ASPIRATIONS

BOVINGTON
AN ASPIRATIONS ACADEMY

Admissions Policy

September 2028

Version control	
October 2026	Removed duplication of Admissions to Reception Removed mention of admission into Nursery In year admissions are made through Dorset Council
September 2025	No changes to the 2027 policy
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Bovington Academy Admissions Policy

THE ADMISSION OF STUDENTS TO BOVINGTON ACADEMY

This policy sets out the admission arrangements for Bovington Academy. The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA, including any local Fair Access Protocols that are in place.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

The admission arrangements for the Academy for the year 2027/28 and, subject to any changes approved by the Secretary of State, for subsequent years are:

A. In the primary phase, in Reception Year, the Academy has an agreed admission number of 30 pupils.

B. The Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Admission Arrangements for Reception Year

The Academy has agreed to admit 30 pupils in Reception. These arrangements and the admissions criteria (below) are reviewed annually.
Cohorts may go over the 30 limit if the last child admitted is a twin or from a multiple birth, or of armed services personnel.

Applying to the academy should be done via the Local Authority in which the child lives. The online application process for Bovington can be found at Apply for a school place - Dorset Council

SEN

Children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

Applications from overseas - Children of UK service personnel (UK Armed Forces)

Applications from overseas will only be accepted for children of families of UK Service Personnel and Crown servants. Families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. An official letter from MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Dorset and we will arrange for that address to be used throughout the admissions process.

Oversubscription Criteria for Reception

When there are more applications than there are places available, after the admission of students whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the academy, the following criteria will be applied to determine those children who will be offered places. The criteria are listed in priority order:

1. **Looked after children** *(Note 1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to Aspirations Academy Trust, to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the*

Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children are children who were looked after, but ceased to be so because they were adopted, *(Note 2)* or became subject to a child arrangements order *(Note 3)* or special guardianship order *(Note 4*). *Please note that adopted children must be looked after by an English or Welsh Local Authority (Note 5).*

2. Children with a **sibling** already at the Academy, ordered by shortest distance between home and Bovington Academy *(see Notes 6, 7 & 8)*
3. Children of teaching **staff** in the following circumstances *(Note 9) where*:
    a. *the member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or*
4. Children who live nearest to the academy, with the **distance** from home to academy being measured as set out in Note 9, 10 & 11.

Notes:

1. *A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:*

2. *Were adopted under Section 46 of the Adoption and Children Act 2002*

3. *Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;*

4. *Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)*

5. *The appropriate section on the Common Application Form (CAF) must be completed and a letter and/or documentary evidence from the child's social worker or other relevant professional must be provided. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.*

6. *In all categories, priority will be given to those who have a brother or sister attending Bovington Academy at the time of admission but not application.*
   The definition of a brother or sister is:
   - *A brother or sister sharing the same parents*
   - *Half-brother or half-sister, where two children share one common parent*
   - *Step-brother or step-sister, where two children are related by a parent's marriage*
   - *Adopted or foster children*

7. *In order to meet the sibling criterion, your child's sibling must be attending the academy at the time of application and be expected to still be attending at the time of admission in September. You must complete the sibling details in the appropriate section on the Common Application Form (CAF). We reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.*

8. *In the event that the academy has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the academy will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.*

9. *Under the oversubscription criteria the word staff will mean: All teaching staff who have been continuously employed by the academy for a period of at least 2 years for the purpose or working in the academy as follows:*
   - *All full time teaching staff*
   - *All part time teaching staff with a 45% and above timetable*

   The 2 year qualification period may be waived if a post is hard to fill.
   The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children or staff will no longer be eligible for priority admission under this criterion.

The definition does not include peripatetic staff.

10. *For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route"*

    We measure the shortest straight line ("as the crow flies") distance from the home address to the academy building. We have a geographical mapping system which works out an easting and northing for both the home and academy and calculates the distance between them. The final place will then be allocated to the person living the shortest distance from the academy.

    Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

11. *Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one used at which the child resides for the majority of the time during school terms, as confirmed by written evidence from both parents/guardians*

Tie Break: If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Proof of Home Address

The Child's home address provided on your application must be the one at which your child is permanently living and must be the address where your family normally lives at the time of application.

Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. The Local Authority will carry out address verifications against Local Authority records for all applications made by residents of Dorset. Where they are not satisfied as to the validity of an address further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information. Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.

Possible future addresses will not be accepted as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for academy admission purposes.

If you own a property which has previously been used as your home address and you are living at and apply from a different address, we will assume that the second address is temporary. Therefore we will use the address of the property which you own as the address for academy admissions purposes.

Alternative addresses, including a relative's or childminder's, will not be accepted. If you retain ownership or tenancy of a property and you rent an alternative property or live with friends or relatives temporarily and use this address in order to gain an academy place, this will be considered to be a temporary address and will not be used for academy admissions purposes. Any parent who has more than one property must only refer to the property in which the child actually lives.

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the academy. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or the documentation is not satisfactory, the address of the parent who is in receipt of child benefit or the parent who has parental responsibility will be used. There are no exceptions to this rule.

You do not need to provide us with documentary evidence of your address. If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement and two of the following:
- A recent utility bill, credit card statement or driving license
- A Child Benefit/Inland Revenue document (if entitlement applies)
- Pay slip/P45/P60
- Car/House Insurance certificate
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any supporting information not in English language must be accompanied by a certified translation

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the academy reserves the right to withdraw the place. An offer of a place can be withdrawn even after the child has started school.

Pupils with Disabilities

Children with disabilities will be treated no less favorably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Disability Discrimination Act (amended). Bovington Academy will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code.

Late Applications

Applications received after the closing date will only be considered as on time under the following circumstances and upon receipt of suitable supporting evidence:

- The family moved into the Local Authority after the closing date

OR

- The family was unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Any late application (that has not been judged to be on time) will be considered after the national offer day. If a place cannot be offered, the child's name can be added to the waiting list. The waiting list will be in operation until the 31 August. Any parent/carer wishing for their child to remain on the waiting list until 31 December, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.

Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list. This means that a child's position on any waiting list can move down as well as up.

Independent Admissions Appeal Committee

Parents who are not offered a place for their child are entitled to appeal to an independent committee under provisions of the School Standards and Framework Act 1998 as amended by section 40 of the Education & Inspections Act 2006, only if there is maladministration, an unreasonable decision or the admission criteria is non-compliant. Parents wishing to appeal in these circumstances should contact the local authority admissions department and complete an appeal form. The form should be sent to the Local Authority within 15 school working days from the notification of the decision not to admit.

In-Year Admissions

All applications made during the academic year (in year admissions) must be made directly to Dorset Council through the usual online application. All such applications will be considered and if the year group applied for has a place available in the appropriate band the academy will admit the child unless the applicant has significant behavioral issues, in which case the child will be referred to the Local Authority Fair Access panel. (Such refusals will only occur where the student concerned has been previously excluded from two or more schools or where special circumstances apply as specified in the Admissions Code. However, the Secretary of State may direct the academy to admit such students and such a direction will be binding.) If more applications are received than

there are places available, the oversubscription criteria above for Reception places shall apply.

- Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.
- Waiting list for in-year admissions will be in operation until the end of the academic year.
- Although most children will be admitted to the academy within their own age group, the academy will make decisions on the year group of entry on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

Fair Access Protocol

The academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Children with a history of challenging behaviour and those deemed vulnerable are placed in school using the Fair Access Protocol. This ensures they are offered an appropriate education placement as quickly as possible.

The Fair Access Panel consists of representatives from Dorset schools, the local authority and other agencies. The panel considers all information available and the child's individual circumstances to make an informed decision as to what school would best meet the child's needs.

Admission of Children Below Compulsory School Age and Deferred Entry to School

Admission to the Reception Class would normally be in Term 1, the Autumn Term.

- Parents/carers of a reception age child can either arrange for their child to attend part-time until they reach compulsory school age or,

- defer the date their child is admitted to school until later on in the Reception year. The latest the child can start school will be at the beginning of the summer term 2027

Applications must be submitted as normal and once a place has been allocated parents/carers need to discuss deferred entry or part time attendance with the Principal.

Children are educated in the academy with others of their age group. However, parents/carers may request that their child is admitted outside their normal age group. In addition parents/carers may choose not to send that child to school until the September following their fifth birthday.

Parents/carers must make it clear that they are applying for a place for their child outside the normal age group. Any request needs to be put in writing to the academy outlining the reasons with supporting documentation from a professional for consideration. The academy will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances. The request must be made in the normal year of entry.

If it is agreed that the child can delay entry then the parent/carers would have to make an application for the following September and this would be considered along with all the applicants for admission in that year. However there can be no guarantee of a place being available at the academy, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year.

See Appendix 1 for more detail.

Admission of Children Outside of their Normal Year Group

The Aspirations Academies Trust as a general rule does not recommend the admission of children outside of their normal year group. However, the decision to admit a child outside of their normal year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. In each case, a meeting will take place between the Principal and the parent(s)/carer(s) prior to a decision being made. The Principal of the Academy will discuss the issue with the Chief Executive before making a decision. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

Withdrawing an offer or a place

The admission authority, The Aspirations Academies Trust, will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not respond. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh. If the child is not offered a place at the academy based on the new application, the right to appeal still stands.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

Paragraph 1.43 and 1.46 of the School Admissions Code confirms the timescale for the consultation and determination of your academy admission arrangements are as follows:

Admission authorities must consult when admission arrangements are changed or if they have not been consulted within the last 7 years. The last consultation was in December 2020.

The consultation period is a minimum of 6 weeks and should take place between 1 October and 31 January for the following year's September intake. For example a consultation in January 2025 would be for the September 2026 policy.

The academy will consult by 31 January:

a) parents of children between the ages of two and eighteen;
b) other persons in the relevant area who in the opinion of the academy have an interest in the proposed admissions;
c) All other admission authorities for primary and secondary schools located within the relevant area;
e) Any adjoining neighbouring local authorities where the admission authority is the local authority.

For the purposes of consultation, the academy will publish a copy of the proposed admission arrangements on the academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

Representations about Admission Arrangements

Where any of those bodies that were consulted, or that should have been consulted, make representations to the academy about its admission arrangements, the academy will consider such representations before determining the admission arrangements. Where the academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the academy's admission arrangements they can make representations to the Schools Adjudicator by 30th June. The Schools Adjudicator will consider the representation and in so doing will consult the academy. The academy will provide all the information that the local authority needs to compile the composite prospectus no later than 8th August, unless agreed otherwise.

Those consulted have the right to ask the academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the academy to increase its proposed Published Admissions Number. The Secretary of State will consult the academy and will then determine the Published Admission Number.

In addition to the provisions above, the Secretary of State may direct changes to the academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

Determination and Publication of Admission Arrangements

Bovington Academy will determine its admission arrangements by 28th February every year, even if they have not changed from previous years.

Bovington Academy will notify the appropriate bodies and publish a copy of the determined arrangements on the academy website for the whole offer year (the academic year in which offers for places are made). The academy will also send a copy of the full, determined arrangements to the Local Authority as soon as possible before 15th March.

Proposed Changes to Admission Arrangements by the Academy after Arrangements Have Been Published

Once the admission arrangements have been determined for a particular year and published, the academy will propose changes only if there is a major change of circumstances. In such cases, the academy must notify those consulted under paragraph 16 above of the proposed variation and must then apply to the Schools Adjudicator setting out:

a) the proposed changes;

b) reasons for wishing to make such changes;

c) any comments or objections from those entitled to object.

Records of applications and admissions shall be kept by the Academy for a minimum period of one year and shall be open for inspection by the Secretary of State.

Appendix 1

Starting School – deferring or delaying admission

Parents have the right to seek consideration to defer/delay their child's admission to school.

All children are entitled to start school full time in the September following their fourth birthday.

By law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach 'compulsory **school age'.**

Child with their fifth birthday between 1 September and 31 December (Autumn Born)	Compulsory school age from the following January. A school place will be available from the September of, or before their fifth birthday but can be deferred until **January** – the school place that has been allocated will be held once the parent lets the school know
Child with their fifth birthday between 1 January and 31 March (Spring Born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until **January or April** – the school place that has been allocated will be held once the parent lets the school know.
Child with their fifth birthday between 1 April and 31 August (Summer Born)	Compulsory school age from the following September (which is then **year 1 not reception**): A school place will be available from the September before this but can be deferred until **January or April** – the school place that has been allocated will be held once the parent lets the school know. Parents can also legally defer the school place until September BUT the offer of a school place will be withdrawn and they will need to reapply for a place in year one. This will be treated as a new application and there is no guarantee that a place will be available at their preferred school. However if a parent decides to request a place in a reception class rather than year one in September , having deferred the place for a year, this would be called delayed admission. This can only be agreed by the admission authority for the school.

If parents do not feel their child is ready to start school full time in the September following their fourth birthday it is possible to:

1. **Opt for part time admission*** to the allocated school from the September following their child's fourth birthday (but not beyond the point at which they reach compulsory school age);
2. **Opt to defer** their child's entry for a term or two terms (i.e until they are of compulsory school age) so that they don't start straight away in the September following their fourth birthday ;
1. **Opt to defer** their child's entry until the September following their fifth birthday, if they were born in the summer – but they would need to reapply for a place the child would start in year one;
2. **Request to delay** their child's entry, holding them back from joining the correct year group for their age and starting school in the reception a year later

Deferred Entry: The Aspirations Academies Trust would normally encourage admission to reception from the Autumn Term. Parents need to contact Dorset Council if they wish to defer their child. Please use this link for further information: https://bit.ly/4wbt1eM

When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

Delayed Entry: The Aspirations Academies Trust would not normally recommend the admission of children outside of their normal year group. To do so parents must make a request in writing to the principal of the school stating their reasons for the request. The school will consider each case on its individual merit. However, the decision to admit a child outside of their normal year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Principal of the Academy will discuss the issue with the Chair of Governors before making a decision and inform parents in writing.

***Part time admission**

Places in reception will be allocated as full time from the September after a child's fourth birthday. However, parents may choose part time admission. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school.