Livingstone Academy Bournemouth

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ADMISSIONS POLICY 2027/28

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 2027/2028 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 of 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 or Year 12, 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 a Published Admission Number (PAN):

- 60 for year R
- 150 for Year 7. There will be 120 places for external applicants, as the Academy's existing Year 6 students will transfer to Year 7 and for this founding year group there were only 30 pupils.
- 60 students for year 12 students. The Academy's existing Year 11 students will simply transfer to year 12 in the usual way if they meet the minimum academic entry criteria (see below) and want to continue their education in sixth form.

- After the admission of existing Year 6 and 11 pupils of Livingstone Academy, the remaining places will be allocated using the following criteria:

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 another Aspirations Academy. For children applying for a place to start in Year 7, these schools are Jewell Academy and Ocean Academy. For young people applying for places for the sixth form, this includes Magna Academy. (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 the straight-line distance calculated by the Authority's Geographical Information System (GIS). *(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 on distance*). 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 in Reception is 15 January 2027 and for point of entry in year 7 is 31 October 2026. This means if your moving date is after the relevant National Closing Date, 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
Applications received after the national closing date will be classed as late applications and will not be processed until after the on-time applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Entry to Reception including deferred entry
All children can start in Reception on a full-time basis in the September following their fourth birthday. Parents/carers may discuss with the Principal whether their child is ready to start full-time or part-time. The final decision will rest with the parent/carer of the child. Parents can defer the date their child starts school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year (i.e. the term that starts after the Easter/spring holidays) for which the offer was made. Deferred entry should be discussed with the Principal. Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 Dec, 31 Mar, 31 Aug. Parent/carers of summer-born children (that is children born between 1st April and 31st August) may, in addition, choose to send their child to school in the September following their 5th birthday and may request that their child is admitted out of their normal age group to Reception year rather than Year 1. Any parent wishing to consider this needs to refer to the section headed "Applications for admission outside the normal age group" below. Parents considering this are advised to contact the school at the earliest possible opportunity to ensure a decision has been made by the school before the national closing date for applications to Reception.

Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group, for example if the child is gifted or talented or has experienced problems such as ill health, or they are summer-born and parents would like them to start in Reception Year when they reach statutory school age. Applications for children to be educated outside their normal age group will be considered on their individual merits by a nominated committee from the Local Governing Body for the school, taking account of the views of the Principal and SENCO. The Local Governing Body will make a decision on the basis of the circumstances of each case, in the child's best interests, and may seek advice from the Local Authority's SEND team or a qualified Education Psychologist. The placement of a child outside his or her normal age group is not usually an appropriate strategy for meeting special educational needs. To apply for a place outside the normal age group, parents must complete the form titled 'Application for Admission Outside the Normal Age Group' which is available from the admissions pages of the academy website. This form should be completed and returned to the school in question for consideration.

Admission to Post 16 Provision
Every student in Year 11 at Livingstone Academy Bournemouth is entitled to a place in Sixth Form, providing there is a course suitable for them and the student meets the entry requirements.

Sixth Form Application Procedure
All external students interested in a place at Livingstone Academy Bournemouth should complete an application form available on our Academy Website. The academic criteria required for each course can be found on our prospectus on our Academy Website. Minimum entry requirement for Sixth Form is:

- The student must have taken at least 8 GCSE examinations to meet the minimum academic entry criteria. Vocational courses equivalent to more than one GCSE will count as a maximum of one grade.
- The minimum academic entry criteria is the same for Year 11 students and external students. Once met, Year 11 students will transfer to Year 12. All external students meeting the minimum threshold will be on an equal footing for places, with oversubscription criteria (see below) being applied where there are more eligible applications than places available. Those achieving higher grades will **not** have higher priority.
- A pre-application meeting may take place between members of the sixth form staff and Year 11 students/external students to discuss course options and entry requirements. Parents/ students should note this meeting is **not** an interview, and its outcome will play no part in the transfer/application process.
- The application deadline for admissions to Year 12 in September 2026 is 31 March 2027.

- Conditional offers will be made by 31 May 2027. These offers will be based on the predicted grades stated in the Sixth Form Admissions Application Form and will be conditional upon the external student meeting the minimum academic entry criteria for the courses chosen when their awarded grades are known.

Sixth Form Oversubscription Criteria
Where there are more applications than places available, the order in which places will be allocated will fall in line with that of Reception and Year 7 places *(notes on pages 1 and 2)*.

Sixth Form Late Applications
Late applications will be considered, although it will be more difficult to comply with subject preferences. Applications received after the notification date (after places have been offered) will be added to the continued interest in admissions criteria order. The list of continued interest for Year 12 will be kept until the last day of December of the year admission.

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

- All applications made during the academic year (in-year admissions) including applications in and outside of the normal year of entry for Years 7-11, must be made to the Academy (via BCP). All such applications will be considered and, if the year group applied for has a place available, the Academy will admit the child unless the applicant has significant behavioural issues, in which case the child will be referred to the Local Authority Fair Access panel. Such referrals 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 shall apply.
- Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.
- Parents can request to be added to the waiting list held for Livingstone Academy Bournemouth by the BCP Admissions Authority. For In-Year Admissions the waiting list is held. When a place becomes available, a place will be offered from the waiting list in priority order under the admissions criteria and will apply to all year groups.

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/requesting-a-school-place-during-the-school-year

In-Year Fair Access
Livingstone Academy Bournemouth fully partakes in the relevant LA's In-Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a panel comprising Principals and/or their representatives. When seeking to place a child, the panel will consider all schools in a fair, equitable and consistent manner.

Decisions of the panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to a Reception, Year 1 or Year 2 class where there are already 30 children in the class.

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 School Admissions Code. The Academy will consult:

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;
d) The local authority;
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 main office, 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.

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.

CONSULTATION OF THIS POLICY TOOK PLACE FROM:

- December 2025 to January 2026

THE FINAL POLICY WAS DETERMINED ON:

- February 2026