



## **Admission Arrangements**

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

The Published Admissions Number (PAN) is **60** pupils for the academic year 2024-25.

### **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 of Bournemouth Park Academy Nursery.
5. Pupils of staff at Bournemouth Park Academy Nursery.
6. Pupils living outside the Academy's catchment areas and have a sibling in roll at the Academy.
7. Pupils living outside the Academy's catchment area.
8. 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 14<sup>th</sup> September and 15<sup>th</sup> 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**

Pupils in public care and children that were previously in public care (including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted).

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.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

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. Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Pupil with Education, Health and Care Plans (EHCP)**

*Children with an EHCP follow a different process for admission. If the Academy is named in the EHCP it must admit the child.* Further information can be found on:

[Special Educational Needs \(SEN\) – Southend-on-Sea City Council](#)

[Local Offer - \(SEND\) – Southend-on-Sea City Council](#)

### **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.

### **Tie Break**

To be used to decide between two applications that cannot otherwise be separated: 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 Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an 'excepted pupil'

## **Catchment areas**

A look up postcode list is available on [About school catchment areas – Southend-on-Sea City Council](#) 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.

## **Pupils of Staff of the School**

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances:

- Where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCo) that 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 and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and
- 'Pupils' are biological or adopted children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

## **Pupils attending Bournemouth Park Academy Nursery**

Children will be ranked in this admission category if they are on roll in Bournemouth Park Academy Nursery which is part of the school during the year before admission for Year Reception. In regard to the main round children must be part of Bournemouth Park Academy Nursery before the application closing date of 15<sup>th</sup> January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15<sup>th</sup> January will be ranked under these criteria after the national offer day (16<sup>th</sup> April). This criterion will not be relevant for in-year admissions into Year 2.

## **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.

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.

## Appeals

All applicants refused a place have a right to an Independent Appeal panel (IAP) constituted and operated in accordance with the *School Admission Appeal Code*.

Click on the link for an appeal form and timetable for the appeals process - [Appeals](#)

The School Admission Appeal Code prescribes that applicants are entitled to one appeal per academic year per school. Therefore, the decision of the IAP applies to the whole of the academic year for those children changing schools in September and the remainder of the academic year in all other cases. However, if there has been a material change of circumstances since the appeal an applicant can apply again and, if the Academy agrees that there has been a material change of circumstances but still fails to offer a place, that applicant would be permitted a second appeal.

## 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](http://www.bournemouthpark.co.uk) or by e-mailing [office@bournemouthpark.southend.sch.uk](mailto: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](mailto:office@bournemouthpark.southend.sch.uk)

## Over/underage 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. 31<sup>st</sup> October and 15<sup>th</sup> 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.

## Fair Access Protocol

Bournemouth Park Academy works in accordance with their in year Fair Access Policy in order to ensure that pupils with additional needs or who may present challenges are not disproportionately admitted to one school or year group. Southend's Fair Access Protocol includes a number of categories which identify a child as being potentially vulnerable or likely to present a challenge to the school. These include (but are not restricted to) previous behaviour issues and poor attendance; details are available:

[Fair Access Protocol](#)

## Nursery Admissions Nursery admissions

The Nursery admits children aged 3 and 4 years old. The Nursery can admit children

The Nursery admits children aged three and four years old. The Nursery can admit children in:

- Full time, Monday – Friday.
- Part time sessions, either morning or afternoon.
- Part time sessions - All day Monday, Tuesday and mornings on Wednesdays.
- Part time sessions - Wednesday afternoon and all day Thursday and Friday.

Applications for the Nursery should be made directly to: [office@bournemouthpark.southend.sch.uk](mailto:office@bournemouthpark.southend.sch.uk)

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

