

# COMMUNITY AND VOLUNTARY CONTROLLED INFANT, JUNIOR AND PRIMARY SCHOOLS



## COORDINATED ADMISSIONS SCHEME 2022/23

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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<br>(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<br><br>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  | 01/04/22      | 01/04/22  |
| 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.