary School is the Admission Authority for the School. The admission arrangements are determined by the Board of Directors and any changes to the arrangements are made following a statutory consultation process.

The Published Admission Number (PAN) for Muscliff Primary School is 60 (from September 2024 – consultation 12.12.22-27.1.23). The PAN is the number of places for children available in the year group. A guiding principle of admissions to this school is that it serves the families in its local community. A list of roads within the ‘catchment area’ forms part of this document.

The policy aims to be clear, fair and objective and to comply with all relevant legislation.

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

The Directors will admit any pupil whose Education, Health and Care plan names the school. Where possible such children will be admitted within the PAN.

If the School is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

Admission Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of young people with Education, Health and Care Plans where Muscliff Primary School is named on the Plan, the criteria will be applied in the order in which they are set out below:

Category 1

Children who are “Looked after” by a Local Authority or a child who was previously looked after (as defined by the Admissions Code). Children who have been in ‘state care’ outside England are also included within this category.

Category 2

Children living in the designated catchment area of the school who will have a brother or sister attending the school at the time of admission.

Category 3

Children living in the designated catchment area of the school.

Category 4

Children living outside the designated catchment area of the school who will have a brother or sister attending the school at the time of admission.

Category 5

Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance.

Over-subscription criteria:

In the case of over subscription in categories 1 - 5, priority will be given to these children within their category:

- (i) significant medical/psychological conditions and exceptional reasons – for an application to be considered under this category written evidence from an NHS Consultant (for medical grounds), or an NHS Consultant Psychiatrist (for psychological grounds), or a Social Worker (for exceptional grounds) that documents the child or young person's medical, psychological or exceptional needs must be included with the application. Children will only meet this criterion if the school is assessed by the Trust Board to be the only school that can meet any specific medical, psychological or exceptional needs identified. The responsibility rests with the parent to provide documentary evidence to the school at the time of application and, if the application is for a September main entry intake, any supporting documentation should be submitted before the allocated closing date.
- (ii) live closest to the school as measured by the straight-line distance calculated by the Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the applicant's home. The current system in use is Synergy.) If distances are equal, as calculated by the Council's GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation. (See note 9)

Admission Criteria – Notes

1. Looked After Children

A "Looked After Child" 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 Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

2. Children who appear to have been in state care outside England

Children who appear to have been in state care outside England. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy what evidence is required. The final decision will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

3. Distance measurements

The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths

or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

4. Home Address

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.) The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer. Please see Catchment Roads list at the end of the policy.

When applying for point of entry, Muscliff will not accept a change of address once the National Closing Date has passed. The National Closing Date for Reception entry is 15 January 2026. This means if your moving date is after 15 January 2026, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

5. Applications from separated Parents/Carers

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. It is at the discretion of the Governors what evidence is required (evidence may include, but is not limited to, Court Orders, Child Benefit, GP registration, etc.). Where parents are unable to come to an agreement, the final decision will be made by the Governors based on evidence provided.

6. Definition of siblings

“Sibling” means:

- a full brother or sister who lives with one or both parents or carers in the same property during the school week.
- a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
- an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
- a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

7. Multiple Births

When considering twins, triplets or other multiple births places will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number. Twins, triplets and multiple births will be given a priority over other sibling links and other applicants.

8. Late applications

The School will apply the above criteria to applicants, subject to the following exception:

Where an applicant is seeking admission for the September entry of the school entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement.

9. Final Tie-Break Allocation Process

If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time and will be supervised by someone who is independent of the school. At the time of setting this policy the providers are Servelec Synergy.

The Application Process

Who can apply

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

How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see www.bcpccouncil.gov.uk for the prospectus and details of the scheme.

You must complete a Local Authority application form which can be requested from the Local Authority or parents can apply online at www.bcpccouncil.gov.uk/schooladmissions

Offering places for Reception intake

Notifications to parents offering a place will be sent by the Local Authority on the notification day. Applications made after midnight on the closing date will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on time applications. For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Starting school and deferred entry to Year Reception

Pupils born between 1 September 2021 and 31 August 2022 (inclusive) are entitled to full-time schooling from September 2026. Parents 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. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents of children with birthdays between 1 April and 31 August 2021 (inclusive), whose child has not started in a Reception class during the 2026-27 school year, may wish to request admission to Reception in September 2026 rather than admission to Year 1. In these circumstances all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Reception was in the child's best interests. If agreement is reached that a child born between 1 April and 31 August may start in Reception in September 2026, parents must apply for a place the following year for that year group. If parents have already applied for a place to start in 2026 and subsequently delayed admission is agreed the application would be withdrawn and they would need to reapply the following year alongside other applicants. Places cannot be reserved or held from the previous year.

It is recommended that parents considering such a request contact the School in the Autumn Term during the year before they are due to start school to ensure that an informed decision is made. Please see the Policy for Summer Born Babies delayed admission to Reception at the end of this document.

Waiting list

We will maintain a clear, fair and objective waiting list for children until 31 December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined above. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Co-ordination between Admission Authorities

In accordance with the law and the agreed schemes the offer of places at the main points of entry at the primary and secondary level will be co-ordinated between all those who decide upon admissions to schools (admission authorities) in Bournemouth. Schools in Bournemouth together with BCP Council operate an In-Year Fair Access Protocol in accordance with the Code on School Admissions. This is reviewed by the Admissions Forum on a regular basis. A single application form will be available for all applications for in-year admission.

School Admission Appeals

Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Withdrawal of an offer of a place

The school may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or intentionally misleading application, or it has been offered in error.

Summer Born Babies Policy

There is a policy available in regard to consideration of requests from parents for their child's admission to Reception to be delayed by a year. The policy can consider requests from parents of children whose birthday is between 1 April and 31 August and meet the criteria. The procedure for consideration of these requests is set down within the policy at the end of this document.

Admission of children outside their normal age group

The policy in regard to consideration of requests from parents for their child's admission to Reception to be delayed by a year is attached. The policy can consider requests from parents of children whose birthday is between 1 April and 31 August and meet the criteria. The procedure for consideration of these requests is set down within the policy.

Muscliff Primary School – Catchment roads

Ampfield Road	Iwerne Close
Aragon Way	Knowlton Gardens
Ashstead Gardens	Landford Gardens and Way
Ashurst Road	Lara Close
Axford Close	Larksfield Avenue
Barrowgate Way	Lavender Road and Walk
Belmont Avenue	Littlecroft Avenue
Blackfield Road	Magpie Close
Boleyn Crescent	Michelmersh Green
Bosworth Mews	Mill Road, Road (North) and Road (South)
Boveridge Gardens	Moreton Road
Bradford Road	Muscliffe Lane
Braishfield Gardens	Newmorton Road
Bramshaw Gardens	Nursling Green
Broadlands Close	Portesham Gardens
Broadway Lane	Riverside, Wimborne Road
Bucklers Way	Rownhams Road
Cadnam Way	Ruskin Avenue
Calmore Close	Sandford Close
Carey's Road	Sandringham Close and Gardens
Castle Lane West (odds 1-481)	Seagrim Road
Cerne Close	Setley Gardens
Charlton Close	Shawford Gardens and Road
Charnwood Avenue	Sherfield Close
Cheddington Road	Shillingstone Drive
Chesilbourne Grove	Sidney Gardens
Chesildene Avenue and Drive	Spetisbury Close
Chickerell Close	Stinsford Close
Colehill Crescent	Stour Walk
Copythorne Close	Strathmore Road
Cox Avenue and Close	Stratton Road
Cucklington Gardens	Sturminster Road
Damerham Road	Sussex Close
Diamond Avenue	Sway Gardens
Dibden Close	Tarrant Road
Downton Close	Taylor Drive
Durweston Close	Thorncombe Close
Edifred Road	Throop Road (Fair Acres and properties west of Fair Acres)
Fawley Green	Throopside Avenue
Ferris Avenue, Close and Place	Tincton Gardens
Fritham Gardens	Tolpuddle Gardens
Gillingham Close	Tweedale Road
Godshill Close	Twyford Close
Granby Road	Tyndale Close
Greenways Avenue	Tytherley Green
Gunville Crescent	Warmwell Close
Harbeck Road	Whitsbury Close
Heather Close	Willow Mead
Holbury Close	Wimborne Road (odds 1137-1177 and Riverside)
Horton Close	Wishart Gardens
Hungerford Road	Wynford Road
Hurstdene Road	Yeomans Road and Way

POLICY FOR REQUESTS FOR ADMISSION TO A YEAR GROUP DIFFERENT TO THAT DETERMINED BY DATE OF BIRTH - INCLUDING DELAYED ADMISSION TO RECEPTION YEAR GROUP

The Policy will apply to requests for summer born children to delay admission to Reception

Introduction

This policy document sets out the process and criteria for considering requests to delay admission to school for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for an Education Health & Care Plan whose parent(s)/ carer(s) should contact the Local Authority's SEND Team for advice.

It is the policy of the school that children attending the school will be placed within their own age group and that in most cases appropriate differentiation and/or additional support can ensure a child is successful in this group.

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year or, in the case of summer born children (i.e. those born from April 1st to August 31st), that their child is admitted to reception one year later than their chronological age would normally determine.

The School Admissions Code requires that admission authorities consider such requests and take account of the circumstances of each case. Such requests should be addressed to the Admissions Committee at the school.

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

1. If a parent expresses an interest in applying for delayed entry to Reception, the School should suggest that they arrange a meeting with the head teacher to discuss their options.
2. If, after discussion with the head teacher(s), the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence to the school.
3. The application form will ask parents to confirm that they understand the process. If approved, any existing applications will be cancelled and the parents will need to re-apply for a place in Reception for the following year. This application must be submitted prior to the closing date of 15 January the following year. At no time will they be able to hold school offers for their child in two different year groups.
4. Any applications made the following year will not be given special priority over applications for children falling naturally in that year group.
5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, and the request is subsequently approved that the child can delay admission, the original offer will be withdrawn and offered to the next child on the waiting list.
6. The application form will also ask for basic information about the child and the following information must be provided:
 - Nature of the request
 - Clear reasons for the request
 - Information from the child's current nursery or pre-school if applicable or educational history
 - Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check
 -

7. In addition they should provide specific information/documentation which may include:
 - i School or Pre-School reports
 - ii Existing professional reports and assessments e.g. educational psychology reports.
 - iii Health information e.g. health visitor reports
8. Parents will be informed of the date that the Admissions Panel will meet within 15 school days of receipt of their written request (application form and supporting evidence).
9. Parents along with the Local Authority (BCP council) will be informed of the decision of the Panel in writing within 5 working days of the meeting.

The decision making process

When a request is received a panel will be convened to consider the application and supporting information provided.

The panel will consist of the headteacher, SENCO and three members of the governing body. The clerk to governors will take notes and inform the parent of the decision.

It may be that the panel do not have enough information to reach a decision in which case the panel may request additional information or may request to meet either parent or child or both.

Criteria for agreement to 'out of year' admissions

The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision. Issues to be considered may include but may not be limited to:

For requests for change of year group where a child has already started school

- Whether there is clear evidence the child has previously been educated in a year group above or below that determined by their date of birth **and** that this has had positive benefits.
- Whether there is clear, documented evidence that to place the child in their normal age group would be detrimental to their educational progress.
- Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date of birth.

For requests for delayed admission for summer born children the Panel will consider the following:

- The needs of the child and the possible impact on them of entering the Year 1 without having first attended the reception class.
- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth.
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school.
- Relevant research into the outcomes of summer born and premature children.
- Relevant advice, guidance and legislation from the Department for Education.

Right of appeal following the decision

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. If a parent is unhappy with the way the Academy has handled their complaint, the parent can then refer their complaint to the Education & Skills Funding Agency (ESFA).

MUSCLIFF PRIMARY SCHOOL APPLICATION FORM



Request for delayed entry to **Muscliff Primary School** for summer born children

This form is for BCP residents to apply for delayed entry into reception year at Muscliff Primary School. This is not a school application form – you **must** also complete a BCP school preference form for your child to be considered for a place. Please complete and return this form to Muscliff Primary School, Broadway Lane, Bournemouth, BH8 0AB. Please also read the Admissions Policy.

If you need help completing this form, please contact Muscliff Primary School on 01202 549654

YOUR CHILD'S DETAILS

Last name (Legal name)

First name

Middle Name(s)

Known as last name (if different)

Date of birth / /

Gender: Male Female

Current pre-school or Nursery

Does your child have a Statement of Special Educational Needs or EHCP*?
***Education, Health & Care Plan**

YES

NO

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

YES

NO

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

YES

NO

If not, why not?

Child's permanent home address

Postcode

Is this also **YOUR** permanent address?

YES

NO

If not, what is your address?

PARENT/CARER NAME(S) and DETAILS

Mr/Mrs/Miss/Ms

Home telephone

Email address

Other contact number

What is your relationship to the child?

DECLARATION

I, having parental responsibility for the above-named child, state that, to the best of my knowledge and belief, the information I have given is correct and complete and that I will advise the school, in writing, of any changes to the information on this form. I also understand that the information I have submitted on this form is covered by the Data Protection Act 2018. This may include a residence verification check against Council Tax records.

Signature _____ **Date** _____ / _____ / _____

Name (block capitals) _____

DATA PROTECTION ACT 2018

Information will be held and used in compliance with the Data Protection Act 2018. If you would like to know more about how we use your personal information please see our privacy notice which is available at <https://muscliffprimary.secure-primariesite.net/gdpr/>

Please provide your reasons for wishing to delay admission for your child for a year after their normal chronological age of admission to Reception year group (if you need to provide more information

please attach a separate sheet):

You must provide supporting evidence for your request from appropriate professionals such as a health visitor, pre-school/nursery manager or early years development officer. This is not a complete list but provided as a guide to assist you. See the policy for more information.

Please note if your request is approved, your school preference application will not be progressed to an offer and you must apply by 15th January in the school year you wish your child to be considered for a place in Reception.

ACKNOWLEDGEMENT

Please note that we send an acknowledgement for every form we receive. If you have not received your acknowledgement within 10 working days, please contact the school urgently, giving you time to submit

a duplicate, if necessary, before the closing date.