



## Admissions Policy 2021-22

**Last amended 03.10.19 by Simon Adorian, Head**

**Approved by the LAB 03.10.19**

**Ratified by the Board of Trustees 23.10.19**

**Amended to reflect changes to Admissions Code 18.08.2021**

**Ratified by Board of Trustees 27.08.2021**

This document sets out the 2021-2022 admission arrangements for Christchurch Junior School, a member of the Twynham Learning Multi-Academy Trust. For the purpose of this policy, the Board of Trustees of Twynham Learning Multi-Academy Trust are the admission authority and have delegated the admissions process to Bournemouth, Christchurch and Poole (BCP) Council.

Admission on entry into Year 3 and in-year or casual admissions will be processed through the BCP admissions team. In every case an admission 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 at <https://www.christchurch.gov.uk/education-and-training/schools-and-learning/schools-and-learning.aspx>

In accordance with government legislation, the governing body will consult with BCP, parents, local community groups and other local schools in respect of the admissions policy.

*This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.*

The Published Admission Number (PAN) is 124 pupils for the year of entry (Year 3).

### OVERSUBSCRIPTION CRITERIA

The admission of children with Education Health & Care Plans and Statements of Special Educational Needs is covered by Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of EHCP and Statemented pupils is given in the Special Education Needs Code of Practice.

1. Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted.
2. Where there are too few places available to satisfy all preferences, places will be allocated according to the following priority order:-
  - i) A “Looked after Child” or who was “Previously Looked After Child” (see footnote 1)
  - ii) Children who the admission authority accepts have an exceptional medical or social need and where there is a need for a place at the school (see footnote 2)
  - iii) Children living within the school’s catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 3)
  - iv) Children living within the school’s catchment area who are attending Christchurch Infant School during the previous year and are on that school’s roll at the time of application.
  - v) Children living within the school’s catchment area.
  - vi) Children living outside the school’s catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 3)
  - vii) Children living outside the school’s catchment area and who are attending Christchurch Infant School during the previous year at the time of application.
  - viii) Children of staff with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the BCP co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission. (see footnotes 4 & 5)
  - ix) All other children living outside the school’s catchment area.
3. If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight line measurement using a geographical information based system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations. NB. School transport is based on walking and driven distances.
4. In the event that BCP is unable to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent (of the Admissions Authority) person to determine the final place(s).
5. 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 is not an

indication that schools can exceed the admission number other than under these exceptional circumstances.

### Footnotes

1. A “looked after child” is a child who is:
  - 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 a school.
2. A “looked after child” also includes a “previously looked after child”, who was looked after (including State care outside of England), but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order. Applications will only be considered under this category if there is evidence provided such as a Child Protection Order, Children in Need document or a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. The local authority is all inclusive and will meet all legislative requirements to accommodate children within their educational setting as appropriate to their need.
3. The term ‘sibling’ means full brother or sister, half or step brother or sister, adoptive brother or sister and other 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. In the case of Christchurch Junior School the sibling link will apply to Christchurch Infant School.
4. The term ‘children’ includes full, half, step, adopted and those non-blood related but resident through marriage, civil partnerships or single family co-habitation arrangements at the time of application or deadline.
5. Staff are defined as all Twynham Learning employed teaching and support staff working at the preferred school. ‘Children of staff’ refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

Failure to provide sufficient evidence will result in the application being processed against the next highest criteria.

### **WAITING LISTS**

In the event of being full, the school will operate a waiting list for those refused a place. A child’s name will remain on the waiting list until the end of the school term in which an application for a place was refused. At the end of each school term all names are removed from the waiting list. If parents wish to keep a child on a waiting list beyond the first term they will need to apply in writing to [admissions@cjsdorset.org](mailto:admissions@cjsdorset.org) for an extension of one further term and for each subsequent term thereafter.

The waiting list is ranked according to the over-subscription criteria and any places that do become available, if not required for a child with a statement of special educational need, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list the longest or to those that have applied after the closing date.

## Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed? Admissions policy 2021-22

2. Upon whom will this impact? The Christchurch Junior School Community

3. How would the work impact upon groups; are they included and considered?

| <b>The Equality Strands</b>                 | Negative impact | Positive impact | No impact |
|---|-----------------|-----------------|-----------|
| Minority ethnic groups                      |                 |                 | √         |
| Gender                                      |                 |                 | √         |
| Disability                                  |                 |                 | √         |
| Religion, faith or belief                   |                 |                 | √         |
| Sexual orientation                          |                 |                 | √         |
| Transgender                                 |                 |                 | √         |
| Age (N/A to pre-school and school children) |                 |                 | √         |
| Rurality                                    |                 |                 | √         |

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

|                           | NO | YES | Uncertain |
|---------------------------|----|-----|-----------|
| Minority ethnic groups    | √  |     |           |
| Gender                    | √  |     |           |
| Disability                | √  |     |           |
| Religion, Faith or belief | √  |     |           |
| Sexual Orientation        | √  |     |           |
| Transgender               | √  |     |           |
| Age                       | √  |     |           |
| Rurality                  | √  |     |           |

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:- None

Do you consider that a full Equality Impact Assessment is required? NO

Comment by CEO: None