

CABINET



Report subject	Consultation on School Admissions Arrangements 2021-22 and the Relevant Consultation Area
Meeting date	13 November 2019
Status	Public Report
Executive summary	<p>To advise Cabinet of the statutory requirement to consult prior to the setting of School Admission arrangements for schools for which it is an admission authority and a single co-ordinated scheme for the school place application and offer process.</p> <p>To seek permission to consult on proposed admission arrangements and supplementary information form (SIF).</p> <p>To recommend that a single Relevant Area for consultation on proposed admission arrangements be adopted.</p>
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) Cabinet adopt: the single Relevant Area for consultation on school admission arrangements for the 2021-22 year in accordance with Part III, Chapter I, Section 89(3) of the 1998 School Standards and Framework Act</p> <p>(b) Cabinet approve the commencement of statutory consultation on</p> <ul style="list-style-type: none"> i) the admission arrangements for maintained community schools in accordance with Part III, Chapter I, Section 89 of the 1998 School Standards and Framework Act and Section 1 of the School Admissions Code 2014 ii) the co-ordinated Admissions Scheme for the administration of the 2021-22 year in accordance with Part III, Chapter I, Section 89 of the 1998 School Standards and Framework Act and paragraphs 2.20-2.22 of the School Admissions Code 2014.

Reason for recommendations	<p>The Council is legally required to review and consult on admission arrangements for the 2021-22 academic year for all maintained schools for which it is an admission authority and to agree co-ordinated admission arrangements for all admission authorities in the area. Arrangements must be determined by the Council by 28 February 2020.</p> <p>To enable a consultation to be undertaken the Council is required to set a 'Relevant Area' within which the consultation must take place.</p> <p>The Council has a legal responsibility to ensure that there are sufficient school places.</p>
Portfolio Holder(s):	Councillor Sandra Moore, Portfolio Holder for Children and Families
Corporate Director	Judith Ramsden, Corporate Director of Children's Services
Contributors	Neil Goddard, Director Quality and Commissioning; Felicity Draper, Senior Manager Access and School Commissioning; Julie Gale, Senior Manager Access
Wards	All
Classification	For Decision

Background

1. The Council and those schools which are deemed to be an 'admission authority' are required each year to set arrangements explaining how and when they will decide to whom they will offer a school place. The Council must also set an administrative scheme setting out for parents and schools how the application and offer process will be co-ordinated. To ensure that these arrangements meet all legal requirements and that the process is transparent the Council must put in place a 'Relevant Area' for consultation on the proposed arrangements.
2. The Council and all other school admission authorities are required to operate their admission arrangements in accordance with the Department for Education 2014 School Admissions Code.
3. The predecessor authorities of Bournemouth, Christchurch and Poole set arrangements in accordance with the Department for Education's School Admissions Code 2014 relating to the 2020-21 academic year as they were required to be in place no later than 28 February 2019.
4. The Council must now consult on the arrangements that will apply across the whole area for the 2021-22 year. The outcome of the consultation will be brought back to Cabinet in January 2020 for the arrangements to be determined prior to the statutory deadline of 28 February 2020.

Relevant Area(s)

5. The 1998 School Standards and Framework Act requires a local authority to set a relevant area(s) for consultation by admission authorities on proposed school admission arrangements.
6. The predecessor authorities of Bournemouth Borough Council, Dorset County Council (for Christchurch) and Borough of Poole set Relevant Areas co-terminus with their local authority boundaries plus an area including as a minimum, primary schools within 1 mile and secondary schools within 3 miles of the outside of the local authority boundary.
7. As an interim measure the Council decided at the Cabinet meeting of 11 July to continue with these local arrangements until a full consultation on arrangements for the 2021-22 year onwards could be undertaken and determined by BCP Council.
8. A consultation was held between 4 September 2019 and 15 October 2019 with all schools, the four local Diocese and neighbouring local authorities of Dorset and Hampshire on a proposal to have in place a single consultation area. Details of the consultation are attached at Appendix 1.
9. It is recommended that the Council adopt a single consultation area co-terminus with the local authority boundary plus an area including primary schools within 1 mile and secondary schools within 3 miles of the outside of the local authority boundary as in Appendix 1. Neighbouring local authorities of Dorset Council and Hampshire County Council will be automatically consulted.

Admissions Policy and Published Admission Numbers

10. The Council is required to have an admissions policy for its maintained primary schools located in Poole and Christchurch.
11. The admissions policy must explain how to apply for a place and once an application is received how it will be processed. It must contain clear oversubscription criteria should there be more applications for places than there are places available. The number of places available at a main point of entry for each school – The Published Admission Number - must also be set and included in the policy for parents.
12. A proposed policy for consultation is attached at Appendix 2. There will be a separate consultation with maintained primary schools prior to the release of the full consultation. Linked policies to the document in relation to admission out of year group and admission of Looked After Children remain unchanged.
13. Appendix 3 is the proposed supplementary information form. This form will only to be used for applications where a family is applying for a CE voluntary controlled school on denominational grounds.
14. Proposed Published Admission Numbers for 2021-22 for each of the maintained primary schools are attached at Appendix 4. There are no changes to those set

for the 2020 -21 year, by the preceding local authorities as there are sufficient school places.

Co-ordinated Scheme

15. The Council is required under Paragraphs 2.20-2.22 of the Department for Education's School Admissions Code to set a Co-ordinated Scheme for the processing of school applications for entry to school in September 2021.
16. The scheme recommended for consultation and attached in Appendix 5 is a single scheme for the whole of the Bournemouth Christchurch and Poole area. The scheme is in principle the same as that set by the Council for the 2020-21 year with minor date alterations.

Consultation

17. It is proposed that a statutory six week public consultation period be held from 18 November 2019 to 3 January 2020.
18. A notice will be published in the Daily Echo in December 2019 advising parents and interested parties that copies of the proposed admission arrangements can be inspected in the three main public libraries in Bournemouth Christchurch and Poole and identified Council offices. Additionally, the documents will be placed on the Council's website giving the address to which comments can be sent. Council communication platforms including Facebook and Twitter will also be utilised.
19. Copies of all documents will be sent to all school admission authorities within BCP council and the relevant consultation area as well as neighbouring Councils. The Council will also act as a co-ordinator of individual admission authority consultations through the website.

Summary of financial implications

20. The admissions function is entirely funded from the Dedicated Schools Grant (DSG). Therefore, there are no wider revenue budget implications to the Council. The recommendations set out above are intended to be accommodated within the existing budget allocated from within the DSG for this purpose.

Summary of legal implications

21. The Council must have in place by no later than 28 February 2020 a co-ordinated scheme for processing admission applications; an admissions policy for all maintained community and voluntary controlled primary schools and published admission number of each of the schools.
22. Consultation on these arrangements must take place for a minimum of a six week period between 1 October and 31 January in the determination year.
23. If no action is taken the Council will not meet its statutory duty to have admission arrangements which meet the requirements of the School Admissions Code 2014.

24. The Council must have in place a Relevant Area within which admission authorities located within the local authority area must consult on proposed school admission arrangements.
25. If no action is taken, the Council will not meet its statutory duty to have in place a Relevant Area for consultation and a Co-ordinated Admissions Scheme as required by the School Standards and Framework Act 1998.

Summary of human resources implications

26. None

Summary of environmental impact

27. The continuance of school catchment areas or a distance measurement within admission policies encourages travel to local (rather than distant) schools by giving priority for admission to children living near to each school whilst still meeting the legal requirement for parents to be free to express a preference for any school irrespective of distance.

Summary of public health implications

28. None

Summary of equality implications

29. School Admission arrangements, The Co-ordinated Scheme and Relevant Area are governed by statute, statutory regulation and a Code of Practice and are required to meet all legislative requirements of equality legislation.

Summary of risk assessment

30. The main strategic risk is a breach of a statutory requirement to consult on admission arrangements and a co-ordinated scheme prior to their determination to enable school places to be allocated in accordance with the School Admissions Code 2014. Not setting a Relevant Area for consultation would also be in breach of the statutory responsibilities of the Council.

Background papers

Department for Education School Admissions Code 2014 – Published works

The School Standards and Framework Act 1998

The Education Act 2002

The Education and Inspections Act 2006

School Admissions Code 2014

The Education (Determination of Admission Arrangements) Regulations 1999

The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999

The Education (Determination of Admission Arrangements) (Amendments) (England) Regulations 2002

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008

The Education (Admission of Looked After Children) (England) Regulations 2005

Appendices

Appendix 1 – Relevant Area Consultation

Appendix 2 – Bournemouth, Christchurch and Poole Council Admissions Policy
2021/22

Appendix 3 – Supplementary Information Form (SIF)

Appendix 4 – Proposed Published Admission Numbers (PANs)

Appendix 5 – Co-ordinated Scheme 2021/22

Relevant Area Consultation

1. The Law requires all local authorities to consult and determine a Relevant Area for school admissions. The Relevant Area describes the geographical area within which consultations on individual mainstream school admission arrangements takes place.
2. When BCP Council was formed in April 2019, a Relevant Area was needed for BCP for 2020/21 admissions. It was decided to adopt a Relevant Area that was co-terminus with the new BCP boundary including as a minimum, non-BCP primary schools within a mile and secondary schools within 3 miles of the outside of the local authority boundary for the remainder of the 2020/2021 admissions round.
3. In order to ensure that a Relevant Area is in place for 2021/22 and 2022/23, BCP Council has consulted on the continued use of the adopted Relevant Area. The consultation took place between 4 September 2019 and 15 October 2019. BCP Council consulted with:
 - neighbouring local authorities;
 - all other admission authorities in the LA; and
 - all other admission authorities bordering the LA (1 mile away for primary schools and 3 miles away for secondary schools)

in accordance with The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

4. The consultation asked schools to consider the Relevant Area for BCP Council as:
 - for all BCP Infant, Junior, First, Primary schools (academy, community, voluntary controlled, free, voluntary aided and foundation) will be the geographical area of BCP Council plus a minimum 1 mile buffer zone.
 - for all BCP All Through, Middle (deemed secondary) and Secondary (academy, community, free, studio voluntary aided and foundation) will be the geographical area of BCP Council plus a minimum 3 mile buffer zone.
5. BCP Council received three responses to the consultation. Two of the responses were general enquiries regarding the purpose of the Relevant Area. The third response requested that the Relevant Area was precisely defined and that schools were provided with assistance in identifying which schools and authorities they would need to consult with.
6. BCP Council will continue to support schools undertaking consultations on their admission arrangements by offering a specific consultation period that BCP Council will coordinate. BCP Council would ensure that all schools in the Relevant Area are made aware of consultations from the schools that wish to participate in a coordinated approach. For all other schools that choose to consult independently, BCP council will be able to provide names and contact details.
7. In order to ensure the Relevant Area is precisely defined, it is proposed that BCP Council adopt the following definition:

The Relevant Area for BCP Council comprises:

- all schools that operate within the geographical area of BCP Council;
- the neighbouring local authorities of Dorset Council and Hampshire County Council;

- all other admission authorities for primary schools up to 1 mile away from the BCP Council boundary; and
 - all other admission authorities for secondary schools up to 3 miles away from the BCP Council boundary.
8. Schools will continue to be advised that they must consult in accordance with paragraphs 1.42-1.45 of The School Admissions Code (2014) and that they may wish to consider the appropriateness of consulting with schools and other relevant parties outside the defined Relevant Area.



**BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL
ADMISSIONS POLICY 2021/22**

**COMMUNITY AND VOLUNTARY CONTROLLED INFANT, JUNIOR AND PRIMARY
SCHOOLS**

(FOR ENTRY TO RECEPTION & TRANSFER TO JUNIOR SCHOOL)

The admission authority for all community and voluntary controlled schools mainstream schools in the Bournemouth, Christchurch and Poole Council area is the Local Authority. This policy applies to applications for school places starting in September 2021 and should be read in conjunction with the parents' guide available at bcpcouncil.gov.uk/schooladmissions from 12 September 2021.

Children with an Education, Health and Care Plan issued by a local authority naming a school where a child should receive his/her education will be admitted to that school before preferences are considered for admission in September.

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number:

1. "Looked After Children" or "previously Looked After Children" (note 1)
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (note 2)
3. Children who BCP Council accepts have an exceptional medical or social need and where there is a need for a place at one specific school (note 3)
4. Children who live in the school's catchment area who have a sibling who is already on the roll of the school and will continue to attend the school at the time of admission (note 4)
5. Children living within the school's catchment area who are attending a recognised feeder school and are on that school's roll at the time of application (note 5)
6. All other children who live in the school's catchment area
7. Children who live outside the school's catchment area who have a sibling who is already on the roll of the school and will continue to attend the school at the time of admission (note 4)
8. Children living outside the school's catchment area who are attending a recognised feeder school and are on that school's roll at the time of application (note 5)
9. Children living outside the school's catchment area and whose parents wish them to attend a CE voluntary controlled school on denominational grounds (note 6).

10. Children of staff where the member of staff has been employed for two or more years at the school applied for at the time the application for admission is made or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission (note 7)
11. All other children who live outside the school's catchment area.

If a school is oversubscribed in any of the categories above, children in the oversubscribed category who live closest to the school will be given priority (notes 8 and 9). If the distance measurement is equal for two or more applicants the place will be allocated by the drawing of lots (note 10).

Please ensure you read notes 1 to 10 and the remainder of this policy for further information.

Admission arrangements

Admission will be in accordance with the agreed scheme for co-ordinated admission arrangements 2021/22.

Starting Reception in 2021/22

All children can start in Reception on a full-time basis in September 2021. Parents/carers may discuss with the Headteacher whether or not their child should start on a part-time basis. The final decision will rest with the parent/carer of the child.

Delayed or deferred start

For children born between 1 September and 31 March, parents can delay their child's start date until later in the school year but not beyond the point at which they reach compulsory school age (i.e. by the start of the term following their fifth birthday). For children born between 1 April and 31 August, parents can also delay their child's start date; but not beyond the beginning of the final term of the school year (i.e. the term that starts after the Easter/Spring holidays) for which the offer was made.

The school place offered cannot be delayed until the following academic year – it must be taken up in the academic year for which it is offered. Parents and carers who do not take up the offer of a place during the Reception year will need to reapply for a school place the following year. Places offered but not taken up by the beginning of the final term (i.e. the term that starts after the Easter/Spring holidays) will be withdrawn.

If parents/carers want to apply for the following year they would normally be expected to apply for a place in Year 1. Parents and carers need to be aware that Year 1 in the school they were originally offered could be full at this stage.

Applications for a place in a year group different to that determined by date of birth, including delayed admission to reception for summer born children

Applications for children to be educated in a year group different to that determined by their date of birth, including delayed admission to reception for summer born children, will be considered on their individual merits by a specialist panel comprising: a Senior Officer from the School Admissions Team, a senior member of the SEND Team where a child has/is believed to have special educational needs and the Headteacher of the school applied for.

Details of what you need to do to apply for a different year group can be found in the policy document “Policy for responding to parental requests for admission to community and voluntary controlled schools to a year group different to that determined by their date of birth, including delayed admission to reception for summer born children” available online at bpcouncil/schooladmissions or from the School Admissions Team.

Parents considering this are advised to contact the Local Authority at the earliest possible opportunity (preferably before 30 November 2020) to ensure a decision has been made by the Local Authority before the national closing date for applications to Reception.

Excepted pupils for infant classes (Years R, 1 and 2)

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an ‘excepted pupil’ for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- Children admitted outside the normal admissions round with Education, Health and Care Plans;
- Looked After Children and Previously Looked After Children admitted outside the normal admissions round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- Children of UK service personnel admitted outside the normal admissions round;
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- Children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In Year Fair Access

All the admission authorities in BCP Council have established an In Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to an infant class where there are already 30 children in the class.

In Year Admissions – Looked After Children

A Looked After Child (see Notes) may be admitted to a school above the Published Admission number if it is felt by the local authority that a particular school is the most

appropriate placement to meet the needs of the individual child. BCP Council has adopted a Protocol for dealing with in year admissions of Looked After Children.

Home Address

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 local authority 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 BCP Council. If any information supplied by an applicant is judged by the local authority to be fraudulent or intentionally misleading, the Council may refuse to offer a place, or if already offered, may withdraw the offer.

Applications from separated Parents/Carers

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

Applications for children of multiple births

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc) in any year group and one child can be admitted, the other siblings of the multiple birth will be admitted over the school's Published Admission Number. If it is in an infant class (Years R, 1 and 2) the additional children over the PAN will be considered as excepted pupils for the entire time they are in an infant class at the school or until the class numbers fall back to the infant class size limit in accordance with the School Admissions Code.

Waiting Lists

The LA operates a limited waiting list policy. Parents can apply to have their child's name placed on a waiting list for the academic year for which the school place was refused. If parents wish to keep a child on a waiting list beyond this term they will need to write in for an extension. There is no guarantee of a school place by remaining on the waiting list.

Appeals

If the LA is unable to offer a place at a school that has been applied for, the parent has the right to appeal to an independent Appeals Panel. Details will be included in the letter refusing the school place. The decision of the Panel is binding on all parties

Notes

1. A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an

Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of BCP Council what evidence is required. The final decision will be made by the Council. If any information supplied by an applicant is judged by BCP Council to be fraudulent or intentionally misleading, the Council may refuse to offer a place, or if already offered, may withdraw the offer.

2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of BCP Council what evidence is required. The final decision will be made by the Council. If any information supplied by an applicant is judged by the BCP Council to be fraudulent or intentionally misleading, the Council may refuse to offer a place, or if already offered, may withdraw the offer.
3. If applying under medical or psychological grounds, written advice from an NHS Consultant (for medical grounds), or an NHS Consultant Psychiatrist (for psychological grounds) that documents the child or young person's medical or psychological needs must be included with the application. Children will only meet this criterion if the school(s) named on the application form is assessed by BCP Council to be the only school(s) that can meet any specific medical or psychological needs identified.
4. "Sibling" means:
 - a full brother or sister who lives with one or both parents or carers in the same property during the school week.
 - a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
 - an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
 - a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
 - non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.
5. Children who are on roll at the recognised feeder Infant School and are applying to the recognised receiver Junior School. This applies to Mudeford Infant & Junior Schools and Christchurch Infant & Junior Schools only.
6. In order to qualify for consideration under this category, parents/carers will need to show that at least one adult family member and the child to whom the application relates to have been attending their local church at least once a month for a minimum of a year prior to the closing date for applications. The application must also be supported by a Supplementary Information Form signed by the vicar/priest/minister or leader of the church confirming this.
7. Staff are defined as all Bournemouth, Christchurch and Poole Council employed teaching and support staff at the preferred school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step

parent. If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

8. With the exception of Hillbourne Primary School the distance between the child's home and preferred school will be determined by the shortest straight line measurement calculated using the LA's geographical information system in use at the time of allocation (the system at the time of setting the policy is Servelec Synergy, and takes the measurement between the address mapping points of the school and the applicant's home). NB. School transport is based on walking distances.

9. **For Hillbourne Primary School** the distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.

The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points:

- i) Geocoded home address point
-to-
- ii) Centre of nearest road/footpath
-to-
- iii) Nearest approved school access point that is for use by pupils

All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

10. For applicants living on islands or residing permanently on a boat within Poole harbour, the distance measurement will be a straight line from the geocoded home address point to either:

- 1. the nearest public landing steps at Poole Quay, or
- 2. a point on the mainland that the applicant proves to the satisfaction of the local authority that he/she can access

The total distance measured is a combination of 3 measurements using 4 points:

- i) Geocoded home address point
-to-
- ii) Public landing steps or other approved access point on the mainland
-to-
- iii) Centre of nearest road/footpath
-to-
- iv) Nearest approved school access point that is for use by pupils using a straight line or walking route distance dependent upon the school applied for.

If an applicant advises the local authority that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.

11. If there are insufficient places to accommodate all applicants and the distance criterion is used, the local authority will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an officer within the local authority who has no involvement in the school admissions process.

Supplementary Information Form in support of an application for a place at an Infant, Junior or Primary School on religious grounds

Please complete this form if you are applying for a place for a child on religious grounds. Please tick school(s) you are applying for – form can be used for one or all of your three preferences:

- **Baden Powell & St Peter's CE Junior School** (Section A, D and E) ☐
- **Bishop Aldhelm's CE Primary School** (Section A, B and E) ☐
- **Burton CE Primary School** (Section A, C and E) ☐
- **Lilliput CE Infant School** (Section A, D and E) ☐
- **Longfleet CE Primary School** (Section A, D and E) ☐

PLEASE REFER TO THE RELEVANT SCHOOL'S ADMISSIONS POLICY FOR FURTHER INFORMATION ON HOW THE SCHOOL'S FAITH OVERSUBSCRIPTION CRITERIA IS APPLIED

The Priest/Vicar/Minster/Leader of Church may wish to see your child's baptismal/enrolment certificate as evidence of baptism before signing the Supplementary Information Form. Please ensure that this is provided to the Priest/Vicar/Minister/Leader of Church at the time of requesting they complete this form.

Section A (to be completed by the Parent/Carer) (Please do not use abbreviated or "known as" names)	
Child's Legal Surname	
Child's First Name	
Child's Date of Birth	
Child's Home Address	

Section B - For Bishop Aldhelm's CE Primary School		
Has the child attended worship at least once a month at a recognised Christian church or religious group for at least the last 6 months? and	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Church or religious group is (tick one of the following):		
Is a member of the 'Anglican Communion'	<input type="checkbox"/>	
Is a member of (or in fellowship or partnership with, or of the same denomination as a member church of) the 'Evangelical Alliance' or the 'Fellowship of Independent Evangelical Churches' or 'Affinity'	<input type="checkbox"/>	
Is one that is in agreement with the Basis of Faith and the Objectives of 'Churches Together in Bournemouth, Christchurch and Poole' (or your local Churches Together group)	<input type="checkbox"/>	

Section C - For Burton CE Primary School		
Has the child attended worship at least once a month at a recognised Christian church or religious group for at least the last year? and	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Church or religious group is (tick one of the following):		
Is a member of the 'Anglican Communion'	<input type="checkbox"/>	

Is a member of (or in fellowship or partnership with, or of the same denomination as a member church of) the 'Evangelical Alliance' or the 'Fellowship of Independent Evangelical Churches' or 'Affinity'	<input type="checkbox"/>
Is one that is in agreement with the Basis of Faith and the Objectives of 'Churches Together in Bournemouth, Christchurch and Poole' (or your local Churches Together group)	<input type="checkbox"/>

Section D - For Baden Powell & St Peter's CE Junior School, Lilliput CE Infant School or Longfleet CE Primary School

Has the child been Baptised or Dedicated at a recognised Christian Church? and	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the child attended worship at least twice a month at a recognised Christian church or religious group for at least one year? and	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Church or religious group is (tick one of the following):		
Is a member of the 'Anglican Communion'	<input type="checkbox"/>	
Is a member of (or in fellowship or partnership with, or of the same denomination as a member church of) the 'Evangelical Alliance' or the 'Fellowship of Independent Evangelical Churches' or 'Affinity'	<input type="checkbox"/>	
Is one that is in agreement with the Basis of Faith and the Objectives of 'Churches Together in Bournemouth, Christchurch and Poole' (or your local Churches Together group)	<input type="checkbox"/>	

Section E

(to be completed by Priest/Vicar/Minister/Leader of Church)

I confirm that the information is correct

Name of Priest/Vicar/Minister/Leader of Church (please print)			
Name of Church			
Church Address			
Signature		Date	

Parent(s)/Carer(s): Please send the completed form to:

Poole School Applications: The School Admissions Team, Quality and Commissioning, Dolphin Centre, Poole, BH15 1SA

Christchurch School Applications: The Admissions Services Team, THE-3, Town Hall, St Stephen's Road, Bournemouth, BH2 6DY

General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018 - We process your personal information in accordance with GDPR and Data Protection Act 2018. If you would like to know how we use your information, please see our Privacy Notice on the Council's [Privacy policy](#) link.

APPENDIX 4**Proposed Published Admissions Numbers 2021/22 for Community and Voluntary Controlled Schools**

School Name	Proposed Published Admissions Number 2021/22
Burton CE Primary School	60
Christchurch Infant School	120
Hillbourne Primary School	60
Mudeford Community Infant School	60
Mudeford Junior School	66
Somerford Primary School	60



BCP COUNCIL

COORDINATED ADMISSION SCHEME FOR 2021/22

All schools in Bournemouth, Christchurch and Poole together with the Local Authority have, in accordance with statutory requirements, agreed to coordinate the main entry admission and transfer process for 2020-21. The agreed scheme enables an application to be made on a single application form.

The coordinated scheme applies to the following admission points of entry:

Point of Entry	National Closing Date (Applying on Time)
Entry in Reception at all First, Infant Primary and All-Through schools	15 January 2021
Entry into Year 3 at Junior schools	15 January 2021
Entry into Year 5 at Broadstone Middle School	15 January 2021
Entry into Year 7 at schools with a point of entry at year 7	31 October 2020
Entry into Year 9 at Corfe Hills School and LeAF Studio School	31 October 2020

BCP Council will coordinate with other local authorities to ensure that a child receives only a single offer of a school place. It will seek to offer the highest preference able to be agreed subject to the receipt of information in sufficient time and the other local authorities' schemes providing for this.

Parents/carers should complete an application and name three different schools in the order they would like their child to attend. Parents/carers must submit their application to their home local authority by the published closing date specified in the table above.

Preferences on faith grounds

Parents/carers expressing a preference on faith grounds must check the relevant school policy to find out how to provide evidence of religious faith and practice. Parents/carers will be required to complete a Supplementary Information Form and submit the Form before the published closing date. Where baptismal evidence is required, parents/carers must check how this is provided to the school. All relevant evidence must be submitted before the published closing date. The Supplementary Information Forms can be downloaded from the BCP website or from the relevant school website.

Changes or applications received after the closing date

Applications or any change of preference received after the national closing date for applications will be considered as a late application unless otherwise specified within the school's admissions policy.

Applications that are considered late will be processed after all on-time applicants have been notified of their result. Late applications received before the published late closing date will be processed in accordance with the timetable (see below).

Any applications received after the published closing date for late applications will be processed as quickly as possible after the timetable (see below) has been completed. Once processed, they will be immediately added to the waiting list(s) if a place is not available.

Living or applying for schools outside BCP Council

Parents/carers who live outside the BCP Council who wish to apply for a school will need to complete their home local authority's application form in accordance with timescales published in that Local Authority's scheme.

BCP Council will send a list of all applicants to all school Admission Authorities within the council's area. It will send applications for schools in other local authorities to the relevant local authority to administer.

Information from other admission authorities

Where a parent/carer lists a school which is its own admission 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 admission authority will then be required to rank in order the applications they received in accordance with their admission arrangements and decide whether they can offer the child a place.

Once the decisions have been made by the relevant admission authority, they are returned to the Local Authority by the deadline specified (see timetable below). The LA then compares the provisional offer lists; if a child's name appears on more than one offer list, the LA will then refer to the preference order on the parent/carer application to see which school the family wants the most. Then, in accordance with the order of preference on the application form, 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.

When preferences cannot be met

For those applicants who are not able to be offered any of their preferred schools:

- if they are resident in BCP Council, they will be offered a place at the nearest school to their home address which still has places available with agreement from the relevant admissions authority; or
- if they are resident outside of BCP Council, they will be referred to their own local authority to discuss schooling.

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

Outcome of application

BCP Council will advise parents/carers who applied online by uploading the outcome to the online system. Parents/carers will be able to view the outcome of their application online on the relevant national offer date. BCP Council will issue letters to all parents on the national offer dates.

Waiting list

The length of time a child's name is on the waiting list cannot be taken into account when places become available. Places are offered in accordance with the oversubscription criteria in the school's published admissions policy.

Waiting lists for the point of entry must be held until 31 December 2021. Not all schools hold waiting lists after this time. Parents will receive information in their notification letter about how the waiting lists are managed.

All waiting lists held for the academic year 2021/22 will expire on 31 August 2022. Parents/carers must submit a new school application form for 2022/2023 and any subsequent years. Applications can be submitted from 1 June 2022.

Appeals

School Admission Authorities will inform the BCP Council of the outcome of any appeals within 2 working days.

Coordinated Admission Scheme for 2021/22

	Secondary	Junior/Middle	Reception
Closing date for applications	31/10/20	15/01/21	15/01/21
BCP Council (BCP) to exchange applicant information with other local authorities (LAs) by BCP to exchange applicant information with other school Admission Authorities (AAs) in Council's area, with the exception of any applications received from outside the area, by	20/11/20	05/02/21	05/02/21
BCP sends a list of all applicants from outside the area to other AAs in BCP	27/11/20	19/02/21	19/02/21
AAs to send electronically a list of pupils to BCP in the order to be considered, together with the relevant criteria for each applicant	08/01/21	01/03/21	01/03/21
First exchange of offers between BCP and other LAs for applicants resident in their respective areas by	22/01/21	15/03/21	15/03/21
Deadline for final exchange of offers between LAs for applicants resident in their respective areas	03/02/21	31/03/21	31/03/21
BCP to inform other AAs of final allocation of places by	24/02/21	14/04/21	14/04/21
BCP issues notification letters to all applicants and on-time notifications to be uploaded on	01/03/21	16/04/21	16/04/21
Parents accept/refuse offer by	15/03/21	30/04/21	30/04/21

Late Applications

	Secondary	Junior	Reception
Closing date for late applications	29/01/21	12/02/21	12/02/21
BCP Council (BCP) to exchange applicant information with other school Admission Authorities (AAs) in BCP	05/02/21	08/03/21	08/03/21
AAs to send electronically a list of pupils in the order to be considered, together with the relevant criteria for each applicant	25/02/21	22/03/21	22/03/21
BCP to inform other AAs of final allocation of places	05/03/21	07/05/21	07/05/21
BCP issues notification letters to all applicants on	12/03/21	10/05/21	10/05/21
Parents accept/refuse offer by	26/03/21	24/05/21	24/05/21

Please note

At the end of the above timetable, the BCP Council will continue to coordinate the allocation on a regular basis until the end of the school year.

IN YEAR ADMISSIONS

With the agreement of the school admission authorities, BCP Council coordinates all applications for school places in the council's area except Highcliffe School. Parents are advised to contact Highcliffe School directly for an application form.

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

Parents/carers applying for a church school who request a place on faith grounds must provide a completed Supplementary Information Form. The Supplementary Information Form (SIF) is available from the school or a copy can be downloaded from the BCP website. Details of where to return the SIF are set out in the information on each school's websites regarding their admission arrangements.

For applications for schools in the council's area, BCP Council will send the application details to the relevant school Admission Authority, normally within 3 working days of receipt.

Admission Authorities will inform BCP Council within 7 school days of the outcome of the application. BCP Council will send out an offer or refusal letter (except for Highcliffe School which will send the letter to the parent, copied to the Local Authority). Only in exceptional circumstances will BCP Council agree an extension to the time taken for an application outcome. It will be expected from the relevant admission authority that they will be able to give a clear explanation to the parents/carers as well as the Local Authority why there are further delays. Information regarding schools that do not process applications in a timely manner may be passed on to the Schools Adjudicator and/or relevant Department for Education agencies (e.g. RSC, EFSA). The need to request direction may also be considered.

All Admission Authorities will inform BCP Council of the results of any appeal hearings within 2 working days of the appeal outcome.

Applications to start in September 2021 for places in a year group different to the point of entry

With the exception of applications for Grammar Schools, these applications will not be processed until after 1 June 2021.

Any applications received prior to 1 May 2021 will be too early to be processed and the parent will be asked to submit a new application after 1 June 2021. Applications received between 1 May and 1 June 2021 will be retained by the School Admissions Team and processed after 1 June 2021.

Applicants applying before 1 June 2021 will be informed that their application will not be processed until after this date. This does not constitute a refusal to offer a school place at any of the preferred schools and therefore there will be no right of appeal until such time as the application has been processed.

Grammar School applications will need to be processed early to allow sufficient time for testing and, if appropriate, to allow appeals to be heard before the end of the Summer Term. Therefore applications for grammar school will be processed as and when received.

Looked After Children

A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. BCP Council has adopted a Protocol for dealing with In Year applications for Looked After Children. All applications will be processed in accordance with the Protocol.

Waiting lists

New waiting lists are normally created from September each year.

Where waiting lists are held, BCP Council will ensure any places that become available are offered in accordance with the oversubscription criteria within the published admissions policy of the school.

The waiting list for 2021/22 will expire on 31 August 2022. Parents/carers must submit a new application for 2022/2023 and any subsequent years. Applications for the new waiting list can be submitted from 1 June 2022.