



Infant/Primary School
Admissions Policy 2026 – 2027
BCP Partnerships:
Hillbourne Primary
Talbot Primary
Springdale First School
Livingstone Road Infant School
Livingstone Road Junior School



Section 1: Introduction

The Hamwic Education Trust (HET) is the Admission Authority for the schools listed in the table below. The Trust Board is responsible for determining the admissions policy and arrangements in line with the requirements of the School Standards & Framework Act 1998 and School Admissions Code. HET has delegated the processing of admissions to the individual school's governing committee. This policy will be used to prioritise applications for admissions starting in September 2026 and for in-year admissions for the 2026 – 2027 academic year for the schools listed below.

Parents may express up to four (4) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the highest ranked of the schools that could be offered.

Published Admission Number

The Published Admission Number (PAN) for each school is shown in the table below. Each school will admit up to the PAN into the year group indicated in September 2026.

School Name	PAN	Entry Year
Hillbourne Primary School	30	Reception
Livingstone Road Infant School	60	Reception
Springdale First School	60	Reception
Talbot Primary School	90	Reception
Livingstone Road Junior School	60	Year 3

The oversubscription criteria for First, Infant & Primary schools can be found in Section 2 of this policy. The oversubscription criteria for Junior schools can be found in Section 3 of this policy.

Children with Education, Health and Care Plan (EHCP) that name the school

Children with EHCPs that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

Section 2: Oversubscription Criteria – First, Infant & Primary Schools

All explanatory notes are in Section 4 on page 5.

Applications submitted by 15 January 2026 will be dealt with first. If the number of applications submitted by 15 January 2026 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code 2021.
2. Children who have a significant medical or psychological condition – See Explanatory Note 1.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 2 for Sibling definition and clarification regarding siblings at a linked infant/junior school.
4. **Livingstone Road Infant School only:** Children who live within the school’s designated catchment area who are eligible for early years pupil premium who are in the school’s pre-school – see Explanatory Note 3.
5. Children who live within the school’s designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other children living within the school’s designated catchment area.
7. **Livingstone Road Infant School only:** Children who live outside the school’s designated catchment area who are eligible for early years pupil premium who are in the school’s pre-school – see Explanatory Note 3.
8. Children who live outside the school’s designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
9. Other children living outside the school’s designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 6 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.

Section 3: Oversubscription Criteria – Junior Schools

All explanatory notes are in Section 4 on page 5.

Applications submitted by 15 January 2026 will be dealt with first. If the number of applications submitted by 15 January 2026 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code 2021.
2. Children who have a significant medical or psychological condition – See Explanatory Note 1.
3. Children who, at the time of application, have a sibling already on roll at the school and who will still be attending the school in the following academic year – see Explanatory Note 2 for Sibling definition and clarification regarding siblings at a linked infant/junior school.
4. Children living within the school’s designated catchment area who are attending the linked infant school – see Explanatory Note 5 for linked school definition.
5. Children living within the school’s designated catchment area who are children of staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill.
6. Other children living within the school’s designated catchment area.
7. Children living outside the school’s designated catchment area who are attending the linked infant school – see Explanatory Note 5 for linked school definition.
8. Children living outside the school’s designated catchment area who are children of staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill.
9. Other children living outside the school’s designated catchment area.

If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 6 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.

Section 4: Oversubscription Criteria Explanatory Notes

1. **Significant medical/psychological condition:** Children will only meet this criterion if the school(s) named on the application form are the only school(s) that meets any specific medical or psychological need identified. Written evidence from an NHS Consultant (for medical grounds) or NHS Consultant Psychiatrist (for psychological grounds) that documents the child's medical or psychological needs **must** be included with the application and will be considered by the Local Governing Committee.

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2. **Sibling:** A sibling is defined as a brother or sister (living in the same household) already on roll and attending the school applied for and who will still be attending the school the following academic year. This includes half, step, or foster or adoptive brother or sister, living within the same family unit at the same address. Twins, triplets and other children of multiple birth will be admitted above the admission limit if the limit has been reached by admitting one of the multiple birth children.

This includes children who have a sibling already on roll at a linked infant/junior school and will continue to attend at the time of admission. For those applying for a Reception place, this includes pupils who have a sibling in Year 2 at a Hamwic infant school and have applied for Year 3 at the linked Hamwic junior school. See Explanatory Note 5 below for information on Linked infant/junior schools. A sibling link at the school does not guarantee admission to the school.

3. **Early Years Pupil Premium:** The early years pupil premium is additional funding paid to support disadvantaged three and four year olds in government-funded early years settings. Eligibility criteria for early years pupil premium is outlined at www.gov.uk/get-extra-early-years-funding . Evidence of eligibility will have been provided by parents to the pre-school and submitted to the Local Authority.
4. **Catchment area:** Each school has a geographical catchment area. Catchment areas give some priority to children living in the local area of the school. Living in the school's catchment area does not guarantee a place at the school. Catchment areas are determined by home address (the child's permanent address). Further details of the school's catchment area can be found on the schools' websites.
5. **Linked Infant Schools:** the table below shows which infant schools are linked to each junior school using this policy:

Junior School	Linked Infant School
Livingstone Road Junior School	Livingstone Road Infant School

6. **Distance:** The distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement. 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. The total distance measured is a combination of 2 measurements using 3 points: i) Geocoded home address point -to- ii) Centre of nearest road/footpath -to- iii) Nearest approved school access point that is for use by pupils. 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. For applicants living on islands or residing permanently on a boat within Poole Harbour, the distance measurement will be a straight line from the geocoded home address point to either 1. the nearest public landing steps at Poole Quay, or 2. a point on the mainland that the applicant proves to the satisfaction of the admission authority that he/she can access. The total distance measured is a combination of 3 measurements using 4 points i) Geocoded home address point -to- ii) Public landing steps or other approved access point on the mainland -to- iii) Centre of nearest road/footpath -to- iv) Nearest approved school access point that is for use by pupils. If an applicant advises the admission authority that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.

Section 5: General admission arrangements

Late Applications

The closing date for applications is 15 January 2026. Applications received after that date will be late 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.

Waiting Lists

All children who have been refused a place at the school will be placed on the waiting list. Children will be held on the waiting list by order of the criteria in the admissions policy. No account can be taken of the length of time a pupil is on the list. A child's position can change on the list as new applicants join or other applicants come off the waiting list. Children will remain on the waiting list only until the end of the academic year 2027. If parents/carers want their children to be on the waiting list for the following academic year they must re-apply. The waiting list will be administered by the LA's Admission Team on behalf of the school.

Applications from separated Parents

Only one application can be accepted 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 provided. 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 to verify addresses and/or other details provided. It is at the discretion of the Local Governing Committee 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 Local Governing Committee. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, we may refuse to offer a place, or if already offered, may withdraw the offer.

Change of address

When applying for point of entry, the Local Governing Committee will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups is 15 January 2026. This means if your moving date is after 15 January 2026, we will use your old address to categorise the application. You will need to tell the local authority your new address so they can update your child's record. If you move house after you have submitted your application but before the National Closing Date, you must inform us before the 15 January 2026 to ensure your application is considered from your new address.

Entry into Reception Year

The offer made to parents for reception class on the initial offer date is of a full-time place from the start of term in September. Schools normally stagger entry into school from that date and arrange for some initial part-time attendance to ensure a smooth transition from pre-school or home into school. Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the school.

- Request to defer their child’s entry 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.

Parents 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 apply for their summer-born child to start school outside their normal age group should read the [Summer Born Children School Admissions](#) guidance, available on the BCP Council website, which explains the procedures that need to be followed, and complete the relevant application form.

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 Year R when they reach statutory school age.

Details of how to apply for admission outside the normal age group can be found on line at [Changing a child's year group](#), available on the BCP Council School Admissions website. Applications for children to be educated outside their normal age group will be considered on their individual merits by the Local Governing Committee for the school, taking account of the views of the Headteacher and SENCO. The Local Governing Committee 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 Educational Psychologist.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college, in-year admissions) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child’s education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances. One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

In Year Admissions (applying for a school place *during* an academic year)

This admissions policy will also be used to prioritise applications for in-year admissions for the 2026 – 2027 academic year. Parents wishing to make an in-year application should apply through the Admissions Team at BCP Council: <https://www.bpcouncil.gov.uk/schools-and-learning/school-admissions/apply-for-a-school-place/requesting-a-school-place-during-the-school-year>

In Year Fair Access

HET schools fully partake in the relevant LA’s In-Year Fair Access Protocol. This protocol relates to admission applications throughout the year. The protocol takes priority above a school’s admissions policy for those on a waiting list and the LA may require the school to admit above their published admission number.

Appeals

If the school is unable to offer a place, parents have the right of appeal to an Independent Appeals Panel. The decision of the Panel is binding on all parties.

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 where the place was offered on the basis of a fraudulent or intentionally misleading application, or where the place has been offered in error.

Co-ordinated Admissions Scheme

All HET schools fully participate in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1st September 2026.