Stourfield Junior School

A member of **Twynham Learning**

Stourfield Junior School Admissions Policy 2025-2026

Reviewed and ratified by Local Advisory Board (21.06.2023) and Board of Trustees (13.09.2023) prior to BCP consultation period

Finally determined by Board of Trustees:	21 February 2024

1. Introduction

This document sets out the 2025-2026 Admission arrangements for Stourfield Junior School, a member of the Twynham Learning Multi-Academy Trust (the Trust). For the purpose of this policy, the Board of Trustees is the Admission Authority but has delegated the administration of the admissions process to the school, overseen by the school's Local Advisory Board. BCP Council run a coordinated admissions scheme in the geographical area in their role as Local Authority and all Twynham Learning schools participate in this.

Parents who wish their children to be admitted to the school must follow BCP Council's admissions process. BCP Council encourage electronic applications via their Parent Portal. Full details regarding the process are available on their website. They can supply a paper version of the Local Authority Common Application Form (CAF) on request.

Every year, in line with the national timetable, the Twynham Learning Board of Trustees will review and publish information concerning the Stourfield Junior School Admission Policy.

In accordance with legislation, the school's Local Advisory Board will consult with the Local Authority, parents, local community groups and other local schools in respect of the admissions policy.

2. Admission General Principles

This policy is centred on the principles of:

- Serving a traditional area/community identified as a catchment area (details of which are on the school website);
- The social and educational advantages of children attending their local schools;
- Admission arrangements being consistently and equally applied to all requests being made by parents for admission, irrespective of background;
- Complying with the Local Authority co-ordinated schemes for in-year and normal year-of-entry admissions;
- The feeder school system offering continuity of education, the feeder school being Stourfield Infant School.

The offer of a school place may be withdrawn where a parent fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or intentionally misleading application, or it has been offered in error. The decision to withdraw an offer will be made by the CEO of Twynham Learning.

3. Dates for Applications

The Admissions Authority will consider first all those applications received by the published deadline of midnight on 15 January 2025. Notifications to parents offering a place will be sent by the Local Authority on, or the first working day after, 16 April 2025. Applications made after midnight on 15 January 2025 will be considered after all on-time applications have been fully processed.

4. Published Admission Number (PAN)

The PAN for 2025-2026 is 120 for the year of entry (Year 3). The allocation of school places up to the published admission number is in accordance with the oversubscription criteria listed below (Section 5 Oversubscription Criteria).

A school will be asked to exceed its PAN only where the Admissions Code allows. Examples include:

- An event/incident occurs in another educational establishment which could not have possibly been planned for e.g. fire;
- To comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home (45 minutes travel time)
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would be split and therefore will be offered together.

It is the CEO of Twynham Learning who has the authority to agree to going over PAN following a clear business case to justify the necessity for increasing numbers above PAN.

5. Oversubscription Criteria

Where a child has an Education Health and Care Plan which names the school, the Trust recognises a duty to admit the child to the school.

Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted. Where there are too few places available, as measured against the PAN, places will be allocated according to the following priority order:

1. Looked after children and previously looked after children.
2. Children transferring from Year 2 at Stourfield Infant School to Year 3 at Stourfield Junior School at the main allocation point.
3. Children living in the designated catchment area of the school who will have a sibling(s) attending either Stourfield School at the time of admission.
4. Children living within the school's catchment area.
5. Children living outside the school's catchment area who will have a sibling(s) attending either Stourfield School at the time of admission.
6. Children of permanent staff employed at the school.
7. All other children living outside the school's catchment area.

If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight-line measurement using the Local Authority's geographical information system which identifies the Easting and Northing for the home address and the centre point of the school site and calculates the distance between the two locations.

In the event that it is not possible to distinguish between applications despite applying the priority categories above, the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered by BCP through the IT providers in use at the time. At the time of setting this policy the provider was Synergy.

Where applications are received from families with multiple birth siblings and, by adhering to PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This recognises the exceptional nature of emotional bonds between multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

6. Waiting Lists

The school will operate a waiting list for each year group for those who were refused a place. This waiting list will be ranked in accordance with the oversubscription criteria and will be reordered according to the oversubscription criteria whenever anyone is added to the list.

The school will maintain a clear, fair and objective waiting list until 31st August of each school year of admission. Beyond this, all names are removed from the waiting list by the school (on behalf of the Admission Authority). If parents wish to keep a child on a waiting list beyond this they will need to reapply for a school place via the Local Authority from 1 June each year.

7. In-year Applications

The BCP admissions team co-ordinates the in-year applications and in every case an admissions form must be completed with all relevant information attached to the application. All policies and the Parents' Guide, which provides further information and clarification, are available here. The school maintains a waiting list of children wanting a school place. When a place is available, those on the waiting list, pending appeals and current applications are considered together in line with the oversubscription criteria published above.

8. Appeals

Parents have the right of appeal to an independent Appeals Panel. Details of the appeals procedure for the relevant year of admission can be found on the school's website. The decision of the panel is binding on all parties.

9. Admission/Transfer of Children Outside Normal Year Groups

It is Twynham Learning's policy that children attending Trust schools normally be placed with their own age group, and be educated for the majority of the time with their age peer group. Parents do however from time to time seek places for children in a lower or higher age group. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, or has missed schooling due to illness, or has a marked talent or ability. In these cases, differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

However, if a parent expresses an interest in applying for admission outside of the normal age group, they should request a meeting with the School to discuss their options in the first instance. After discussion with the School, if the parent wishes to pursue an application for admission outside the normal age group they will be asked to submit the standard application form but to forward a request to consider their child being educated outside their normal year group, along with any supporting evidence, to the school via office@stourfieldjuniors.com. Reasons for the request being made should be clearly set out.

Supporting evidence may include, but is not limited to:

- Reports and assessments from the child's current school, where this is available
- Existing professional reports and assessments e.g. educational psychology reports from the Local Authority where these are available
- Health information
- Other relevant information and documentary evidence.

Twynham Learning is the school's own Admissions Authority and the final decision on whether to allow delayed entry lies with the Board of Trustees. However, they have delegated this function to a Hearings

Panel, which will meet to consider applications. The panel will endeavour to make their final decision within 15 school days of the parents' written request.

The clerk will write to parents within ten school days once a final decision has been made.

If there are any future changes to the School Admissions Code relating to the admission/transfer of children outside normal year groups this policy will be amended or removed to reflect any changes to the code.

If the application is approved, any existing applications will be cancelled and the parents will need to re-apply the following year (for delayed entry) or make an in-year application (for accelerated entry) within the published timeframes. At no point will offers be held in two year groups. Any applications made following this approval will not be given special priority over other applications in that year as the usual oversubscription criteria will apply. If the application is not approved, parents should note that although they have a statutory right to appeal the general admission decision, this right does not extend to the decision on whether to admit a child outside their normal age group.

10. Definitions

A **looked after child** is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions as defined in section 22 (1) of the Children Act 1989

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). It can also be used for children who were previously looked after (including State care outside of England) but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see Adoption orders) and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child 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).

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 the Admissions Authority what evidence is required. The final decision will be made by the Admissions Authority. If any information supplied by an applicant is judged by the Admissions Authority to be fraudulent or intentionally misleading, the Admissions Authority may refuse to offer a place, or if already offered, may withdraw the offer.

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 the Admissions Authority what evidence is required. The final decision will be made by the Admissions Authority. If any information supplied by an applicant is judged by the Admissions Authority to be fraudulent or intentionally misleading, the Admissions Authority may refuse to offer a place, or if already offered, may withdraw the offer.

Permanent staff: This is applicable to all permanent staff employed by Twynham Learning to work at Stourfield Junior School as follows:

1) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
2) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage and is subject to the DfE Admissions Code 2021.

For staff in federated structures, staff in posts shared across more than one school and staff who work across all schools, this oversubscription criterion applies provided that Stourfield Junior School is one of the schools in which the staff member works.

Sibling: The term "sibling" means full brother or sister, stepbrother or sister, adoptive brother or sister, foster brother or sister and non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.

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.

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 the Admissions 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 the Admissions Authority. If any information supplied by an applicant is judged by the Admissions Authority to be fraudulent or intentionally misleading, the Admissions Authority may refuse to offer a place, or if already offered, may withdraw the offer.

<u>Change of Address</u>

***In Year*:**
In Year places can only be offered on the basis of future moves on the receipt of the documentation specified below:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application;

To be considered all evidence must be submitted at the time of application.

***Point of Entry*:**
When applying for point of entry, BCP will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups (Year 3) is 15 January 2025. This means if your moving date is after 15 January 2025, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, you must inform us before 15 January 2025 to ensure your application is considered from your new address. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

UK Service Personnel and Crown Servants:

For families of service personnel with a confirmed posting, or crown servants returning from overseas, The School will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The School will use the address at which the child will live when applying the admissions criteria, as long as parents provide some evidence of their intended address (including using a Unit or quartering address as the child's home address where a parent requests this), and will offer a place if, after applying the admissions criteria, the child is eligible for a place.