



ADMISSIONS POLICY 2025/26

SCOPE:	Academy Policy
AUTHOR/ORIGINATOR:	Principal
NAME OF RESPONSIBLE DIRECTOR/PRINCIPAL:	Academy Principal
APPROVING COMMITTEE:	Academy Committee
STATUTORY BASIS:	Statutory Policy
REQUIREMENT TO PUBLISH ON WEBSITE:	Yes
DATE RATIFIED:	
DATE DISTRIBUTED TO STAFF:	

Outstanding Achievement for All

Contents

	Page No.
Statement of Intent	3
1. Distance Measurements	4
2. Young persons of equal priority	5
3. Looked after children	5
4. Children who appear to have been in state care outside England	5
5. In Year fair access	5
6. In year applications	5
7. Addresses	6
8. Withdrawing of a school place	6
9. Definition of siblings	6
10. Waiting list	6
11. Appeals	7
12. The area served by the school	7

Statement of Intent

Ambitions Academies Trust (AAT) is committed to taking all steps possible to avoid placing anyone at a substantial disadvantage and to providing an environment that enables full curriculum access which values and includes all pupils, staff, parents/carers and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs.

AAT is committed to taking positive action with regard to disability and to developing a culture of inclusion, support and awareness across AAT.

This policy must be adhered to by all staff, pupils, parents/carers and visitors.

Signed:



Principal

Date



CEO

Date

OVERSUBSCRIPTION CRITERIA

The Published Admission Numbers for Queen's Park Academy for the year 2025/26 are:

120 places for pupils in Year 3.

Arrangements for applications for places at Queen's Park Academy operate within the BCP Council agreed scheme for coordinated admission arrangements 2025/26.

The Academy Trust will consider all applications for places at Queen's Park Academy. Where fewer than the published admission number(s) for the relevant year groups are received. The Academy Trust will offer places at Queen's Park Academy to all those who have applied.

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 Queen's Park Academy is named on the Plan) the criteria will be applied in the order in which they are set out below:

1. A 'looked after child' or a child who was a previously 'looked after child' (as defined by the school admission code) and children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children transferring from Queen's Park Infant Academy at the normal point of transfer.
3. Children of staff at Queen's Park Academy where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children *Living Inside **The Area Served by The School*** who at the time of application have a sibling on the roll of **The School**.
5. Children *Living Inside **The Area Served by The School***.
6. Children *Living Outside **The Area Served by The School*** who at the time of application have a sibling on the roll of **The School**.
7. Children *Living Outside **The Area Served by The School***.

ADDITIONAL INFORMATION

1. Distance Measurements

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority.

Distance will be measured in a straight line by the Local Authority's computerised measuring system from the designated point of the child's home address to the designated point of the school (as designated by the Local Authority measuring system).

2. Applications for children of multiple births

If there are insufficient places to accommodate all the children of a multiple birth (i.e., twins, triplets etc.) in any year group and one child can be admitted, the other siblings of the multiple birth will be admitted over the school's published admission number.

3. Children of equal priority

If there are insufficient places to accommodate all applicants and the distance criterion is used, the Academy will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining place(s). The person drawing the names will be an employee of the Academy who has no involvement in the school admissions process.

4. 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 8 of the 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. 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.

5. Children who appear to have been in state care outside of 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.

6. Admission of children outside of their normal year group

A request for admission out of the normal age group is separate from an application for a school place. The Academy will need to make a decision about the age group to which a child should be admitted before it can decide whether a place can be offered in that age group.

If a parent expresses an interest in applying for admission outside of the normal age group, they should request a meeting with the Academy to discuss their options in the first instance. After discussion with the Academy, if the parent wishes to pursue an application

for admission outside the normal age group they will be asked to submit their request in writing and provide supporting evidence.

The Academy will convene a Panel to consider the request and will consider:

- parents' views
- information about a child's academic, social, and emotional development
- where relevant, a child's medical history and the views of a medical professional
- whether a child would naturally have fallen into a lower age group if they had not been born prematurely
- the potential impact on a child of being admitted to their normal age group and missing a year of their education as a consequence
- The Academy will also take into account if a child has already been educated out of their normal age group and is transferring to a new school.

7. In Year Fair Access

All the admission authorities in Bournemouth have established an In-Year Fair Access Protocol. The purpose of the Protocol is to ensure that – outside the normal admission round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Head Teachers and /or their representatives. Decisions of the Panel may mean that the Academy might have to admit young people which could result in the Published Admission Number being exceeded.

8. In year applications

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

9. Addresses

Home address is considered to be a residential property that is the address where the child usually lives. Applicants can be asked by the Academy to provide additional evidence in order to verify addresses and/or other details provided.

10. 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 which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the 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 the child is judged 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.

11. Withdrawing of a school place

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there.

In fairness to all parents, all allegations of fraudulent practice brought to The AAC (Academy Advisory Committee) attention will be investigated. The AAC reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

12. 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 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.

13. Waiting List

When all available places have been allocated, the Academy will maintain a waiting list. Parents should confirm with the school that their child's name is included on the list or if they want their child's name removed from the waiting list.

Any places that become available will be allocated by the AAC according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. The waiting list will be reviewed and revised

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

Parents can apply to have their child's name placed on a waiting list for the academic year for which the school place was refused. If parents wish to keep a child on a waiting list beyond this term, they will need to submit a new school application form for the new academic year. There is no guarantee of a school place by remaining on the waiting list.

14.Appeals

Parents whose children are unsuccessful in gaining a place to the Academy have a right of appeal to an independent appeals panel. Parents will be notified in the refusal letter from the Local Authority of how an appeal can be lodged.

15.The Area Served by The School

The following list defines the 'Area Served by The School'.

Abbott Close	Frampton Road	Portland Road (odds 75a+, evens 92+)
Abbott Road (odds)	Green Road (odds 43+, evens 64+)	Queen's Park Avenue
Acland Road	Gresham Road	Queen's Park West Drive (evens 14+)
Alma Road (odds 125+)	Hadden Road	Queenswood Avneue
Arcadia Avenue	Hankinson Road (odds 61+, evens 70+)	Richmond Park Avenue and Crescent
Ashling Close and Crescent	Hastings Road	Richmond Park Road (evens 102+)
Balmoral Avenue	Haverstock Road	Richmond Wood Road
Barrow Drive, Road and Way	Helyar Road	Ripon Road (odds 1-41)
Beatty Road	Heron Court Road (even 22)	Rutland Road
Birch Drive	High Trees Avenue	St Alban's Avenue, Crescent and Road
Bower Road	Hogarth Way	St George's Avenue and Close
Brackendale Road	Holdenhurst Village Road	Sandy Mead Road
Bradpole Road	Homeside Road (evens)	Seagull Road
Brazier Close	Hopkins Close	Shirley Road
Broad Avenue	Howard Road	Sonning Way
Brockenhurst Road	Huntfield Road	Southill Gardens and Road
Bronwen Road	Huntvale Road	Stacey Gardens
Burnham Drive	Ibbertson Close, Road and Way	Stone Gardens
Bushey Road	Inglewood Avenue	Strouden Avenue
Camden Close	Jewell Avenue	Strouden Road (odds 1-87, evens 2-94)
Castle Gate Close	Leydene Avenue and Close	Sutton Road
Castle Lane West (odds 607+ Eventide and Memorial Homes; evens 126+)	Linkside Avenue	Swansbury Drive
Castle Way	Linwood Road	Sylmor Gardens
Cattistock Road	Loader Close	Throop Close
Cecil Avenue and Hill	Longbarrow Close	Throop Road (consecutive 1-4, odds 29-45, evens 40-52 and 62, Hewetts Gardens, and properties to the east of Hewetts Gardens)
Chapel Gardens	Luckham Close, Gardens, Place, Road and Road East	Townsville Road
Charminster Avenue, Close and Place	Mallard Close and Road	Tyrrell Gardens
Charminster Road (odds 177+, evens 170+)	Malvern Road (odds 157+, evens 124+)	Uplands Gardens and Road
Cheshire Drive	Markham Road (odds 59+, evens 72+)	Valley Road
Chigwell Road	Maurice Road	Vanguard Road
Claremont Avenue and Road	Mavis Road	Vickers Close
Cooper Dean Drive	Maxwell Road (odds 1-79, evens 2-8)	Watton Close
Copsewood Avenue	Midwood Avenue	West Way (odds 1-95, evens)
Court Road	Mortimer Road	West Way Close
Cowdrey Gardens	Mountbatten Gardens	Wilkinson Drive
Craigmoor Avenue and Close	Mount Pleasant Drive	Wilverley Avenue
Crantock Grove	Murley Road	Woodbury Avenue
Culford Close	Normanhurst Avenue	Wordsworth Avenue
Curlew Road	Noyce Gardens	
East Way	Oakwood Close and Road	
Evershot Road	Parkway Drive	
Feversham Avenue	Pine Road (odds 129+, evens 130+)	
Firbank Road		
Fitzharris Avenue (odds 1-3, evens 2- 46)		