



Admission Arrangements

Published Admission Number (PAN)

The Published Admissions Number (PAN) is **60** pupils for the academic year 2022-23.

Applying for a place

Bournemouth Park Academy welcomes all applications. If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the Academy, places will be allocated using the admission criteria below.

The admission criteria are listed below by school and should be read alongside the explanatory notes.

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area and have a sibling on roll at the Academy at the time of application.
3. Pupils who live in the catchment area served by the Academy.
4. Pupils living outside the Academy's catchment areas and have a sibling in roll at the Academy.
5. Pupils living outside the Academy's catchment area.
6. Remaining applications.

Explanatory notes

Parents must make a separate application for transfer from Nursery to Primary School and from Infant to Junior School.

Parents must complete a Southend Common Application Form (CAF) for applications to Reception and Year 3 between 14th September and 15th January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

Pupils in public care and children that were previously in public care

Any reference to looked after children refers to children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation, a 'looked after child' is a child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after.

Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking.

Pupils with Education, Health and Care Plans (EHCP)

All children whose statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) names the Academy **must** be admitted. Children with a statement or a plan will follow a different process for admission.

Further information can be found on:

http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs

<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>

Distance

In the case of oversubscription in any one category, 'straight line' distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the Academy. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Academy). In the case where the last child offered is a twin or sibling of a multiple birth sibling, both children will be offered.

In the case of parents who are separated, only one application can be received. The Academy should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- An application is made that both parents agree to; or
- Written agreement is provided from both parents; or
- A court order is obtained confirming which parent's application takes precedence.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Catchment areas

A look up postcode list is available on www.southend.gov.uk/admissions and a map is provided in **Appendix 1**.

Siblings

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the Academy at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the *School Admissions Code*, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Waiting list

In the case of unsuccessful applications, parents can request that their child is added to the Academy's Waiting List.

The Academy's Waiting List is ordered in accordance with the oversubscription criteria. If a vacancy arises in the relevant year group, a place will be offered to the child as per the admission criteria in section 1.2.

Parents will be contacted on a termly basis to check if they still wish for their child to be on the Waiting List. The Waiting List is held until the end of the academic year.

In-year admissions

For applications outside of the standard transition point, parents will need to complete an In-Year Application form which can be obtained from the website www.bournemouthpark.co.uk or by e-mailing office@bournemouthpark.southend.sch.uk

If the year group is under its PAN, a place will be offered in line with the Academy's oversubscription criteria. If the year group is equal to or exceeds the PAN, the child will be added to the Waiting List.

Unsuccessful applicants have the right to appeal to an Independent Appeals Panel. In such instances, parents should e-mail office@bournemouthpark.southend.sch.uk

Over/under age applications

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Requests for Year 3 and Year 6 must have been submitted by the parent and considered by the Academy before the closing date for applications to Year 7 i.e. 31st October and 15th January for Year 3 of any given year.

The Academy must ask parents to submit a full request with any relevant documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include documenting the following:-

- The parent's views.
- Information about the child's academic, social and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

A parent cannot appeal against refusal to the 'out of normal age group' application.

Nursery admissions

The Nursery admits children aged 3 and 4 years old. The Nursery can admit children in part-time sessions, either morning or afternoon.

Applications for the Nursery should be made directly to: office@bournemouthpark.southend.sch.uk

Appendix 1 - School Catchment Areas (east of the borough)

Full map and look up table available on www.southend.gov.uk/admissions

