

FINAL Bournemouth Co-ordinated school admissions scheme 2018-19

All schools in Bournemouth together with Bournemouth Local Authority have in accordance with statutory requirements agreed to co-ordinate the main entry admission and transfer process for 2018-19. The agreed schemes enable an application to be made on a single application form.

There will be a single closing date for applications which will result in only one offer of a school being made. Offers will be co-ordinated with other Local Authorities such as Dorset, Poole and Hampshire to ensure that a child receives only a single offer of the highest preference able to be agreed subject to the receipt of information in sufficient time and the other Local Authorities' scheme providing for this.

THE CO-ORDINATED SECONDARY TRANSFER PROCESS

The secondary transfer process commences with Governing Bodies deciding for the schools for which they are responsible

- their own order in which places will be offered
- the number of places available
- to agree to co-ordinate the administrative process of allocating places.

This information is then shared with parents through

- talks and information leaflets given by the Bournemouth LA at primary schools in summer term
- the information booklet 'Moving up to Secondary School' which is available for all parents at the beginning of autumn term together with details on how to apply, either Online or by application form
- open evenings at all the Bournemouth Secondary Schools
- adverts in the local press

The application will invite parents to list up to three schools ranked in the order they would like their child to attend. The parents should then submit the application to the Bournemouth LA by the closing date, as specified in the agreed co-ordinated scheme.

All parents will be advised that if the application reaches the Bournemouth LA after this date the application will not be included in the first notification of offers posted out on 1 March.

Where a parent(s) lists a school which is their own admitting authority or a school in another Local Authority as one of their preferences information is electronically transferred to the relevant school or Local Authority. The Governing Body for the school or the relevant Local Authority will then be required to rank the applications in accordance with their own priority admission policy order and decide whether or not they can offer the child a place.

The decisions by the relevant Governing Body on all applications received by the closing date will then be passed to the LA by a date specified in the co-ordinated scheme.

The LA then compares the provisional offer lists from schools which are their own admitting authority and those provided by other Local Authorities. If a child's name appears on more than one offer list the LA will then refer to the parents' priority order on their original application to see which offer the parents most want. Then in accordance with the parents' stated wishes the child's name would be retained on the list of the highest preference school able to offer a place and removed from the lower preference school(s) offer list(s).

Places freed up by this process will then be offered to applicants who are next on a schools ranked order of priority.

Once this process is complete a single offer corresponding to the highest preference able to be offered, will be posted out by the LA to all applicants on 1 March or the next available working day. Those applicants who are not able to be offered any of their preferred schools will

- if they are resident in Bournemouth, be offered a place at the nearest school to their home address with agreement from the admissions authority and which still has places available
- if they are resident outside of Bournemouth be referred to their own LA to discuss schooling

Those applicants who apply after the closing date go through a similar process again, resulting in further offers being in accordance with the agreed late application timetable.

After the release of the allocation to late applicants the Local Authority will continue to co-ordinate on a fortnightly basis with all admission authorities.

THE CO-ORDINATED MAIN ENTRY (RECEPTION AND INFANT TO JUNIOR) PROCESS

The co-ordinated process will commence with Governing Bodies and the Bournemouth LA deciding for the schools for which they are responsible

- their own order in which places will be offered
- the number of places available
- to agree to co-ordinate the administrative process of allocating places.

This information is then shared with parents through

- information leaflets provided by the Bournemouth LA to primary and infant schools in summer term
- Information leaflets sent to all relevant families on the authorities database from Early Years information held by Bournemouth Borough Council
- the information booklet 'Starting primary school' which will be available to all infant and primary schools and Nursery provisions in Bournemouth and to parents who request information on their child starting school. These are available together with information on how to apply Online and by application form
- adverts in the local press and at key relevant establishments throughout Bournemouth including local Nursery and Pre-School provisions
- information provided to parents through the Bournemouth Children's Centres

The application will invite parents to list up to three schools ranked in the order they would like their child to attend. The parents should then submit the application to the Bournemouth LA by the closing date of 15 January, as specified in the agreed co-ordinated scheme.

All parents will be advised that if the application reaches the Bournemouth LA after this date the application will not be included in the first notification of offers.

Where a parent(s) lists a school which is its own admitting authority (Academy or a VA Primary or Infant School) as one of their preferences, or a school in another authority, information will be sent electronically by the Bournemouth LA to the relevant school or Local Authority by the

agreed date in the co-ordinated scheme. Its Governing Body will then be required to rank the applications in accordance with their own priority admission policy order and decide whether or not they can offer the child a place. If a parent names a school in another Local Authority information will be sent to the Local Authority by the agreed date in the co-ordinated scheme.

The LA will then receive lists from the Governing Bodies indicating which children can be offered a place and these will be compared with provisional offer lists for the Community and Voluntary Controlled schools in Bournemouth. If a child's name appears on more than one offer list the LA will then refer to the parents' priority order on their original application to see which offer the parents' most want. Then in accordance with the parents' stated wishes the child's name will be retained on the list of the highest preference school able to offer a place and removed from the lower preference school(s) offer list(s).

Places freed up by this process will then be offered to applicants who are next on a school's ranked order of priority.

Once this process is complete then a single offer corresponding to the highest preference able to be offered, will be posted out by the LA to all applicants on 16 April or the next available working day. Those applicants who were not able to be offered any of their preferred schools will

- if they were resident in Bournemouth, be offered a place at the nearest school to their home address that agrees to the offer and which still has places available
- if they are resident outside of Bournemouth referred to their own LA to discuss schooling

Those applicants who applied after the closing date go through a similar process again, resulting in further offers being in accordance with the agreed late application timetable.

After the release of the allocation to late applicants the Local Authority will continue to co-ordinate on a fortnightly basis with all admission authorities.

IN-YEAR ADMISSIONS FROM SEPTEMBER 2018

One application form will be available for parents wishing to apply for any school located in Bournemouth. The application will invite parents to list up to three schools in Bournemouth ranked in the order they would like their child to attend. The parents should then submit the application to the Bournemouth LA.

The Bournemouth LA will then process the application in accordance with the agreement with all the schools in Bournemouth.

Applications which meet the In-Year Fair Access criteria will be processed in accordance with the agreed In-Year Fair Access Protocol applicable. All other applications will be processed in accordance with the agreement with all the schools in Bournemouth.

PROPOSED KEY DATES COORDINATED SCHEME 2018

STAGE	NORMAL ADMISSION ROUND		
	Secondary	Infant to Junior	Primary
Closing date for applications	31.10.2017	15.01.2018	15.01.2018
Bournemouth Borough Council (BBC) to exchange applicant information with other Local Authorities by BBC to exchange applicant information with other school Admissions Authorities (AAs) in Bournemouth, with the exception of any applications received from outside the BBC area, by	10.11.2017	02.02.2018	02.02.2018
BBC sends a list of all applicants from outside the BBC area to other AAs in Bournemouth by	24.11.2017	16.02.2018	16.02.2018
AAs to send electronically a list of pupils to BBC in the order to be considered, together with the relevant criteria for each applicant by	05.01.2018	02.03.2018	02.03.2018
First exchange of offers between BBC and other LAs for applicants resident in their respective areas by	19.01.2018	16.03.2018	16.03.2018
Deadline for final exchange of offers between LAs for applicants resident in their respective areas	02.02.2018	30.03.2018	30.03.2018
BBC to inform other AAs of final allocation of places by	16.02.2018	06.04.2018	06.04.2018
BBC sends out notification letters to all applicants by first class post and on-time notifications to be uploaded on	01.03.2018	16.04.2018	16.04.2018
Parents accept/decline offer by	16.03.2018	30.04.2018	04.05.2018

STAGE	LATE APPLICATIONS		
	Secondary	Infant to Junior	Primary
Closing date for late applications	29.01.2018	16.02.2018	16.02.2018
Bournemouth Borough Council(BBC) to exchange applicant information with other school Admission Authorities (AAs) in Bournemouth	05.02.2018	09.03.2018	09.03.2018
AAs to send electronically a list of pupils in the order to be considered, together with the relevant criteria for each applicant by	23.02.2018	23.03.2018	23.03.2018
BBC to inform other AAs of final allocation of places by	05.03.2018	04.05.2018	04.05.2018
BBC sends out notification letters to all applicants by first class post on	12.03.2018	11.05.2018	11.05.2018
Parents accept/decline offer by	26.03.2018	18.05.2018	18.05.2018

- 1) Letters to applicants offered places at academies, foundation, trust and voluntary aided schools will be on behalf of the respective governing bodies or sponsors.
- 2) Grammar School testing prior to preferences being submitted is 23 September 2017.
- 3) **PLEASE NOTE AT THE END OF THE ABOVE TIMETABLE THE LOCAL AUTHORITY WILL CONTINUE TO COORDINATE THE ALLOCATION UP UNTIL SEPTEMBER 2018**