

A brief guide to

# Starting **Primary School**

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Admission Process for Children due to start Primary School or move up to Junior School in September 2019

**Closing date: 15 January 2019**

<https://enrol.bournemouth.gov.uk>

Local Government in Dorset is changing on 1 April 2019. From this date the Local Authority processing your application will be the new Local Authority of Bournemouth, Christchurch and Poole Council.

You will still receive information about which school your child will be offered in line with the dates published in this booklet. If there are any updates or changes these will be communicated to you via [www.bournemouth.gov.uk](http://www.bournemouth.gov.uk).

## Apply online at <https://enrol.bournemouth.gov.uk>

### Why apply online?

1. It's quick and easy to do
2. You will receive instant confirmation by email that your application has been received
3. There is no risk that your application will get lost in the post
4. The system is secure and available 24 hours a day 7 days a week up to the closing date
5. You can view the outcome of your application on 16 April 2019 – no waiting for the post
6. Any applicant who provides a valid email address will be able to download a PDF version of their offer letter on 16 April 2019
7. You can accept the offered place online without having to return forms
8. It's environmentally friendly

### Need help with applying online?

Contact **01202 456195**

Keep a note of your log on details here – remember they are case sensitive!

Email \_\_\_\_\_

Password \_\_\_\_\_

## Check List

### Before you apply have you:

- Visited the schools you are interested in applying to before making your application to ensure you are making an informed decision?
- Read Bournemouth's A4 large 'Starting Primary School' booklet which also includes the schools' oversubscription criteria to ensure that you request schools where your child has a realistic chance of being offered a place?
- Spoken to staff in the Children's Information Service or your preferred school and asked any questions you may have?

### Before the closing date have you:

- Completed your application and submitted it online or on paper?
- Completed and returned the supplementary information forms for any church schools you have applied for?
- Received an acknowledgement once you have applied? This is a confirmation that you have applied on time.

### If you are claiming under exceptional medical or social circumstances have you:

- Checked that your preferred school considers exceptional circumstances as part of their admissions criteria?
- Submitted any evidence to the schools if you wish to be considered under special circumstances by 15 January 2019?

**All additional information must be submitted to the schools by the closing date of 15 January 2019.**

**If you do not submit your evidence by the closing date it will not be taken into account when allocating your child a school place!**

## Starting Primary School

### Where can I get help and advice about the process of applying for a primary school place?

Our Children's Information Service provides information and guidance about the process of applying for a school place. You can contact them on 01202 456223 or visit them at the Customer Contact Centre at the Town Hall.

We recommend that you read the booklet 'Starting Primary School' which contains more information, including the full admissions policies for all the primary schools in Bournemouth, and definitions of commonly used terms.

You can find it on the Bournemouth website ([www.bournemouth.gov.uk/applyforschool](http://www.bournemouth.gov.uk/applyforschool)) and can also read a reference copy at the Children's Information Service at the Town Hall, all Bournemouth schools and libraries.

Within the booklet you can find information and advice on the following:

- Applying for schools outside of Bournemouth
- Children who live part time with each parent
- Information and signposting for Looked After Children
- How to choose your preferences
- Information and signposting for children with Special Educational Needs
- Statistics of last year's allocation
- What to do if you are not offered the school you want
- Supplying additional evidence (including medical, religious, pupil premium amongst others)
- Moving home
- Catchment schools
- How decisions are made
- When you will hear
- Appealing against decisions
- Waiting lists
- Transport to school
- Applying for Free School Meals

If you are considering schools outside Bournemouth, contact the relevant Authority for further information.

## How do I apply and when?

The application process opens on **1 September 2018 and closes on 15 January 2019**. Parents have the right to express a preference for the school they wish their child to attend. This preference, which is governed by the School Standards and Framework Act 1998 (Section 86), can be for:

- A school maintained by the Local Authority
- A school maintained by another Local Authority
- An Academy, Free School (Academy), Foundation, Voluntary Aided or independent school.

If you are interested in an independent school (fee paying) you do not name it on your application form. Instead you will need to contact the school separately.

## Online Applications

The quickest way to apply is online at <https://enrol.bournemouth.gov.uk>. The system will be able to accept applications from 1 September 2018.

**You will need to remember your password as we are unable to reset this for you.**

## Paper Applications

You may apply using a paper form which will be available from Bournemouth Primary schools and also from the Children's Information Service from 1 September 2018. You must complete the form and return it to the Local Authority by the closing date of 15 January 2019. If you apply on a paper form, and do not provide a valid email address, you will need to wait to receive your letter to see which school your child has been allocated.

## If my form is late will I have less chance of getting the school I most want?

Yes. Applications received by 15 January 2019 will be considered before those received after that date.

## Does my child have to start school in September 2019?

If your child was born between 1 September 2014 and 31 August 2015, s/he is entitled to a full time school place from September 2019.

Although most children start school in the September of their Reception year, they do not legally have to be in school until the term following their fifth birthday.

| Deferred entry  | Delayed entry   |
|---|---|
| means that the child joins the same year group but starts later in the year | means the child joins reception year a year later than they normally would. |

## Starting school later in the year

If you decide that you wish to defer your child's start date until later in the school year, you will still need to make an application in the main allocation (ie, by 15 January 2019). This is because the arrangements for deferred entry are made direct with the school your child is offered. If you apply late, you risk places at your preferred school being taken by children who applied on time.

Once you know which school your child has been allocated, you will need to accept the offered place and arrange with the headteacher for your child to start at a later date. This accepted place will then be held open for you until your child starts.

Use the table below to work out how long you can defer your child's entry based on his/her date of birth:

| Child's date of birth | Start no later than |
|-----------------------|---------------------|
| 01/09/2014-31/12/2014 | January 2020        |
| 01/01/2015-31/08/2015 | April 2020          |

You are not able to defer your child's start date beyond the point at which they reach compulsory school age, nor beyond the beginning of the final term of the school year for which the application was made.

## Attending school part-time

If you do not wish to defer your child's start date but feel that full time attendance may not be suitable, you can request that your child attends school on a part-time basis. However, this can only continue until your child reaches compulsory school age.

You will need to discuss part-time attendance with the headteacher of the school you are offered in order to arrange the hours your child will attend.

## Delaying school until the following year

Children born between 01/04/2015 and 31/08/2015 may be able to delay their entry to school until the following September (2020).

Generally, the child's date of birth does not, in itself, mean that the request will be automatically agreed. Evidence in support of your request (e.g. of prematurity or any developmental delay) may help with your application and should be submitted for consideration. Please check each individual school's policy on delayed entry to check where you need to send this.

You will need to speak to each school that you are thinking of applying for, to discuss how they operate their Summer-Born Babies policy.

If the school's admission policy says to apply using a Local Authority application form, in order to make a request, you should complete the form available from the Admissions Team. We ask that this be submitted by 30 November 2018 so that if a delayed entry is not granted, you will have time to submit an application for your child's correct chronological year group before the 15 January 2019 school application closing date.

As all Bournemouth schools with a Reception intake are their own admitting authorities, the final decision whether or not to allow delayed entry is theirs.

If your request for Delayed entry is agreed, you will not then apply for a school place for September 2019. If you have already applied for or been offered a school, the application or place will be cancelled. You will then apply in twelve months' time for admission in September 2020. It is not possible to hold two school places, one in each year group.

It is important to bear in mind that if a school would have been able to offer a place in one year, it does not guarantee that a place would also be available the following year.

Your application will receive no special priority over other children applying for a 2020 start as their 'normal' year group.

If you apply for delayed entry and the school you have agreed the entry with cannot offer your child a place, other schools are under no obligation to offer your child a delayed place. This means that your child may have to enter a school you have not chosen in their correct year group, ie: start school in Year 1.

## Primary Schools in Bournemouth

| School Name and address  | Type of School  | Headteacher and Telephone number                                | Age Range | P.A.N.           |
|--|-----------------|---|-----------|------------------|
| <b>Avonwood School*</b><br>Harewood Avenue<br>Bournemouth BH7 6NY  | Academy         | Executive Headteacher:<br>Mrs D Godfrey-Phaure<br>01202 727910  | 4-11*     | 90               |
| <b>Bethany CE Junior School</b><br>Knole Road, Bournemouth BH1 4DJ   | Academy         | Mr L Woodward<br>01202 302406                                   | 7-11      | 96               |
| <b>Christ the King Catholic Primary School</b><br>(with nursery classes) Durdells Avenue<br>Bournemouth BH11 9EH | Academy         | Mrs C Tickel<br>01202 574277                                    | 4-11      | 60               |
| <b>Corpus Christi Catholic Primary School</b><br>St James's Square<br>Bournemouth BH5 2BX                        | Voluntary Aided | Mr D Goodwin<br>01202 427544                                    | 4-11      | 60 (4 in Year 3) |
| <b>Elm Academy</b> (with nursery classes)<br>Holloway Avenue Bournemouth BH11 9JN                                | Academy         | Mrs J Fish<br>Head of School<br>01202 574211 or<br>01202 574212 | 4-11      | 90               |
| <b>The Epiphany School</b><br>Shillingstone Drive, Bournemouth BH9 3PE   | Academy         | Mr D Simpson<br>01202 530960                                    | 4-11      | 60               |
| <b>Heathlands Primary Academy</b><br>(with nursery classes)<br>Andrew's Close Bournemouth BH11 8HB               | Academy         | Mrs N Shrimpton<br>01202 574452                                 | 4-11      | 60               |
| <b>Hill View Primary School</b><br>Hill View Road, Bournemouth BH10 5BD  | Academy         | Mrs A Jones<br>01202 514109 or<br>01202 512813                  | 4-11      | 90               |
| <b>Jewell Academy Bournemouth</b><br>Jewell Road, Bournemouth BH8 0LT  | Academy         | Mrs L Head<br>01202 774830                                      | 4-11      | 60               |
| <b>Kingsleigh Primary School</b><br>(with nursery classes)<br>Hadow Road, Bournemouth BH10 5HT                   | Academy         | Mr R Gower<br>01202 528893                                      | 4-11      | 120              |
| <b>King's Park Academy</b><br>(with nursery classes)<br>Ashley Road, Bournemouth BH1 4NB                         | Academy         | Mrs L Dean<br>01202 395138                                      | 4-11      | 120              |
| <b>Kinson Primary School</b><br>School Lane, Bournemouth BH11 9DG  | Academy         | Ms V Bryan<br>01202 572713                                      | 4-11      | 60               |

| School Name and address  | Type of School  | Headteacher & Telephone number | Age Range | P.A.N.           |
|--|-----------------|--------------------------------|-----------|------------------|
| <b>Malmesbury Park Primary School</b><br>(with nursery classes)<br>Lowther Road, Bournemouth BH8 8LU | Academy         | Mrs J Green<br>01202 291227    | 4-11      | 90               |
| <b>Moordown St John's CE Primary School</b><br>Vicarage Road, Bournemouth BH9 2SA                    | Academy         | Mr P Herbert<br>01202 527683   | 4-11      | 60               |
| <b>Muscliff Primary School</b><br>Broadway Lane, Bournemouth BH8 0AB                                 | Academy         | Ms M Wyatt<br>01202 549654     | 4-11      | 90               |
| <b>Pokesdown Community Primary School</b><br>Livingstone Road, Bournemouth BH5 2AS                   | Academy         | Ms J Barton<br>01202 428982    | 4-11      | 60               |
| <b>Queen's Park Infant Academy</b><br>East Way, Bournemouth BH8 9PU                                  | Academy         | Mrs T Edwards<br>01202 528805  | 4-7       | 120              |
| <b>Queen's Park Academy</b> (Junior)<br>East Way, Bournemouth BH8 9PU                                | Academy         | Mrs A Prout<br>01202 526079    | 7-11      | 120              |
| <b>St Clement's &amp; St John's CE Infant School</b><br>St Clement's Road, Bournemouth BH1 4DZ       | Academy         | Mr A Poole<br>01202 393570     | 4-7       | 90               |
| <b>St James' CE Primary School</b><br>Christchurch Road, Bournemouth BH7 6DW                         | Academy         | Mr J Payne<br>01202 426696     | 4-11      | 60               |
| <b>St Katharine's CE Primary School</b><br>Rolls Drive, Bournemouth BH6 4NA                          | Voluntary Aided | Mrs N St John<br>01202 426663  | 4-11      | 60 (4 in Year 3) |
| <b>St Luke's CE Primary School</b><br>Bemister Road, Bournemouth BH9 1LG                             | Academy         | Mr M Saxby<br>01202 516499     | 4-11      | 60 (4 in Year 3) |
| <b>St Mark's CE Aided Primary School</b><br>Talbot Village, Bournemouth BH10 4JA                     | Academy         | Mrs C Burn<br>01202 512241     | 4-11      | 60               |
| <b>St Michael's CE Primary School</b><br>Somerville Road, Bournemouth BH2 5LH                        | Academy         | Mr R Kennedy<br>01202 290497   | 4-11      | 90               |
| <b>St Peter's School*</b><br>Holdenhurst Avenue,<br>Bournemouth BH7 6RG                              | Academy         | Mr D Todd<br>01202 427291      | 4-11*     | 60               |
| <b>St Walburga's Catholic Primary School</b><br>Malvern Road, Bournemouth BH9 3BY                    | Voluntary Aided | Mrs V Woodward<br>01202 528811 | 4-11      | 60               |
| <b>Stourfield Infant School</b><br>Cranleigh Road, Bournemouth BH6 5JS                               | Academy         | Ms R Harris<br>01202 424585    | 4-7       | 120              |



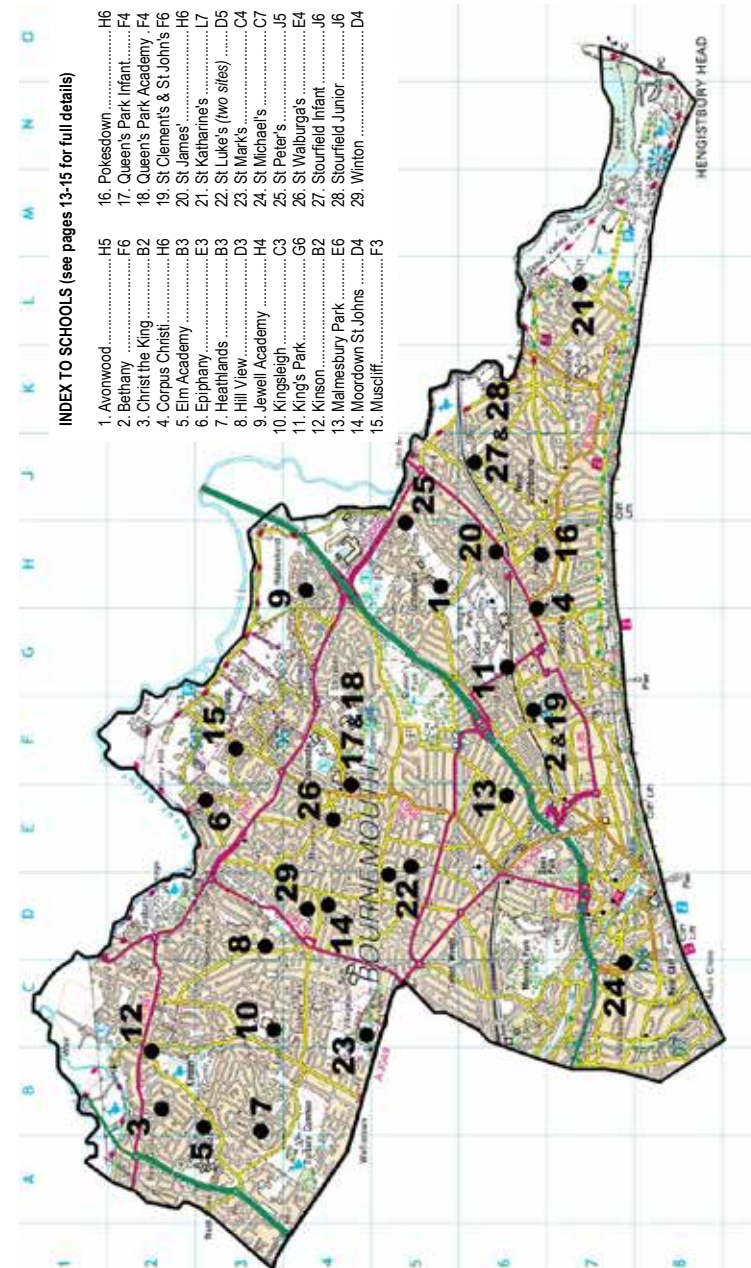
| School Name and address  | Type of School | Headteacher & Telephone number | Age Range | P.A.N. |
|--|----------------|--------------------------------|-----------|--------|
| <b>Stourfield Junior School</b><br>Stourvale Road, Bournemouth BH6 5JG | Academy        | Miss E Rawson<br>01202 424554  | 7-11      | 120    |
| <b>Winton Primary School</b><br>Oswald Road, Bournemouth BH9 2TG       | Academy        | Mr N Tarchetti<br>01202 513988 | 4-11      | 120    |

\* These are new schools so are not yet operating all year groups. Contact the Children's Information Service to confirm which year groups they have in operation. The age range for the schools will eventually be 4-11 years.

### Special schools in Bournemouth

| School Name and address  | Type of School                                     | Headteacher & Telephone number     | Age Range | P.A.N.   |
|--|--|------------------------------------|-----------|--|
| <b>Tregonwell Academy</b><br>Petersfield Road, Bournemouth BH7 6QP | Academy  | Ms S Thomas<br>CEO<br>01202 424361 | 7-16      | For pupils with emotional/ behavioural difficulties      |
| <b>Linwood School</b><br>Alma Road, Bournemouth BH9 1AJ            | Community Special, Cognition & Learning Specialism | Mr S Brown<br>01202 525107         | 3-18      | For pupils with moderate to severe learning difficulties |

### Map of Primary Schools in Bournemouth



## Children with Special Educational Needs (SEN)

### My child has Special Educational Needs – who should I talk to?

If your child has an Education, Health and Care Plan (EHCP) then you should speak with the SEND Inclusion Team on 01202 456162.

You may also contact Bournemouth's Special Educational Needs Information and Support Service (SENDIASS). This is a scheme that can answer more general questions about: how the SEND system works in Bournemouth; how you might get help from the support services; and how assessments are carried out. They also offer independent, confidential, free advice to parents whose children may have special educational needs. They can be contacted on 01202 451970.

### What if my child is a Looked After Child (or a previously Looked After Child recently adopted)?

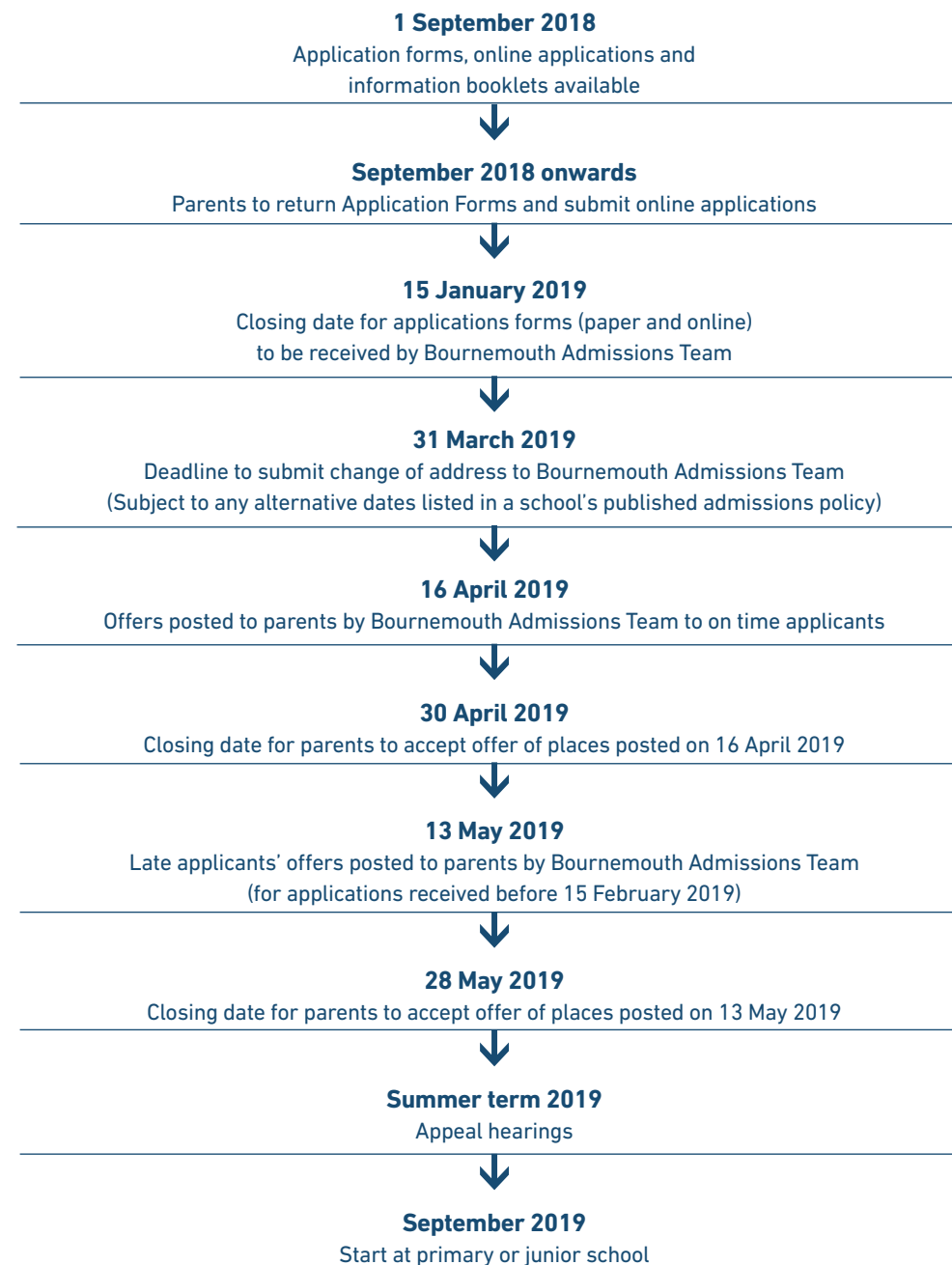
A Looked After Child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions as defined in section 22 (1) of the Children Act 1989.

Special arrangements apply if your child is looked after by a Local Authority, or was previously looked after but, immediately following this, was subject to an adoption, residence, or special guardianship order.

All these children are now given a priority in admissions to all schools in Bournemouth, although some church schools continue to prioritise Looked After or previously Looked After children of their faith over other Looked After Children. Please read the admission policies for the schools you are interested in for your child to ascertain how high a priority they may give to a Looked After Child.

It is important that you indicate in the box provided on the online and paper application forms if your child is a Looked After or a Previously Looked After Child as the schools need to be aware of this information in order to take it into account when they allocate places.

## Key dates for Starting Primary School in September 2019



## Useful Names & Addresses

### Children's Information Service

Bournemouth Borough Council, Town Hall, St Stephen's Road, Bournemouth BH2 6EB

T. 01202 456223 | E. cis@bournemouth.gov.uk

### School Admissions Team

Bournemouth Borough Council, Town Hall E3, Bourne Avenue, Bournemouth BH2 6DY

T. 01202 456195 | E. school.admissions@bournemouth.gov.uk

### Appeals Officer – Democratic Services

Bournemouth Borough Council, Town Hall, Bourne Avenue, Bournemouth BH2 6DY

T. 01202 451163 | E. school.appeals@bournemouth.gov.uk

Telephone numbers for other teams within Bournemouth Local Authority:

**Early Years Team** T. 01202 456204

**Education Psychology** T. 01202 456388

**Education Welfare** T. 01202 456179

**Special Educational Needs Inclusion Team** T. 01202 456162

### Poole LA Pupil and Parent Support

Borough of Poole, Dolphin Centre, Poole BH15 1SA

T. 01202 261936 | E. school.admissions@poole.gov.uk

### Dorset LA School Admissions Team

Dorset County Council, County Hall, Dorchester DT1 1XJ

T. 01305 221060 | E. admissions@dorsetcc.gov.uk

### SENDiass

Bournemouth Learning Centre, Ensbury Avenue, Bournemouth BH10 4HG

T. 01202 451970

### The Secretary of State for Education

Department of Education, Ministerial and Public Communications Division,  
Piccadilly Gate, Store Street, Manchester M1 2WD

T. 0370 000 2288 | education.gov.uk

### The Local Government Ombudsman

PO Box 4771, Coventry CV4 0EH

T. 0300 061 0614 | Also you can Text 'call back' to 0762480 3014

### The Advisory Centre for Education (ACE)

72 Durnsford Road, London N11 2EJ

T. 020 8888 3377 | E. enquiries@ace-ed.org.uk

### Ofsted

Piccadilly Gate, Store Street, Manchester M1 2WD

T. 0300 123 1231 | E. enquiries@ofsted.gov.uk | ofsted.gov.uk

### Schools Adjudicator

T. 01325 735 303 | E. osa.team@osa.gsi.gov.uk

**DIRECTGOV** direct.gov.uk



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## **Children's Information Service**

Customer Services, Town Hall, St Stephen's Road, Bournemouth BH2 6EB

**T.** 01202 456223 | **E.** [cis@bournemouth.gov.uk](mailto:cis@bournemouth.gov.uk) | [bournemouth.gov.uk](http://bournemouth.gov.uk)



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