



# The Epiphany School

## Admissions Policy 2021- 2022

The Epiphany School welcomes all children whose parents are looking for a high-quality education and a caring environment founded upon Christian values and beliefs.

### Introduction

The name of the school is The Epiphany School. It is a Church of England Academy.

The Governing Body of The Epiphany School is the Admissions Authority.

The area served by the school is the ecclesiastical parish of The Holy Epiphany.

This parish is referred to as *The Area Served by The School*. A list of parish roads forms part of this policy document.

This policy has been made in accordance with The Equality Act 2010 and the Public Sector Equality Duty, The Human Rights Act 1998, School Standards Framework Act 1998.

This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of The Governing Body.

The information given below is correct for the school year shown above, but it could be altered for future years. Parents should check with The School that no changes have occurred. All applications are made by parents for their child/children.

### The Admissions Timetable

The Local Authority operates a timetabled co-ordinated admissions procedure for all Schools in line with Government legislation.

The Local Authority will manage the process on behalf of The School according to the scheme which they will publish in their Admissions Booklet for that year but it is still The Governing Body, as the Admission Authority for this school, who will offer the available places in line with this policy.

The closing date for admission application forms to be received by the Local Authority will be as published in the Local Authority's Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form online, dates for notification to parents of admission decisions and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the Local Authority or The School.

## Further Information

If further information about applying for a place at The Epiphany School or confirmation about the ecclesiastical parish boundary is required, please contact the school:

The Epiphany School  
Shillingstone Drive  
Bournemouth  
BH9 3PE

Telephone: 01202 530960

E-mail: [office@epiphany.bournemouth.sch.uk](mailto:office@epiphany.bournemouth.sch.uk),

Website: [www.epiphany.bournemouth.sch.uk](http://www.epiphany.bournemouth.sch.uk)

## Admissions

When the school is oversubscribed, after the admission of pupils with Education Health and Care Plans where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

### Oversubscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (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).
2. Children with siblings already at The Epiphany School at the time the child is due to start school.
3. Children of families residing inside the parish of Holy Epiphany.
4. Children of families residing outside the parish of Holy Epiphany.

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority.

In all cases above distance will be measured in a straight line by the Local Authority's computerised measuring system, "Synergy", from the designated point of the child's home address to the designated point of the school (as designated by the Local Authority measuring system).

## Notes and Definitions

### Children with Education Health and Care Plans – Naming the School

The School will admit children with Education Health and Care Plans (EHCP) in which The School is named. Where places, required by pupils with statements that name The School, are known before the governors' admissions committee meets to allocate places, these places will count towards the Published Admission Number for The School.

### Applications to Reception Classes

The Governing Body will admit **60** children to the reception class(es). This is the Published Admission Number for The School (PAN).

The School will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age (their fifth birthday).

Parents can request that their child takes up the place part-time until the child reaches compulsory school age. These arrangements should be discussed with The School. The school's policy can be found on the school's website.

### **Applications to Infant Classes**

The Governing Body will admit **60** children to the infant classes.

### **In Year Applications**

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. There are no deadline dates for in year applications.

In Year Admissions will be managed by the Local Authority in conjunction with the School. The Governing Body will decide whether a place can be offered. The offer letter will be issued by the Local Authority. Applications must be made using the Local Authority Admission Form. Any parent can apply for a place for their child at any time to any school.

### **Warnings**

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents 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, all allegations of fraudulent practice brought to The Governing Body's attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application. The Governing Body may request proof of residency to prevent fraudulent practice.

### **Deadlines**

The Local Authority Application Form must be returned on time and sent to the right place. Details of dates are in the Local Authority Admissions Booklet.

### **Application Forms**

The Local Authority Application form must be completed for a place at The Epiphany School. The Local Authority Form may be completed online. Please refer to the Local Authority's information on admissions.

### **Admission Appeals**

If a parent is unsuccessful in gaining a place for their child at The School they will be informed by The Local Authority in writing, be given reasons for the refusal and informed of their right to an independent appeal against the decision.

## **Definitions**

### **1 'Parents'**

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.

### **2 'Home Address'**

The home address, used for the term 'living inside' with regard to the area served by The School, means the address where the child usually lives. 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 School 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 School. If any information supplied by an applicant is judged by The School to be fraudulent or intentionally misleading, The School may refuse to offer a place, or if already offered, may withdraw the offer.

### **Applications from separated parents**

Only one application can be considered for each child. Where parents 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 School 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 School If any information supplied by an applicant is judged by The School to be fraudulent or intentionally misleading, The School may refuse to offer a place, or if already offered, may withdraw the offer.

### **Moving Home and UK service personnel and Crown servants**

Places cannot be offered on the basis of a possible future move. 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 priority area of The School (or to establish distance from The School).

### **3 'Siblings and Multiple Birth Siblings'**

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every

case the child must be living permanently in the same family unit at the same address.

**Multiple Birth Siblings.** If the last pupil offered a place in a class within the Published Admission Number is from a multiple birth, a place will be offered to each of the siblings concerned. This may result in an admission number over the PAN and or exceeding the Infant Class Size Limit. This is in line with the 'excepted pupils' requirements of the Admissions Code 2014.

#### **4 'Children Living Closest to the School' & 'Straight Line Distance'**

Straight-line distance will be calculated by the Local Authority's Geographical Information System (GIS) which identifies the centre of the building of the home address and the centre of the school building and calculates the distance between the two locations.

Should the case arise whereby "straight line distance(s)" are exactly the same, place(s) will be allocated using a random allocation process. The process will be electronically administered through the Local Authority IT providers in use at the time. At the time of setting this policy the providers are Synergy.

#### **5 'Waiting List'**

When all available places have been allocated, The School will operate a waiting list for at least the first term of the academic year of admission. Parents should confirm with the school that their child's name is included on the list or if they want their child's name removed from the waiting list.

Any places that become available will be allocated by The 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. Looked after and previously looked after children and those allocated a place within the Fair Access Protocol 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.

#### **6 'Right of Appeal'**

Parents whose children are refused admission to The School have a right of appeal by an independent appeals panel. Parents will be notified in the refusal letter from the Local Authority of how an appeal can be lodged.

#### **7 '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 any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

## Catchment Area: The Epiphany School

### A

Aragon Way  
Arden Road (odd numbers)  
Avenue (The) (63-111, 72-112)

### B

Bankside Road  
Boleyn Crescent  
Bosworth Mews  
Boveridge Gardens  
Bradford Road  
Broadway Lane (odd numbers)

### C

Castle Lane West (1-153, 2-138)  
Cerne Close  
Charnwood Avenue  
Cheddington Road  
Chickerell Close  
Circle (The)  
Cobham Road  
Colehill Crescent  
Comber Road  
Cox Avenue  
Cox Close  
Cucklington Gardens

### E

Edifred Road

### F

Forest View Close  
Forest View Road  
Franklin Road

### G

Granby Road  
Grenfell Road  
Grove (The) (81-141, 78-148)

### H

Haverstock Road (43-115)  
Hillcrest Close  
Hillcrest Road  
Homeside Road (odd numbers)

### I

Iwerne Close

### K

Knowlton Gardens

### L

Lawford Road  
Linden Road  
Littlecroft Avenue (odd numbers)  
Lystra Road

### M

Malvern Close  
Malvern Road (4-122 even numbers)  
Marks Road  
Meadow Court Close  
Minterne Road  
Moordown Close  
Moorvale Road  
Moreton Road  
Muccleshell Farm  
Muscliffe Lane

N

Newmorton Road  
Nursery Road

P

Park Lane  
Parley Road  
Petit Road  
Portesham Gardens  
Portswood Drive  
Priory View Place  
Priory View Road

R

Redbreast Road  
Redbreast Road North  
Redhill Court  
Redhill Crescent (odd numbers)  
Ruskin Avenue

S

Sandringham Close  
Sandringham Gardens  
Sidney Gardens  
Spetisbury Close  
Stinsford Close  
Strathmore Road  
Sturminster Road  
Sussex Close  
Shillingstone Drive

T

Thorncombe Close  
Throopside Avenue  
Tingleton Gardens  
Tolpuddle Gardens  
Tynedale Close

V

Valette Road

W

Warmwell Close  
Webster Road  
West Way (101-155, 96-168)  
Wimborne Road (987-1179, Riverside,  
996-1148)  
Winston Road  
Wishart Gardens  
Wynford Road