



COORDINATED ADMISSION SCHEME FOR 2023/24

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 2023-24. 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 2023
Entry into Year 3 at Junior schools	15 January 2023
Entry into Year 5 at Broadstone Middle School	15 January 2023
Entry into Year 7 at all secondary schools with the exception of Corfe Hills School and LeAF Studio School	31 October 2022
Entry into Year 9 at Corfe Hills School and LeAF Studio School	31 October 2022

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/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 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 2023. 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 2023/24 will expire on 31 August 2024. Parents/carers must submit a new school application form for 2024/25 and any subsequent years. Applications can be submitted from 1 June 2024.

Appeals

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

Timetable for On Time Applications 2023/24

	Secondary	Junior/Middle	Reception
Closing date for applications	31/10/22	15/01/23	15/01/23
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	18/11/22	03/02/23	03/02/23
BCP sends a list of all applicants from outside the area to other AAs in BCP	25/11/22	20/02/23	20/02/23
AAs to send electronically a list of pupils to BCP in the order to be considered, together with the relevant criteria for each applicant	06/01/23	03/03/23	03/03/23
First exchange of offers between BCP and other LAs for applicants resident in their respective areas by	20/01/23	17/03/23	17/03/23
Deadline for final exchange of offers between LAs for applicants resident in their respective areas	03/02/23	31/03/23	31/03/23
BCP to inform other AAs of final allocation of places by	24/02/23	13/04/23	13/04/23
BCP issues notification letters to all applicants and on-time notifications to be uploaded on	01/03/23	17/04/23	17/04/23
Parents accept/decline offer by	15/03/23	02/05/23	02/05/23

Timetable for Late Applications 2023/24

	Secondary	Junior	Reception
Closing date for late applications	27/01/23	10/02/23	10/02/23
BCP Council (BCP) to exchange applicant information with other school Admission Authorities (AAs) in BCP	10/02/23	10/03/23	10/03/23
AAs to send electronically a list of pupils in the order to be considered, together with the relevant criteria for each applicant	03/03/23	24/03/23	24/03/23
BCP to inform other AAs of final allocation of places	17/03/23	10/05/23	10/05/23
BCP issues notification letters to all applicants on	24/03/23	12/05/23	12/05/23
Parents accept/decline offer by	07/04/23	26/05/23	26/05/23

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.

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 four 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 (with the exception of Highcliffe School who process their own applications), BCP Council should aim to notify the parents of the outcome of their application in writing within 10 school days. All parents must receive a notification in writing within 15 school days. The exception to this is where a parent applies for a place in a Grammar School. In these cases, the school must notify the parent in writing within 15 school days of the date for the assessment.

Admission Authorities will inform BCP Council within 3 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).

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 2023 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 2023.

Any applications received prior to 1 May 2023 will be too early to be processed and the parent will be asked to submit a new application after 1 June 2023. Applications received between 1 May and 1 June 2023 will be retained by the School Admissions Team and processed after 1 June 2023.

Applicants applying before 1 June 2023 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 2023/24 will expire on 31 August 2024. Parents/carers must submit a new application for 2024/25 and any subsequent years. Applications for the new waiting list can be submitted from 1 June 2024. Any children for whom a new application has not been received by 31 August will be removed from the waiting list on this date. Parents can apply at any point after 1 September to have their child placed back on any school’s waiting list.