



Coastal Learning
PARTNERSHIP

Admission Policy 2021/2022

Bethany CE Junior School

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty



Admissions Policy 2021/2

Part 1: Admission to Year 3 and above

Introduction

This policy will apply to all admissions from 1 September 2021, including in-year admissions. It will be used during 2021- 22 for allocating places for September 2021 as part of the normal admission round for Year R and Year 3.

Coastal Learning Partnership is the admission authority for **The School**. The Trust Board determines the admission arrangements after policy localisation and statutory consultation, which the Local Governing Body are required to undertake under the **Scheme of Delegation**. The **Local Governing Body** are responsible for operating the policy at a local level, e.g., working with the Local Authority to rank applications and offer places.

The Published Admission Number (PAN) for Bethany Church of England Junior School (**The School**) is 96.

A guiding principle of admissions to this school is that the school was established to provide education for children in the Bournemouth Deanery within the Diocese of Winchester, defined in the Partnership deed of 2nd December 1974. This is illustrated in the Catchment area map. This is referred to as **The Catchment Area** and is displayed in the school office and on the school's website.

St Clement's & St John's CE Infant and Bethany CE Junior Schools are **linked academy schools** and members of Coastal Learning Partnership.

The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's In Year Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

If **The School** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

Admission Criteria

- 1) Looked after children or children who were previously looked after. (see Definition A)
- 2) For applicants in the normal admissions round only) The child or their family who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school/academy rather than any other. (Appropriate medical or psychological evidence must be provided in support at the time of the initial application) (see Definition B)
- 3) A child transferring from St Clement's & St John's Church of England Infant School to Bethany Church of England Junior School at the normal age of transfer.
- 4) A child who at the time of application has a sibling on the roll of St Clement's & St John's Church of England Infant School or Bethany Church of England Junior School. (see Definition C)
- 5) A child living in the catchment area of the school. (see Definition D)
- 6) A child living out of the catchment area of the school. (see Definition D)

Definitions

A Looked after children or children who were previously looked after

This criterion provides a priority for children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A 'child arrangements order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989, as amended by the Children and Families act 2014, section 14. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). A copy of the adoption, child arrangements or special guardianship order will need to be provided.

B Serious medical, psychological or physical condition

Where a place is requested for a child or family, who live in the **Catchment area** of The School, who have a serious medical, psychological or physical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at **The School** is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Local Governing Body, who will endeavour to reach a fair and equitable decision.

C Siblings

'Sibling' refers to a brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister and includes children living as siblings in the same family unit. It will also be applied to situations where a half brother or sister are living at separate addresses. Category 3 includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

D The Catchment Area

The catchment area for Bethany Church of England Junior School is the Bournemouth Deanery within the Diocese of Winchester. A list of Bournemouth parishes can be found using these websites: <http://www.achurchnearyou.com/> or <http://www.arcgis.com/home/webmap/viewer.html> and the Deanery map is copied at Appendix 1.

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Where equal time spent at each address, you may need to provide documentary evidence of your home address, for example: the address to which any child benefit is paid or at which the child is registered with a medical GP, together with a copy of your council tax bill relating to the year of admission *or* a water, gas or electricity bill relating to the relevant address dated within the last 3 months. We may ask for further evidence if required. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents/guardians with shared responsibility for each part of the week).

Deadline for informing the school of a change of address for an application in the main admission round will be 31 March 2020 (NB Documentation as outlined above will be required in evidence).

Moving home & UK service personnel & crown servants

Places can only be offered on the basis of future moves on the basis of:

- 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; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish or catchment area of **The School** (or to establish distance from **The School**).

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

Additional Information

Tie-breaker

If **The School** is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer **The School** have priority. Distance will be measured in a straight line by the Local Authority's computerised measuring system (Geographical Information System or GIS) in use at the time of allocation.

Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. If distances are equal (for example within a block of flats), lots will be drawn by a person independent of The Local Governing Body to determine the allocation of a place.

Who can apply

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989. All persons with parental responsibility should be in agreement with schools named and the order in which they are named prior to submitting their child's application.

How to apply

The Local Authority operates a Coordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see www.bournemouth.gov.uk for the prospectus and details of the scheme.

You must complete a local authority Common Application Form (CAF) available from website www.bournemouth.gov.uk.

Offering places

The Local Governing Body will consider first all those applications received by the published deadline of **midnight on Friday 15th January 2021**. Notifications to parents/guardians offering a place will be sent by the Local Authority on **Friday 16th April 2021**.

Applications made after **midnight on Friday 15th January 2021** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Pupils with an Education Health Care Plan

The Local Governing Body will admit any pupil whose Education Health Care Plan names **The School**. Where possible these children will be admitted within the PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents/guardians so wish, even though this may raise the number in the year group above **The School's** PAN.

In-year applications (ordinary)

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the local authority Common Application Form (CAF) available on line at www.bournemouth.gov.uk. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Local Governing Body will decide whether a place can be offered at **The School**.

In-Year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

Waiting lists

When all available places have been allocated, **The School** will operate a waiting list. Parents/guardians must request (in writing) that their child is placed on the waiting list. Waiting lists for any academy year will be maintained for the current academic year.

Any places that become available will be allocated by The Local Governing Body according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The In Year Fair Access Protocol and school closure arrangements will take precedence over other children on the waiting list.

The waiting list will be reviewed and revised

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents/guardians with a child on the waiting list for any year group will be required to confirm in writing to the school their wish to remain on the list for the following school year. If the school does not receive written confirmation, it will be assumed that they do not wish to remain on the list and the child's details will be removed.

A child's details will be removed if

- a) Written confirmation is not received by the end of the school year to confirm they wish to remain on the waiting list.
- b) Confirmation in writing received by the school from the parent, requesting details to be removed.
- c) Offered a higher preference school by Local Authority and place is declined or accepted.

It is the responsibility of the parent to contact the school to inform the school of any changes in circumstances which may affect priority on waiting list.

Notes on compulsory school age and summer born children

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 fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

*The term **summer born children** relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for children to be admitted out of their normal year group will come from parents/guardians of children born in the later summer months or those born prematurely.*

Admission of children outside their normal age group

In addition to requests from parents/guardians of summer born children, those with children who are gifted and talented, or who have experienced problems or missed part of a year, for example due to ill health, can seek places outside the normal age group. The Local Governing Body will make a decision on the basis of the circumstances of each case and may seek advice from the Special Educational Needs Team and the Education Psychology Service. Parents/guardians do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

Admission Appeals

If you are unsuccessful in being offered a place for your child at **The School** you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

Warning

Places are withdrawn every year because parents/guardians give false information on application forms, e.g. a false 'home address'. This includes cases where parents/guardians take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents/guardians, all allegations of fraudulent practice brought to The Local Governing Body attention will be investigated. The Local Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

Deadlines

The closing date for primary school admissions is midnight on **Friday 15th January 2021**.

The deadline for informing the school of a change of address for an application in the main admission round is **31st March 2021**.

The offer of places will be sent by the Local Authority.

Further Information

If you require further information about applying for a place at Bethany CE Junior School, please contact **The School**.

Address: Knole Road, Bournemouth, BH1 4DJ
Tel: 01202 393570
Fax: 01202 309287
Admissions Email: bethany@oceanlearning.org.uk Web: www.bethanyjunior.co.uk

Registered address:
Coastal Learning
Partnership
Knole Road
Bournemouth
BH1 4DJ
Reg. Number 09628750

Clerk to Board: Sue Bennett
Email: s.bennett@coastalpartnership.co.uk

Appendix 1: Bournemouth Deanery

BOURNEMOUTH DEANERY

A Christ Church Westbourne is a Peculiar, ie a church without a parish.

B St Swithun's HTB Church Plant.

