



Draft Admission Arrangements Coordinated Scheme 2025-26

Coordinated Admissions Scheme 2025-26

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 2025-26. 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 2025
Entry into Year 3 at Junior schools	15 January 2025
Entry into Year 5 at Broadstone Middle School	15 January 2025
Entry into Year 7 at all secondary schools with the exception of Corfe Hills School and LeAF Studio School	31 October 2024
Entry into Year 9 at Corfe Hills School and LeAF Studio School	31 October 2024

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 four 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 and carers expressing a preference on faith grounds must check the relevant school admissions policy to find out how to provide evidence of religious faith and practice. Parents and 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 and 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 Council website or from the relevant school website.

Changes to or applications made after the national closing date

Applications or any change of preference received after the national closing date 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 lists if a place is not available.

Living or applying for schools outside of BCP Council area

Parents and carers who live outside of the BCP Council area 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 or 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 (LA) 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 schools offer lists.

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 and do not have the opportunity to remain at their current school:

- 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 the BCP Council area, 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 applications

BCP Council will advise parents and carers who applied online by uploading the outcome to the online system. Parents and 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 lists

The length of time a child's name is on the waiting list cannot be considered 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 2025. 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 full academic year 2025-26 will expire on 31 August 2026. Parents/carers must submit a new school application form for 2026-27 and any subsequent years. Applications can be submitted from 1 June 2026.

Timetable for on-time applications

	Secondary	Junior/Middle	Infant
Closing date for applications	31/10/24	15/01/25	15/01/25
BCP Council to exchange applicant information received with other local authorities and school admission authorities in the BCP Council area by	15/11/24	03/02/25	03/02/25
Admission authorities to send electronically a list of pupils to BCP Council in the order to be considered, together with the relevant criteria for each applicant by	10/01/25	06/03/25	06/03/25
First exchange of offers between BCP Council and other LAs for applicants resident in their respective areas by	27/01/25	14/03/25	14/03/25
Deadline for final exchange of offers between LAs for applicants resident in their respective areas	07/02/25	28/03/25	28/03/25
BCP Council to inform other admission authorities of final allocation of places by	21/02/25	11/04/25	11/04/25
BCP Council issues notification letters to all applicants and on-time notifications to be uploaded on	03/03/25	16/04/25	16/04/25
Parents and carers accept/refuse offer by	17/03/25	30/04/25	30/04/25

Timetable for late applications

	Secondary	Junior/Middle	Infant
Closing date for late applications	24/01/25	07/02/25	07/02/25
BCP Council to exchange applicant information with other school admission authorities in the BCP Council area by	07/02/25	07/03/25	07/03/25
Admission authorities to electronically send a list of pupils in the order to be considered, together with the relevant criteria for each applicant by	28/02/25	21/03/25	21/03/25
BCP Council to inform other admission authorities of final allocation of places by	14/03/25	09/05/25	09/05/25
BCP Council to issue notification letters to all late applicants on	24/03/25	13/05/25	13/05/25
Parents accept/refuse offer by	07/04/25	27/05/25	27/05/25

Please note

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

BCP Council School Admissions and Transport Team

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