



# Admissions Policy 2020-2021

**Date Agreed:** 6<sup>th</sup> September 2018

**Review Date:** September 2019

**Signed:** \_\_\_\_\_

**Chair of the Portsmouth and Winchester Diocesan Trust Board**

**PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES TRUST  
Admissions Policy 2020**

**Revision Record**

Revision No.	Date Issued	Prepared By	Approved	Comments
1	2 <sup>nd</sup> September 2015	AJ	DAT	New policy
2	25 <sup>th</sup> August 2016	AJ	DAT	Updated to reflect summer 2016 diocesan guidance
3	20 <sup>th</sup> October 2016	JP	DAT	First draft – approved for consultation
4	27 <sup>th</sup> February 2017	AJ	DAT	Final determined version post-consultation
5	7 <sup>th</sup> September 2017	AJ	DAT	Updated policy for academic year 2019-2020. Added information on school closure and updated sections on the definition of looked after children and moving house. No changes to the over-subscription criteria.
6	21 <sup>st</sup> November 2017	AJ	DAT	Amended as a result of information from Bournemouth that catchment areas are still applicable and dialogue with the EFSA
7	19 <sup>th</sup> February 2018	AJ	DAT	Final determination post-consultation. Minor amendments to the word order in Admission to Year R section. Re-wording of Admissions Criteria 2 to be in line with admission code. Removal of section in moving home on changing address in an on-time application.
8	6 <sup>th</sup> September 2018	AJ	DAT	First draft for consultation – no substantive changes from 2019 Policy. Clarification regarding some definitions in criteria and the waiting list.



# St. James' Church of England Primary Academy

## Admissions Policy from September 2020



This policy will be used during 2019/20 for allocating places in the main admission round for entry to Year R in September 2020. It will also apply to in-year admissions during 2020/21. Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups

The Portsmouth and Winchester Diocesan Academies Trust is the admission authority for **St. James' CE Primary Academy**. The admission arrangements are determined by the Trust Board, after policy localisation and statutory consultation, which the academy are required to undertake under the scheme of delegation. The local governing body also co-ordinate the policy at a local level e.g. working with the LA to rank applications and offer places to pupils.

A guiding principle of admissions to this academy is that a church school should serve its local community, defined in the trust deed of 1856 as the ecclesiastical parishes of St James' and St Saviour's. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

### Admissions to Year R

The Published Admission Number (PAN) for **St. James' CE Primary Academy** is 60. The PAN is the number of places for children available in the year group above.

The local governing body will admit any pupil whose Education Health Care Plan (EHCP) names **St. James' CE Primary Academy**. Where possible such children will be admitted within the PAN.

If **St. James' CE Primary Academy** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

### Admission Criteria

1. Looked after children or children who were previously looked after. (see Definition A)
2. (For applications in the normal admission round only) Children or families with an exceptional medical or social need. Evidence must be provided, from a medical practitioner or social worker, of the child or family's need and why those needs make it essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical or social needs cannot be considered. (see Definition B)
3. A child **living in the catchment area** of **St James' Church of England Primary Academy** : (see Definition C)
  - (i) Children who at the time of application have a **sibling** (see Definitions D) on the roll of **The School**.
  - (ii) Other children living in the catchment area of **The School**.
4. A child **living out of the catchment area** of **St James' Church of England Primary Academy**
  - (i) Children who at the time of application have a **sibling** (see Definitions D) on the roll of **The School**.
  - (ii) Other children.

### Definitions

#### A Looked after children or children who were previously looked after

This criterion provides a priority for children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to the academy. Previously looked after children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child

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arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

Where a place is requested for a child who has a serious social or medical condition or where a member of their immediate family living in the same household has a serious social or medical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at **St. James' CE Primary Academy** is essential rather than any other school/academy. You must also describe the difficulties that would be caused if the child had to attend another school/academy. The evidence should be provided by a medical practitioner or social worker. The evidence will be considered carefully in confidence by the admissions committee of the Local Governing Body, who will endeavour to reach a fair and equitable decision.

### **C The Catchment Area**

The catchment area for **St James' Church of England Primary Academy** is the Ecclesiastical Parish of St James' and St Saviours. Our catchment area is defined within the attached street list. The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

### **D Siblings**

'Sibling' refers to a brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister living as one family unit at the same address. 'It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 3 and 4 includes children who at the time of application have a sibling for whom the offer of a place at the preferred academy has been accepted, even if the sibling is not yet attending.

#### **Moving home**

**For house moves after the application deadline** an exchange of contracts or a signed tenancy agreement (usually for a 12 months duration) will be accepted as proof of address, but parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.

- A new address resulting from a house move notified after 31<sup>st</sup> March 2020 will be used to communicate the outcome of the application but cannot be used to determine the outcome of an on-time application made from the previous address.

**Overseas residents, with a planned relocation to Bournemouth** will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12 month duration) or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

**For UK service families** with official proof of posting to Bournemouth and of a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code.

## **Additional Information**

### **Measurement of Distance from Home to Academy**

If **St. James' CE Primary Academy** is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer to **St. James' CE Primary Academy** have priority. The Local Authority's Geographic Information Systems (GIS) will be used to determine distances from the Local Authority's defined point of the home address point to the Local Authority's defined point of **St. James' CE Primary Academy**.

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### **Tie Breaker**

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then random allocation will be used. This process will be supervised by someone independent of the Trust and academy.

### **Who can apply?**

Only a parent can apply for a place at a school/academy. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### **How to apply**

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

You must complete a Local Authority Application Form available from website <http://www.bournemouth.gov.uk>

### **Offering places**

The Local Governing Body will consider first all those applications received by the published deadline of **midnight on 15<sup>th</sup> January 2020**. Notifications to parents offering a place will be sent by the Local Authority on **16<sup>th</sup> April 2020**.

Applications made after **midnight on 15<sup>th</sup> January 2020** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school/academy can offer a place, the parent's highest stated available preference will be allocated.

### **Pupils with an Education Health Care Plan**

The Local Governing Body will admit any pupil whose Education Health Care Plan (EHCP) names **St. James' CE Primary Academy**. Where possible these children will be admitted within the PAN.

### **Multiple births**

Where a twin or child from a multiple birth is admitted to an academy under this policy, then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above **St. James' CE Primary Academy** PAN.

### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at <http://www.bournemouth.gov.uk>. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Local Governing Body will decide whether a place can be offered at **St. James' CE Primary Academy**.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school/academy even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **School/academy Closures**

In the event of a school/academy closure, pupils from the closing school/academy may be given priority for any school/academy nominated as the receiving school. Specific arrangements will be determined by the

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Local Authority in accordance with the School Admissions Code and will be published at the time for the specific school/academy affected.

### **Waiting lists**

When all available places have been allocated a waiting list will be operated by **St. James' CE Primary Academy**.

All children not being offered a place will automatically be placed on the waiting list for **St. James' CE Primary Academy**.

Waiting lists for any academic year will be maintained indefinitely.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, for example, someone moves into the area and is higher placed under the oversubscription criteria. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically when parents, with a child on the waiting list, will be contacted and asked if they wish to remain on the list for the following school year.

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

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

The Portsmouth and Winchester Diocesan Academies Trust will provide for the admission of all children to **St. James' CE Primary Academy** in the September following their fourth birthday. The Portsmouth and Winchester Diocesan Academies Trust has determined that where the Local Governing Body of **St. James' CE Primary Academy** have offered a child a place at the academy:

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

Exceptionally, parents of children with birthdays between 1st April and 31st August (inclusive) may wish to consider to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1. See below for the Admission of children outside their normal age group.

It is recommended that parents considering such a request as defined above, contact **St. James' CE Primary Academy** as early as possible to ensure that an informed decision is made.

### **Notes on compulsory school age and summer born children**

*A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.*

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### Admission of children outside their normal age group

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Local Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### Admission Appeals

If you are unsuccessful in being offered a place for your child at **St. James' CE Primary Academy** you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

### Warning

Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Local Governing Body attention will be investigated. The Local Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

### Legislation

This policy takes account of Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

### Further Information

If you require further information about applying for a place at **St. James' CE Primary Academy** please contact **the Academy office**.

Pokesdown Hill, Christchurch Road, Bournemouth, Dorset BH7 6DW

Telephone: 01202 426696

Email: [stjamesce@bournemouth.gov.uk](mailto:stjamesce@bournemouth.gov.uk)

Website: <http://www.stjamescebournemouth.com/our-academy/overview/our-policies/>

Trust: <http://www.pwdat.org/admissions/>

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Abinger Road	Granville Road
Ashbourne Road (Even no's only)	Hambledon Road (Evens 2-80)
Ashford Road	Hamledon Road (All odds)
Bartlett Drive	Hannington Place
Beauchamps Gardens	Hannington Road
Bedford Crescent	Harcourt Road
Beeches The	Hares Green
Bishops Close	Harewood Avenue
Bourton Gardens	Harewood Gardens
Bridle Crescent	Harewood Place
Burns Road	Harting Road
Carlyle Road	Hartsbourne Drive
Castle Lane East	Harvey Road
Castle Parade	Hatfield Gardens
Chandlers Close	Hazelton Close
Cheriton Avenue	Henley Gardens
Christchurch Road (Evens 806-1126; Odds 799-1125a)	Hillbrow Road
Christchurch Road (Evens 1152-1314)	Holdenhurst Avenue (Evens 2-94)
Christchurch Road (Evens 1318-1362)	Holdenhurst Avenue (Odds, Amanda Court 7-101)
Christchurch Road (Odds 1307-1365)	Holmfield Avenue
Christchurch Road (Odds 1141-1305)	Hursley Close
Clarence Park Road	Iford Bridge Home Park
Clingan Road	Iford Gardens
Colemore Road	Iford Lane (Odds 3-37, Evens 42-148)
Collingbourne Avenue	Kings Park Drive (Wareham Court)
Collonade Road	Lascelles Road
Colville Close	Leaphill Road
Colville Road	Lechlade Gardens
Connaught Road	Leeson Road
Corhampton Road (Odds 1-39;Evens 2-38)	Littledown Avenue
Corhampton Road (Evens 42-182)	Littledown Drive
Corhampton Road (Odds 41-179)	Littledown Drive (58-80)
Countess Gardens	Marwell Close
Cromwell Gardens	Meon Road ( Odds 33-67,Evens 40-98)
Cromwell Place	Meon Road (Odds 1-31;Evens 2-36)
Cromwell Road (All evens and odds 1-23a)	Morley Close
Darracott Road (Evens only)	Morley Road
Denmead Road	Norwood Place
Dickens Road	Old Bridge Road
Droxford Road	Ovington Avenue
Durrington Place	Ovington Gardens
Durrington Road (Odds 1-23; Evens 2-36)	Parkwood Road (2-36a only)
Durrington Road (Odds 51-103, Evens 44-104)	Pauncefote Road
Eastcott Close	Perryfield Gardens
Elise Close	Peterfields Road
Elmgate Drive	Petersfield Place
Eltham Close	Petersfield Road (Odds 1-49a;Evens 2-50a)
Evesham Close	Petersfield Road (Odds 53-121, Evens 52-126)
Exton Road	Queensland Road
Gainsborough Road	Rebbeck Road
Glencoe Road	Regent Drive

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Roberts Road
Ropley Road
Rosebery Road
Rushmere Road
Sarah Close
Scotter Road
Seabourne Place
Seabourne Road (Odds 47-111; Evens 22-64)
Sevenoaks Drive
Shakespeare Road
Sheepwash
Shepherds Way
Somerset Road (Even nos only)
Southbourne Road (Odds 1-9; Evens 2-6)
Southwick Place
Southwick Road (Odds 1-105, Evens 2-104a)
Sovereign Close
Sparkford Close
Springbank Road
Springvale Avenue
Spurgeon Road
St Saviour's Close
Stourvale Place
Stourvale Road (Odds 1-49a; Evens 2-66)
Summerfields
Swanmore (Odds 1-31; Evens 2-34)
Swanmore Close
Swanmore Road (Odds 33-63, Evens - all)
Tamworth Road (Even nos only)
Tan Howse Close
Thistlebarrow Road (including Middleton Gardens)
Trentham Avenue
Trentham Close
Vine Close
Walkwood Avenue (Evens 2-60, Odds - all)
Walsingham Dene
Waltham Road
Warnford Road
Warwick Road
Water Lane
Wheaton Road
Wickham Road
William Road
Woodcocks Crescent
Wynter Close
York Place