



If all applications for places at The Bourne Academy can be satisfied all children seeking a place will be offered a place.

The Governing Body is the Admissions Authority for The Bourne Academy and is also responsible for the admission arrangements for the Sixth Form (see separate policy). Where there are too few places available to satisfy all applications, places will be offered according to the oversubscription criteria. The order of the criteria listed below will be used to determine the order of priority for admissions. Applicants who qualify for more than one criteria will be placed in the highest one in which they are eligible.

### **Year 7 PAN (Published Admissions Number)**

For September 2016 the Governors have agreed an admission number of **180**, which represents the maximum number of places that they can offer and this is the Academy's Published Admissions Number (PAN). Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria set out below.

### **Admissions to Years 8 to 11**

Applications for admission to Years 8 to 11 are managed on a co-ordinated basis and should be made through your Local Authority. They will be considered according to the criteria detailed below. Decisions will depend on the availability of places.

The PAN (Published Admissions Number) for each year group are as follows:

Years 8 and 9	<b>180;</b>
Years 10 and 11	<b>150.</b>

Parent(s)/Carer(s) should note that there are waiting lists for each year group. Details about waiting lists are given within this Policy.

### **Applications for Students with Statements of Special Educational Needs**

The Academy welcomes students of all aptitudes and abilities, and will work with the Local Authority to ensure that proper provision is made for any child admitted with a Statement of Special Educational Needs. The Governors and the Academy will follow the guidance given in the Special Educational Needs Code of Practice issued by the Department for Education.

Children with a Statement of Special Educational Needs which has The Bourne Academy named in the Statement will be given a place at the Academy and this will count towards the Published Admission Number.

### **Co-ordination between Admission Authorities**

The offer of places for all Year Groups is co-ordinated between all the Admission Authorities in Bournemouth. Application to The Bourne Academy can only be made on the official (electronic or paper) application form obtainable from the applicant's home Local Authority (LA). This should be submitted to the home LA. In respect of applications for Year 7 starting in September 2016 submission must be by the closing date specified by that LA. The Governing Body of The Bourne Academy operates an equal preference system.

The closing date for admission application forms to be received by the LA will be as published in their Admissions Booklet for that year. Also contained in that booklet will be information on how to complete application forms “on-line”, the dates for notification to Parent(s)/Carer(s) of admissions decisions and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the LA or the Academy.

The Academy will publish its Prospectus in September of each year. It will include full details of and dates for the application procedure. It will also list the details of open evenings and other opportunities for prospective students and their Parents/Carers to visit the Academy.

### **The Oversubscription Criteria**

The criteria are set out in the order in which they will be applied.

1. A “Looked After Child” or a child who was previously looked after but immediately following being looked after became subject to an adoption, residence, or special guardianship order. A “Looked After Child” is a child who is either in the care of a local authority or, 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. Applicants whose siblings (sometimes known as a brother/sister but please see “definitions” below) currently attend the Academy in one of Years 7 to 10 and who will continue to do so in one of Years 8 to 11 on the date of admission.
3. All remaining places will be offered based on the distance from the Applicant’s home address to the Academy. The distance measurement will be calculated using a Geographical Information System in a straight line from the Academy to the applicant’s home in accordance with the definition below. The applications will be ranked in the order nearest to furthest..

In the case of oversubscription in any of the categories listed above priority will be given to those Applicants:

- (i) where a placement is recommended for medical reasons as essential by a Local Authority’s professional medical advisors or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer employed by a Local Authority which, in the view of the Academy’s Governing Body, requires placement at the Academy and there is clear evidence that the Applicant’s needs cannot be met by any another educational establishment.
- (ii) who live closest to the Academy. Distance will be determined in accordance with the distance definition below.

### **DEFINITIONS**

#### **Children in Local Authority Care:**

Are children who are in the care of a Local Authority or provided with accommodation by that Authority in the terms of Section 22 of the Children Act 1989.

A letter from the Children’s Services Department confirming the applicant’s status must be provided.

#### **Parent(s) / Carer(s) are:**

A Parent/Carer is any person who has parental responsibility for or is the legal guardian of the child as set out in the Children Act 1989. Where responsibility for a child is ‘shared’, only one application can be considered. Where Parents are separated it is essential that agreement is reached by both parties concerning the application. If agreement cannot be

reached the Academy will only consider the application from the Parent who is the main carer for the child. The main carer is normally the Parent who has the main caring role of the child (and could be guided by the Parent in receipt of Child Benefit, for example). In cases of doubt, the Academy will seek independent legal advice to determine which Parent has responsibility for completing the application form and whose address will be used for admissions purposes. Such a decision is not intended to be a legal ruling but only used for the purposes of admissions to the Academy.

**Siblings are:**

- a) a brother or sister sharing the same Parent/Carer;
- b) a half brother or half sister where 2 children share one common Parent/Carer;
- c) a step-brother or step-sister;
- d) a child of a Parent's/Carer's partner;
- e) adopted children.

In every case the sibling must be living permanently in the same family unit at the same address and be attending the Academy in one of Years 8 to 11 at the time of admission.

**Multiple Birth Children**

If the last Applicant offered a place within the Published Admission Number is from a multiple birth or has sibling in the same year group, any further sibling will be admitted, if the Parents/Carers so wish, even though this may raise the intake number above the Academy's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

**Home Address**

Means the address where the Applicant usually lives. Where Parents/Carers have shared residence of a child and the child lives for part of the week with each Parent/Carer, the home address will be determined to be the address at which either the child lives most of a school week or the address closest to the Academy.

Places cannot normally 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:

- i) a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii) a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii) a letter from a housing association confirming that the Parent(s)/Carer(s) will be living at a specific address relevant to the application; or
- iv) in the case of UK service personnel and Crown servants, an official Government letter (MOD, FCO or GCHQ) declaring a relocation date to the relevant parish or priority area of the Academy (or to establish distance from the Academy).

The home address will be the address that complies with the above at the closing date set by the Bournemouth Local Authority for Secondary School Admissions.

**Distance**

The distance criterion will be used to determine those Applicants who live closest to the Academy and who will have priority over those living further away. Distance will be as measured by the straight-line distance calculated by the Bournemouth Local Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the Policy takes the measurement between the address mapping points of the School and the applicant's home). If distances are equal, as calculated by the Authority's GIS system, for example a flat in a block of dwellings with the same front entrance, a random allocation system will be used to determine the allocation. The Governors of the

Academy will appoint a person independent of the Academy to administer the random allocation process.

### **Waiting Lists**

There is a waiting list for each year group. For applicants in Year 7 (entry September 2016) a new waiting list is created after completion of the co-ordinated admissions process. This is derived from a separate application that must be submitted and that will remain in force until 31<sup>st</sup> July 2017. To include a child's name on the waiting list for any year group, Parents/Carers should fill in and return the special Waiting List form available from the Academy. On the 31st July each year the waiting lists for all year groups expire and Parents/Carers must then re-apply if they want their child's name to be carried forward to the waiting list for the next year group.

If the number of children in the year group falls below the Governors' Published Admissions Number, then places will be offered from the waiting list. The Oversubscription Criteria of the current Admissions Policy will be used to decide how places are offered.

Placing a child's name on a waiting list does not affect the Parent's/Carer's right of appeal against an unsuccessful application.

### **Withdrawal of Offers of Places by the Governors**

It is important for Parents/Carers to note that should the Governing Body find evidence of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, the offer of a place may be withdrawn. This statement is made in accordance with the School Admission Code of Practice.

### **In-Year Fair Access Protocol**

The Academy, together with other Bournemouth schools and the Bournemouth Local Authority, operates an In-Year Fair Access Protocol in accordance with the Schools' Admissions Code. This is reviewed by the Bournemouth Admissions Forum on a regular basis.