

Reviewed Date: November 2025
Next Review: October 2026
Approval Committee: Governing Body



CONIFERS PRIMARY SCHOOL

ADMISSIONS POLICY

Introduction

This document sets out the Policy of Conifers Primary School with respect to Admissions.

Parents who wish their children to be admitted to our school, should apply online via www.dorsetforyou.com/educ/admissions and state Conifers Primary School as one of their preferences. However, this does not guarantee admission should the school be oversubscribed (please see Oversubscription Criteria).

Every year the governing body will review and publish information concerning The Conifers Primary School admission policy. This will confirm the maximum number of children to be admitted to the school. The Published Admissions Number (PAN) is currently a mixture of 30 or 60 in some year groups. For the academic year 2026/27, the PAN will be 30 in the Reception class.

Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

The school aims to provide a place for all children whose address is within the designated catchment area. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Where a child lives with parents with shared responsibility each part of the week, the "home address" will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required). This may be a different address to that printed on the book itself. However, parents should not assume that a place will automatically be allocated to their child.

Starting School

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Governors have agreed that to help settle the children into school, all children shall initially attend school on a part time basis for the first few weeks of the autumn term. Children generally become full time by mid September.

In agreement with the Headteacher, parents/carers can request that their child remain attending school part-time until the child reaches compulsory school age.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

Deadline for application

Applications for Reception Year entry for the academic year starting in September, need to be formally registered via <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place> by the date stated from the Government for that year. Please note that the Local Authority is the body that reviews these applications and that parents will need to confirm acceptance of places to County Hall, via their email, during the spring term.

Conifers Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Governors have set a maximum class size of 30 pupils in Key Stage 1 and 30 pupils in Key Stage 2. Legislation states that no infant class may exceed 30 pupils.

The Local Authority's Admission Scheme will determine the deadline date for receipt of application, the date when applicants will be notified of the outcome of their applications and the programme for dealing with late applications i.e. those received after the deadline for the normal admissions round.

A decision on the admission of new entrants will be made during the year before the child's admission. The parents or guardians will receive written notification of the outcome as soon as possible.

Policy

The admissions policy of Conifers Primary School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Admissions are subject to any constraints upon the school by the relevant authority (DCSF, Local Authority).

Priority will be accorded to those parents/guardians who have expressed a written preference on their application form, for their child/ren to attend Conifers Primary School.

Where this school is named in a child's EHCP, the governing body recognises a duty to admit the child to the school.

Oversubscription

In September 2026/27, the number of intended admissions in Reception Year will be 30 to comply with government legislation. Where all parental preferences for places can be satisfied all children seeking a place will be admitted.

Where there are too few places available to satisfy all preferences, places will be accorded to the following priority area:

- (i) children who are looked after by a local authority
- (ii) children living within the school's catchment area and who will have a brother/sister attending the school at the time of admission
- (iii) children living within the school's catchment area
- (iv) children living outside the catchment area who have a brother/sister attending the school at the time of admission
- (v) children living outside the catchment area

Where there are too few places to satisfy all preferences in any above category, the following priority will apply:

- (i) children who have exceptional medical reasons for attending the preferred school. Applications would need to be supported by the clinical /medical officer's report which can demonstrate the reasons why the child must attend a preferred school rather than any other.
- (ii) all other children.

If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the child's closeness to the preferred school, (defined by straight line measurement using the Local Authority GIS system based on Easting and Northing Points for the home and school).

Appeals Procedure

Any parent wishing to appeal against a decision regarding the non-admission of their child *should* contact DorsetForYou - School Admissions, thank you.