

Report subject	<b>The Determination of Admission Arrangements 2022/23 for Maintained Mainstream Schools</b>
Meeting date	13 January 2020
Status	Public Report
Executive summary	In line with the requirements of the School Admissions Code 2014 and associated legislation, BCP Council is statutorily required to determine its admission arrangements annually. This report requests Cabinet to determine the 2022/23 admission arrangements for its maintained community and voluntary controlled schools. The arrangements remain unchanged from the previous academic year.
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <p><b>Cabinet approve:</b></p> <p><b>(a) the admission arrangements for maintained community and voluntary controlled 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</b></p> <p><b>(b) the Coordinated 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 2.202.22 of the School Admissions Code 2014.</b></p>
Reason for recommendations	<p>BCP Council is legally required to determine admission arrangements for the 2022/23 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.</p> <p>Arrangements must be determined by BCP Council by 28 February 2021.</p>

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Corporate Director	Elaine Redding, Corporate Director, Children's Services
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Wards	Council-wide
Classification	For Decision

## Background

1. The Council and schools which are deemed to be an 'admission authority' are required each year to set arrangements explaining how and when they will decide to offer school places.
2. The Council is required to have an admissions policy for its maintained community and voluntary controlled primary schools located in Poole and Christchurch.
3. The Council must also set an administrative scheme setting out for parents and schools how the application and offer process will be co-ordinated.

## Admission Arrangements and Published Admission Numbers

4. The admissions arrangements must explain how to apply for a place and, once an application is received, how it will be processed. The policy must contain clear oversubscription criteria should there be more applications for places than there are places available. The number of places available at a normal point of entry for each school – The Published Admission Number - must also be set and included in the policy for parents.
5. The proposed admissions policy is attached at Appendix 1. Minor date alterations have been made. All other areas of the arrangements (catchments, supplementary information form, policies for service families and for requests for 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) remain the same.
6. As there are no changes to the proposed arrangements, the Council is not required to publicly consult.
7. Proposed Published Admission Numbers (PAN) for 2022/23 are attached at Appendix 2. They remain the same as the 2021-22 academic year and include the reduction in the PAN at Somerford Primary School to support the BCP programme to develop additional SEND provision. The Office of the School's Adjudicator agreed to the reduction in the PAN at Somerford on 25 August 2020 following the public consultation and recommendation made by Cabinet on 29 July 2020.

## Co-ordinated Scheme

8. 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 2022.

9. The scheme recommended and attached at Appendix 3 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 2021-22 academic year with minor date alterations.

#### **Summary of financial implications**

10. 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**

11. Council must determine the co-ordinated scheme, admission arrangements and published admission numbers no later than 28 February 2021.
12. 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.

#### **Summary of human resources implications**

13. None.

#### **Summary of sustainability impact**

14. Admission Arrangements must be set in line with the statutory requirements of the School Admissions Code 2014.

#### **Summary of public health implications**

15. None.

#### **Summary of equality implications**

16. Admission Arrangements must be in line with the statutory requirements of the School Admissions Code 2014.

#### **Summary of risk assessment**

17. If BCP Council do not determine admission arrangements for its community and voluntary controlled schools by 28 February 2021, the council will not have met its statutory duty as defined in the School Admissions Code 2014 and the DfE may impose arrangements upon the Council.

#### **Background papers**

[School Admissions Code 2014](#). Published works

[1998 School Standards and Framework Act](#). Published works.

#### **Appendices**

Appendix 1 BCP Council Admissions Policy 2022/23

Appendix 2 Published admission numbers 2022/23

Appendix 3 BCP Council Coordinated Scheme for 2022/23

# COMMUNITY AND VOLUNTARY CONTROLLED INFANT, JUNIOR AND PRIMARY SCHOOLS



## ADMISSIONS POLICY 2022/23

The admission authority for all community and voluntary controlled 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 2022 and should be read in conjunction with the parents' guide available at [bcpcouncil.gov.uk/schooladmissions](https://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 2022/23.

### **Starting Reception in 2022/23**

All children can start in Reception on a full-time basis in September 2022. 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 [bcpcouncil/schooladmissions](https://www.bcpcc.gov.uk/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 2021) 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. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. 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.

**For Christchurch Infant School and Mudeford Infant School** the sibling link will apply to Christchurch Junior School and Mudeford Junior School and vice versa.

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.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or relevant place of worship or alternative premises have been available for public worship.

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.

**COMMUNITY AND VOLUNTARY CONTROLLED  
INFANT, JUNIOR AND PRIMARY SCHOOLS****PUBLISHED ADMISSION NUMBERS 2022/23**

School Name	Published Admissions Number 2022/23
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	30

# COMMUNITY AND VOLUNTARY CONTROLLED INFANT, JUNIOR AND PRIMARY SCHOOLS



## COORDINATED ADMISSIONS SCHEME 2022/23

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 2022-23. 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 into Reception at all First, Infant Primary and All-Through schools	15 January 2022
Entry into Year 3 at Junior schools	15 January 2022
Entry into Year 5 at Broadstone Middle School	15 January 2022
Entry into Year 7 at schools with a point of entry at year 7	31 October 2021
Entry into Year 9 at Corfe Hills School and LeAF Studio School	31 October 2021

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 that 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 2022. 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 2022/23 will expire on 31 August 2023. Parents/carers must submit a new school application form for 2023/2024 and any subsequent years. Applications can be submitted from 1 June 2023.

**Appeals**

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

### Timetable for On Time Applications 2022/23

	Secondary	Junior/Middle	Reception
Closing date for applications	31/10/21	15/01/22	15/01/22
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	19/11/21	04/02/22	04/02/22
BCP sends a list of all applicants from outside the area to other AAs in BCP	26/11/21	18/02/22	18/02/22
AAs to send electronically a list of pupils to BCP in the order to be considered, together with the relevant criteria for each applicant	07/01/22	02/03/22	02/03/22
First exchange of offers between BCP and other LAs for applicants resident in their respective areas by	21/01/22	16/03/22	16/03/22
Deadline for final exchange of offers between LAs for applicants resident in their respective areas	04/02/22	31/03/22	31/03/22
BCP to inform other AAs of final allocation of places by	23/02/22	13/04/22	13/04/22
BCP issues notification letters to all applicants and on-time notifications to be uploaded on	01/03/22	19/04/22	19/04/22
Parents accept/refuse offer by	15/03/22	03/05/22	03/05/22

### Timetable for Late Applications 2022/23

	Secondary	Junior	Reception
Closing date for late applications	28/01/22	11/02/22	11/02/22
BCP Council (BCP) to exchange applicant information with other school Admission Authorities (AAs) in BCP	04/02/22	07/03/22	07/03/22
AAs to send electronically a list of pupils in the order to be considered, together with the relevant criteria for each applicant	24/02/22	21/03/22	21/03/22
BCP to inform other AAs of final allocation of places	04/03/22	06/05/22	06/05/22
BCP issues notification letters to all applicants on	11/03/22	11/05/22	11/05/22
Parents accept/refuse offer by	25/03/22	24/05/22	24/05/22

#### **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 2022 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 2022.

Any applications received prior to 1 May 2022 will be too early to be processed and the parent will be asked to submit a new application after 1 June 2022. Applications received between 1 May and 1 June 2022 will be retained by the School Admissions Team and processed after 1 June 2022.

Applicants applying before 1 June 2022 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 2022/23 will expire on 31 August 2023. Parents/carers must submit a new application for 2023/2024 and any subsequent years. Applications for the new waiting list can be submitted from 1 June 2023.