



## St Clement's & St John's Church of England Infant School and Bethany Church of England Junior School Admissions Policy from September 2018

### Admissions to Year R and Year 3

This policy will apply to all admissions from 1 September 2018, including in-year admissions.

Ocean Learning Trust is the admission authority for the linked academies St Clement's & St John's Church of England Infant School and Bethany Church of England Junior School. The Trust Board determines the admission arrangements after policy localisation and statutory consultation, which the academy are required to undertake under the scheme of delegation. The Local Governing Body also co-ordinate the policy at a local level e.g. working with the LA to rank applications and offer places.

The Published Admission Number (PAN) for St Clement's & St John's Church of England Infant School (The School) is 90. The Published Admission Number (PAN) for Bethany Church of England Junior School (The School) is 96. The PAN is the number of places available for children in the year groups above.

A guiding principle of admissions to St Clement's and St John's Church of England Infant School is that the school should serve its local community, defined in the trust deed of 10<sup>th</sup> March 1879 as the ecclesiastical parish of St Clement's Church and St John's Church, Boscombe, defined by the parish map for St Clement's Church and St John's Church, Boscombe. A guiding principle of admissions to Bethany Church of England Junior School is that the school was established to provide education for children in the Diocese of Winchester, defined in the trust deed of 2<sup>nd</sup> December 1974.

St Clement's & St John's Church of England Infant School is linked to Bethany Church of England Junior School.

Both are Academy Schools and members of the Ocean Learning Trust.

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 Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Local Governing Body will admit any pupil whose Education Health Care Plan (EHP) names St Clement's & St John's Church of England Infant School or Bethany Church of England Junior School. Where possible such children will be admitted within the PAN.

If St Clement's & St John's Church of England Infant School or Bethany Church of England Junior 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**

Paragraph 1.7 of the School Admissions Code states that all schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in this Code, to looked after children<sup>16</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>17</sup> (or became subject to a child arrangements order<sup>18</sup> or special guardianship order<sup>19</sup>). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

### B **Serious medical, physical or psychological condition**

Where a place is requested for a child or family who have a serious social or medical, 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/academy. 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 4 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 St Clement's & St John's Church of England Infant School is the Ecclesiastical Parish of St Clement, Bournemouth and St John's Boscombe, Bournemouth. The catchment area for Bethany Church of England Junior School is the Bournemouth Deanery within the Diocese of Winchester.

A map of each parish can be found using this website: <http://www.achurchnearyou.com/> and these maps are copied at Appendix 2.

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 to which payment of Child Benefit is made. In cases where Child Benefit is not paid or is suspended, the permanent address will be regarded as the address at which the child is registered at a GP surgery.

We may ask for further evidence to reach a decision on the child's home address for admissions purposes.

### **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 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).
- in the case of Crown servants an official government letter declaring a relocation date to the relevant parish or catchment area of The School (or to establish distance from The School).
- Offers based on future moves will be made up to half a term in advance once the specified documentation has been presented to the academy.

## **Additional Information**

### **Tie-breaker**

If the school is oversubscribed from within any of the above criteria, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. The Local Authority's Geographic Information Systems (GIS) will be used to determine distances from the home address to the school office. The process will be electronically administered through the Local Authority's IT provider in use at the time. If distances are equal, as calculated by the Council's GIS system, for example, multiple dwellings accessed via the same front door, a random allocation system will be used to determine the allocation.

### **Who can apply**

Only a parent can apply for a place at a school/academy. 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.

### **How to apply**

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

You must complete a Local Authority Common Application Form available from the Children's Information Service and Admission team at The Town Hall or apply online at <https://enrol.bournemouth.gov.uk>

### **Offering places**

The Local Governing Body will consider first all those applications received by the published deadline of **midnight on 15<sup>th</sup> January 2018**. Notifications to parents offering a place will be sent by the Local Authority on **16<sup>th</sup> April 2018**.

Applications made after **midnight on 15<sup>th</sup> January 2018** 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/academy can offer a place, the parent's highest stated available preference will be allocated.

### **Pupils with an Education Health and 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/academy under this policy then any further twin or child of the same multiple birth will be admitted, if the parents 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 Admission Form available online at [www.bournemouth.gov.uk](http://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/academy 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 a waiting list will be operated by St Clement's & St John's Church of England Infant School and Bethany Church of England Junior School.

Parents must request (in writing) that their child is placed on the waiting list. Waiting lists for any academic year will be maintained for two terms.

Any places that become available will be allocated according to the criteria of the admission 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. Fair Access admissions and school closure arrangements will take priority over 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 affect their priority;
- periodically parents, with a child on the waiting list, will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

### **Starting school and deferred entry to Year R**

Ocean Learning Trust will provide for the admission of all children to St Clement's & St John's Church of England Infant School in the September following their fourth birthday. Ocean Learning Trust has determined that where a child is offered a place at the school:

- a) that child is entitled to a full-time place in the September following their fourth birthday
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age .

Exceptionally, parents of children with birthdays between 1 April and 31 August (inclusive) may wish to consider to defer admission until the following September. **It is recommended that parents considering such a request as defined above, contact The School as early as possible to ensure that an informed decision is made.**

See **Appendix 1: Policy for Delayed Admission to Reception Year Group.**

### ***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.*

*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of*

*their normal year group will come from parents of children born in the later summer months or those born prematurely.*

### **Admission of children outside their normal age group**

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Local Governing Body will make a decision on the basis of the circumstances of each case. Parents 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 give false information on application forms e.g. a false 'home address'. 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 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 2012).

### **Further Information**

If you require further information about applying for a place at St Clement's & St John's Church of England Infant School, Bethany Church of England Junior School, please contact The School.

St Clement's & St John's Church of England Infant School  
Address: St Clement's Road, BOURNEMOUTH BH1 4DZ  
Tel: 01202 393570  
Fax: 01202 309287  
Email: [stclements@oceanlearning.org.uk](mailto:stclements@oceanlearning.org.uk)

Bethany Church of England Junior School  
Address: Knole Road, BOURNEMOUTH BH1 4DJ  
Tel: 01202 393570  
Fax: 01202 391947  
Email: [bethany@oceanlearning.org.uk](mailto:bethany@oceanlearning.org.uk)

Registered address:  
Ocean Learning Trust  
Knole Road  
Bournemouth  
BH1 4DJ  
Reg. Number 09628750

Clerk to Board: Sue Grey  
Email: [sue.grey@oceanlearning.org.uk](mailto:sue.grey@oceanlearning.org.uk)

## **Appendix 1: St Clement's & St John's Church of England Infant School Policy for Delayed Admission to Reception Year Group**

**The Policy will apply to requests for summer born children to delay admission to Reception**

### **Introduction**

This policy document sets out the process and criteria for considering requests to delay admission to school for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for a statement of special educational needs/Education Health & Care Plan whose parent(s)/carer(s) should contact the Borough's Special Educational Needs Team for advice.

All other application forms should be submitted direct to the Local Authority School Admissions Team.

### **Process for consideration of parental requests for Summer Born Babies to be admitted to Reception a year later than their chronological age group admission**

1. If a parent expresses an interest in applying for delayed entry to Reception, the Academy should suggest that they arrange a meeting with the head teacher to discuss their options.
2. If, after discussion with the head teacher(s), the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence to the Local Authority.
3. The application form will ask parents to confirm that they understand the policy. If approved, any existing applications will be cancelled and the parents will need to re-apply for a place in Reception for the following year. This application must be submitted prior to the closing date of 15 January the following year. **At no time will they be able to hold school offers for their child in two year groups.**
4. Any applications made the following year will not be given special priority over applications for children falling naturally in that year group.
5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission the original offer will be withdrawn and offered to the next child on the waiting list.
6. The form will also ask for basic information about the child and the following information must be provided:
  - Clear reasons for the request
  - Information from the child's current nursery or pre-school if applicable
  - Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check
7. In addition they may be asked to provide specific information/documentation such as:
  - Early Years reports and assessments where this is available
  - Existing professional reports and assessments e.g. educational psychology reports from LA where this is available
  - Health information
  - Other relevant information and documentary evidence
8. Parents will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).
9. Parents along with the Academy will be informed of the recommendation of the Panel in writing within 5 working days of the meeting.

10. As the Academy is its own admitting authority, the final decision on whether to allow delayed entry lies with them, however they will take note of The Panel's recommendation when making their decision.
11. The Academy will write out to parents within 10 School days once a final decision has been made.

### **The decision making process**

Where requests for out of year admissions are made a Panel will be convened to consider the request.

This Panel will consist of:

- A senior officer from Admissions (Chair)
- The Principal Educational Psychologist (PEP) (or her representative)
- An Early Years Advisor (where appropriate)

A member of the Admin support team will minute the meeting and inform the parent of the outcome.

On occasion there may be insufficient evidence for the Panel to reach a decision. In this instance the Panel may request additional information or a meeting with the parent(s) which may include the child.

### **Criteria for agreement to out of year admissions**

The following list is not final and binding and is an example of the type of information that will be considered by the Panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The Panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature child.

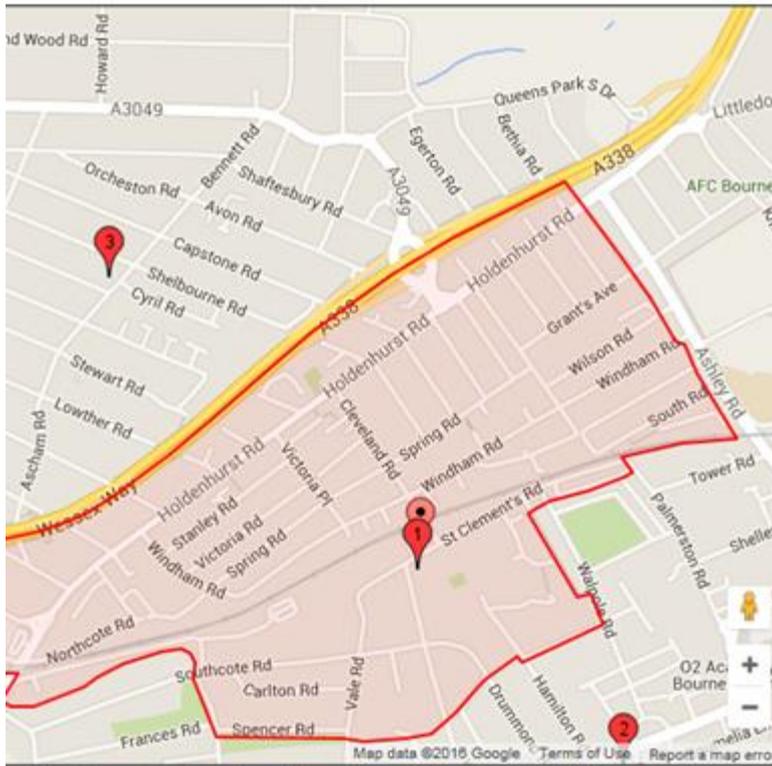
### **Right of appeal following the decision**

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents can make a complaint through the Borough of Bournemouth's complaints procedure.

If a parent is unhappy with the way the local authority has handled their complaint, the parent may then refer their complaint to the Local Government Ombudsman.

## Appendix 2: Parish maps

### Parish of St Clement, Bournemouth



### Parish of St John the Evangelist, Boscombe

