



**Christchurch Junior School**

A member of Twynham Learning

# Christchurch Junior School Admissions Policy 2022/2023

**Twynham Learning Primary School Admission Policy Standard developed by  
Gaynor Brown, Lynda Clarke and the Governance Team, October 2020**

**Christchurch Junior School-Specific Policy prepared by Sam Fuller,  
Headteacher, October 2020**

**Updated following consultation 07 January 2021**

**Reviewed & Approved by Local Advisory Board, 27 January 2021**

**Reviewed & Ratified by Board of Trustees, 10 February 2021**

**Amended to reflect changes to Admissions Code 18.08.2021  
Ratified by Board of Trustees 27.08.2021**

*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.*

## 1. Introduction

This document sets out the 2022/2023 Admission arrangements for Christchurch 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 <https://bcp.cloud.servelec-synergy.com/ParentPortal/> 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 Christchurch 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 : [https://www.cjsdorset.org/wp-content/uploads/2020/11/Christchurch\\_Junior\\_Catchment\\_Map\\_-\\_23620-With-Arrow.pdf](https://www.cjsdorset.org/wp-content/uploads/2020/11/Christchurch_Junior_Catchment_Map_-_23620-With-Arrow.pdf));
- 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 Christchurch 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 2022. Notifications to parents offering a place will be sent by the Local Authority on 19 April 2022. Applications made after midnight on 15 January 2022 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

### **4. Published Admission Number (PAN)**

The PAN for 2022-2023 is 124 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:

- 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 living within the school's catchment area who will have a sibling(s) attending the school at the time of admission.
3. 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.
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 the school at the time of admission.
6. Children living outside the school's catchment area and who are attending Christchurch Infant School during the previous year at the time of application.
7. Children of permanent staff employed at the school.
8. 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. 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 parents make a request that their child is admitted outside their normal age group, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. The reasons for the request must be fully explained in writing and provided to the school at the same time as the school place application form is submitted. The Headteacher will make the final decision as to whether a child can be admitted outside the chronological year group. The admissions will be agreed against the PAN (not in addition) and oversubscription criteria, along with all other applications received.

## 7. 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 at least 31<sup>st</sup> December of each school year of admission. Beyond this, at the end of each school term 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 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.

## 8. 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 at: <https://www.christchurch.gov.uk/education-and-training/schools-and-learning/schools-and-learning.aspx>. 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.

## 9. 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.

## 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 Christchurch Junior School as follows:

- a) where 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
- b) 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 2014.

**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.

Where a place is being sought to coordinate with **moving home** (including relocation of UK service personnel & crown servants), if a place is available and there is no waiting list, an offer will be made on the basis of a future move, up to half a term in advance (of the term the child is due to start school). Where the year group is full, an application may be made to be on the waiting list (which, if a place becomes available, will be ranked in the normal manner according to the over-subscription criteria). In either scenario, this is conditional on the receipt of the applicable item of 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; or
- in the case of UK service personnel an official government letter (MOD) declaring a relocation date to the relevant catchment area of Christchurch Junior School (or to establish distance from the school)
- in the case of Crown servants, an official government letter (FCO or other) declaring a relocation date to the relevant catchment area of Christchurch Junior School (or to establish distance from the school).

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

## Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?

Admissions Policy 2022/2023

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:-

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

Initial screening carried out by Local Advisory Board, November 2020