



Queen's Park Academy

The best in everyone™

Part of United Learning

Queen's Park Academy Admissions Policy 2028/29

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1. Introductory statement

Queen's Park Academy is a 7 – 11 school in BCP Local Authority. The school is a co-educational junior academy and is part of United Learning¹.

Queen's Park Academy seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

2. Admissions numbers

The school has an admission number of 90 for entry to Year 3 in September 2028.

Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

3. Responsibility for admissions

United Learning is the admission authority for the Academy. Responsibility for carrying out certain admissions functions is delegated through the Trust's governance arrangements to the Academy's Local Governing Body and, where established, its Admissions Committee.

4. How to apply

The application process for admission into Year 3 is coordinated by BCP on behalf of the Academy.

Parents should apply online [Apply for a junior or middle school place | BCP](#)

If you are unable to apply online, you can contact the Admissions Team at the Council to explore alternatives.

All applications must be received no later than the national closing date on 15th January in order to receive an offer on national offer day. Applications received after the 15th January will be processed in accordance with dates published on the Council's website.

Offer letters will be issued by the Council on the National Offer Date (16th April or the first working day after).

5. Oversubscription Criteria

Arrangements for applications for places at Queen's Park Academy operate within the BCP Council agreed scheme for coordinated admission arrangements 2028/29. The Academy Trust will consider all applications for places at Queen's Park Academy. Where fewer than the published admission number(s) for the relevant year groups are received. The Academy Trust will offer places at Queen's Park Academy to all those who have applied.

Children with an Education, Health and Care Plan which names the Academy will be admitted. Where there are more applications for the remaining places than places available, the following oversubscription criteria will then be applied in order²:

¹ United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk

² Please also refer to the Notes section

1. A 'looked after child' or a child who was a previously 'looked after child' (as defined by the school admission code) and children who appear 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 Queen's Park Infant Academy at the normal point of transfer.
3. Children of staff at Queen's Park Academy where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children *Living Inside **The Area Served by The School*** who at the time of application have a sibling on the roll of **The School**.
5. Children *Living Inside **The Area Served by The School***.
6. Children *Living Outside **The Area Served by The School*** who at the time of application have a sibling on the roll of **The School**.
7. Children *Living Outside **The Area Served by The School***.

6. Tie-break

In the event that two or more applicants are tied for the final place, and the distance from home to school is identical (as measured by the agreed method – see below), the place will be allocated using a random allocation process. This process will be independently supervised to ensure fairness and transparency.

Distance will be measured by a straight line from the school postcode reference point to the postcode on the child's address using an online straight line distance calculator. Home address is considered to be a residential property that is the address where the child usually lives. Applicants can be asked by the Academy to provide additional evidence in order to verify addresses and/or other details provided.

Where children from a multiple birth are tied for the final available place and one of those children is offered the place, the other child or children from the same multiple birth will also be offered a place, even where this would result in the Academy exceeding its PAN.

7. Late applications

Applications received after the national closing date will be dealt with in accordance with the relevant local authority's coordinated admissions scheme. Parents should refer to the local authority's published arrangements for information about how late applications will be processed.

8. Admissions of children outside their normal age group

Parents may request that their child is admitted outside their normal age group, either due to being summer born or for any other reason specific to the child's circumstances, such as ill-health.

To apply for admission outside of the normal age group, parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the Admissions Committee of the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

Summer born children

Parents applying for a place for summer born children who are already educated out of their normal age group, need to contact the school gpa@queenspark-academy.co.uk at the beginning of Year 2 if they want this to continue, and before the normal admissions round closes on 15th January. The school will respond as soon as possible and before the national offer day, in line with DFE guidance: [Guidance on handling admission requests for summer born children - GOV.UK](#)

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 3) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply (see below).

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group.

9. Waiting lists

When all available places have been allocated, the Academy will maintain a waiting list. Applications must be made with BCP Admissions and then the child will be added to the waiting list, which is held at QPA.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Looked after children and previously looked after children allocated a place at the Academy in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

Parents will be contacted if a place becomes available for their child, but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

The school will maintain a clear, fair and objective waiting list until 31 August of each school year of admission. Beyond this, all names are removed from the waiting list by the school (on behalf of the Admission Authority). If parents wish to keep a child on a waiting list beyond this they will need to reapply for a school place via the Local Authority from 1 June each year.

10. In Year Admissions: Arrangements for Admitting Pupils outside of the normal admission round

Applications outside of the normal admissions round are known as in-year admissions. BCP Local Authority manage in-year admissions requests on behalf of the Academy.

To apply for a place after the start of term or in any other year group, please apply through BCP Local Authority: [Apply for a junior or middle school place | BCP](#)

Where a place is available, the child will normally be admitted in accordance with the School Admissions Code. Any exception will only be applied where expressly permitted by the Code.

If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

Applications for in-year admission may be made at any time. Upon receipt of an application, parents should normally be notified in writing of the outcome within 10 school days and must be notified within 15 school days.

Once a place has been offered, the Academy may request evidence of the child's date of birth. The Academy may also request reasonable evidence of the child's home address where this has been relevant to the application of the oversubscription criteria.

Where an offer is made following an in-year application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible.

Where a parent does not respond to an offer within the timescale specified in the offer letter, the Academy will contact the parent again and provide a further reasonable opportunity to respond, making clear that the offer may be withdrawn if no response is received.

10.1 - Waiting lists – In Year Admissions

Where an in-year application is received but a place is not available in that year group, the child's details will be held on a waiting list until the end of the current term. Parents wishing to remain on the list for the start of the next term will need to contact the School Admissions Team at the local authority and ask that their child's name remain on the list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Parents will be contacted if a place becomes available for their child, but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

11. Fraudulent or intentionally misleading applications

The Academy reserves the right to verify information provided as part of an application. Where an offer of a place has been obtained through a fraudulent or intentionally misleading application, the offer may be withdrawn in accordance with the School Admissions Code.sa

12. Parental Disputes

Where more than one person has parental responsibility for a child, the Academy expects those persons to agree the school preferences and arrangements for the child wherever possible.

Where the Academy or local authority becomes aware of a dispute between persons with parental responsibility, for example where conflicting applications are received, it may seek further information from those concerned and will have regard to any relevant court order.

The Academy cannot resolve disputes between parents about the exercise of parental responsibility. Parents may need to obtain independent legal advice and, where necessary, seek resolution through the courts.

Any decision about how an application should be processed will be made having regard to the individual circumstances, any relevant court order and the need to determine the application fairly and lawfully.

The school and admissions team cannot mediate or take sides in parental disputes. Parents are advised to seek legal advice or mediation to resolve disagreements.

13. Appeals

Parents have a statutory right of appeal against a decision to refuse their child admission to the Academy. Appeals will be heard by an independent appeal panel constituted in accordance with the School Admission Appeals Code.

Appeals on behalf of the Academy are administered by an independent company. Details of how to lodge an appeal, including the relevant timetable and appeal form, are available on the school website.

Where an appeal is unsuccessful, a further appeal for admission for the same school in the same academic year will not normally be considered unless there has been a significant and material change in the circumstances of the parent, child or school relevant to the application.

14. Fair Access Protocol (FAP)

The Academy participates in the Fair Access Protocol operated by BCP. The purpose of the Protocol is to ensure that unplaced and vulnerable children, and those who are having difficulty securing a school place in-year, are allocated a school place as quickly as possible. Cases are considered by a Panel comprising Head Teachers and /or their representatives. Decisions of the Panel may mean that the Academy might have to admit young people which could result in the Published Admission Number being exceeded.

Participation in the Fair Access Protocol does not prevent a parent from making an in-year application to the Academy or exercising their right of appeal against the refusal of a place.

Notes:

A. Looked After and Previously Looked After Children

A looked after child is a child who, at the time of making an application to the school, is:

- in the care of a local authority; or
- being provided with accommodation by a local authority in the exercise of its social services functions.

A previously looked after child is a child who was looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after.

This priority also includes children who appear to the admission authority to have been in state care outside England and who ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside England if they were in the care of, or accommodated by, a public authority, a religious organisation, or another provider of care whose sole or main purpose is to benefit society.

The Academy Trust may request appropriate evidence to establish that a child meets the relevant definition.

B. Sibling:

For the purposes of these admission arrangements, a sibling means a brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister, foster brother or sister, or the child of a parent's partner, who is living as part of the same family unit at the same address.

To qualify for sibling priority, the sibling must be attending the Academy at the time the applicant is admitted.

C. Home address:

For the purpose of admissions a child's home address is the address at which the child normally and permanently resides at the closing date for applications.

Where a child lives at more than one address because parents share responsibility for the child, the home address will normally be the address at which the child spends the majority of the school week. Where the child spends an equal amount of time at each address, the Academy Trust will determine which address should be used having regard to the child's established living arrangements and any relevant supporting evidence.

The Academy Trust may request reasonable evidence to verify a child's home address where this is relevant to the application of the oversubscription criteria.

Verification of home address

Where a child's home address is relevant to the application of the oversubscription criteria, the Academy Trust may request reasonable supporting evidence to verify the address provided. The evidence requested will depend upon the circumstances of the application and may include, for example, council tax records, tenancy or property documentation, utility bills or other appropriate evidence of residence.

D. Proof of Date of Birth:

Once a place has been offered, the Academy may request evidence of the child's date of birth. Where evidence is requested, a long birth certificate will not be required.

E. The Area Served by The School

The following list defines the ‘Area Served by The School’.

Abbott Close	Frampton Road	Portland Road (odds 75a+, evens 92+)
Abbott Road (odds)	Green Road (odds 43+, evens 64+)	Queen’s Park Avenue
Acland Road	Gresham Road	Queen’s Park West Drive (evens 14+)
Alma Road (odds 125+)	Hadden Road	Queenswood Avneue
Arcadia Avenue	Hankinson Road (odds 61+, evens 70+)	Richmond Park Avenue and Crescent
Ashling Close and Crescent	Hastings Road	Richmond Park Road (evens 102+)
Balmoral Avenue	Haverstock Road	Richmond Wood Road
Barrow Drive, Road and Way	Helyar Road	Ripon Road (odds 1-41)
Beatty Road	Heron Court Road (even 22)	Rutland Road
Birch Drive	High Trees Avenue	St Alban’s Avenue, Crescent and Road
Bower Road	Hogarth Way	St George’s Avenue and Close
Brackendale Road	Holdenhurst Village Road	Sandy Mead Road
Bradpole Road	Homeside Road (evens)	Seagull Road
Brazier Close	Hopkins Close	Shirley Road
Broad Avenue	Howard Road	Sonning Way
Brockenhurst Road	Huntfield Road	Southill Gardens and Road
Bronwen Road	Huntvale Road	Stacey Gardens
Burnham Drive	Ibbertson Close, Road and Way	Stone Gardens
Bushey Road	Inglewood Avenue	Strouden Avenue
Camden Close	Jewell Avenue	Strouden Road (odds 1-87, evens 2-94)
Castle Gate Close	Leydene Avenue and Close	Sutton Road
Castle Lane West (odds 607+ Eventide and Memorial Homes; evens 126+)	Linkside Avenue	Swansbury Drive
Castle Way	Linwood Road	Sylmor Gardens
Cattistock Road	Loader Close	Throop Close
Cecil Avenue and Hill	Longbarrow Close	Throop Road (consecutive 1-4, odds 29-45, evens 40-52 and 62, Hewetts Gardens, and properties to the east of Hewetts Gardens)
Chapel Gardens	Luckham Close, Gardens, Place, Road and Road East	Townsville Road
Charminster Avenue, Close and Place	Mallard Close and Road	Tyrrell Gardens
Charminster Road (odds 177+, evens 170+)	Malvern Road (odds 157+, evens 124+)	Uplands Gardens and Road
Cheshire Drive	Markham Road (odds 59+, evens 72+)	Valley Road
Chigwell Road	Maurice Road	Vanguard Road
Claremont Avenue and Road	Mavis Road	Vickers Close
Cooper Dean Drive	Maxwell Road (odds 1-79, evens 2-8)	Watton Close
Copsewood Avenue	Midwood Avenue	West Way (odds 1-95, evens)
Court Road	Mortimer Road	West Way Close
Cowdrey Gardens	Mountbatten Gardens	Wilkinson Drive
Craigmoor Avenue and Close	Mount Pleasant Drive	Wilverley Avenue
Crantock Grove	Murley Road	Woodbury Avenue
Culford Close	Normanhurst Avenue	Wordsworth Avenue
Curlew Road	Noyce Gardens	
East Way	Oakwood Close and Road	
Evershot Road	Parkway Drive	
Feversham Avenue	Pine Road (odds 129+, evens 130+)	
Firbank Road		
Fitzharris Avenue (odds 1-3, evens 2- 46)		