



ADMISSIONS POLICY 2024/25

THE ADMISSION OF STUDENTS TO LIVINGSTONE ACADEMY BOURNEMOUTH

This policy sets out the admission arrangements for Livingstone Academy Bournemouth. The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) Reference in the codes to admission authorities shall be deemed to be references to the South Coast Regional Board – the local governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by the LA as appropriate and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the Local Authority, Bournemouth, Poole, Christchurch, (BCP), including the local Fair Access Protocol.

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

The admission arrangements for the Academy for the year 2024/2025 and, subject to any changes approved by the Secretary of State, for subsequent years are:

The addition of admissions criteria introducing priority to children transferring from another school within the Aspirations Academies Trust, namely Jewell Academy Bournemouth and Ocean Academy Poole, at the normal age of transfer.

The philosophy of the Aspirations Academies Trust considers all-through, age 4-19 education to be very effective practice and brings many educational benefits to our young people and their parents. The ethos of learning through technology is embedded within the learning opportunities in both Jewell Academy and Ocean Academy and the intention is for this type of learning experience to be a continuation on transfer to Livingstone Academy. The Aspirations Academies Trust publicises to parents of pre-school age the advantages to them of choosing an all-through age education in the Bournemouth, Poole and Christchurch conurbation. The philosophy of the Trust is to develop a region of local schools in the BCP area providing guaranteed all-through age education for children.

Admission arrangements

These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available in Reception or Year 7, after the admission of students with an Education, Health and Care Plan where the Academy is named on the plan, the following criteria will be applied to determine those children that will be offered places.

The Academy has agreed the Published Admission Number (PAN) to year R to Year 6 as 60 places and Year 7 to Year 11 as 150 places.

The criteria are listed in priority order

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (*see notes*) and children who appear to the admission authority of the

school, 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 Jewell Academy Bournemouth and Ocean Academy Poole into Year 7. Please note that BCP Council Home to School Transport Policy does not take into consideration whether a child has been allocated a place at Livingstone Academy based on previous attendance at an Aspirations Primary School. This means that in most cases that a child would not normally qualify for transport and parents should consider how their child will get to and from the school, including time, cost and form of transport.
3. Children with a sibling attending the school in the academic year of admission (*see notes*)
4. Children of staff at the school:
 - a. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. All other children ordered by the shortest distance between home and Livingstone Academy Bournemouth measured by shortest safe walking distance. (*see notes*)

Tie break

If the Academy is oversubscribed in any of the categories 2 - 5 above, pupils who live closest to the Academy will be given priority. (See Note 3). If there are insufficient places to accommodate all applicants and 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. At the time of setting this policy the providers are Synergy.

Where multiple birth siblings (twins and triplets) from the same family are tied for the final place, the Academy will admit them all and exceed its PAN.

NOTES

Looked After Children (LAC)

A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

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.

Siblings

Priority will be given to those who have a brother or sister attending Livingstone Academy Bournemouth at the time of admission.

Sibling means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

In the event that the school 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 going over the published admission's number.

Distance

The distance is 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). 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.

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 admission authority what evidence is required (evidence may include, but is not limited to, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

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. 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 admission authority 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 admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

Change of address: In Year

In Year places can only be offered on the basis of future moves on the receipt of the documentation specified below:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application;

To be considered all evidence must be submitted at the time of application.

Change of Address: Point of Entry:

When applying for point of entry, Livingstone Academy Bournemouth will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups (Reception) is 15 January 2023. This means if your moving date is after 15 January 2023, 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.

Proof of Address: UK Service Personnel and Crown Servants:

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

Fraudulent Information

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

Waiting List

Parents / Carers whose applications have not been successful, the children's names are automatically placed on the waiting list up until 31st August following the September of admission. The waiting list is ranked using the over subscription criteria above applied in the order set out. If and when further places become available (for example because a family with a child at the Academy or to whom a place has been offered moves away), these are offered to children at the top of the list. It should be noted that children can be added to or removed from the waiting list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down. Parents wishing to remain on the waiting list can apply to BCP from 1 June each year to be placed on the waiting list for the following year group.

Pupils with Disabilities

Children with disabilities will be treated no less favourably 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 Equalities Act 2010 (amended). Livingstone Academy Bournemouth 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 of Practice.

Late Applications

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

Admission of children outside their normal age group

The Academy will consider any request for a child to be admitted in a year group outside of their normal age group individually, with regard to the individual circumstances of that child. Parents should submit a written request for consideration to the Principal at Livingstone Academy Bournemouth.

Independent Admissions Appeal Committee

Parents who are not offered a place for their child are entitled to an appeal constituted and operated in accordance with the School Admissions Appeals Code. Parents wishing to appeal in these circumstances should complete an appeal form available from the Academy. The form should be sent to the Clerk to the Appeal Committee, via the Academy, within 20 school working days from the notification of the decision not to admit.

In Year Admissions

The above criteria will be applied if in-year vacancies arise during the school year and there are more applicants than places. It will be necessary for parents to make their application via BCP who will liaise with Livingstone Academy. Instructions for making in year applications can be found on through BCP can be found here:

<https://www.bcpCouncil.gov.uk/Schools-and-learning/School-admissions/Changing-school-during-the-school-year/Apply-to-change-your-childs-school-in-year-application.aspx>

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

Livingstone Academy Bournemouth will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.

The Consultation Period will follow the procedures laid out in the Admissions Code 2021.

Determination and publication of admission arrangements

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

Livingstone Academy Bournemouth will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy website by 15 March each year.

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, anyone who objects to the Academy's admission arrangements can make an objection to the Schools Adjudicator.

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 seek permission from the Secretary of State for Education.