

# THE BOROUGH OF POOLE

## COORDINATED ADMISSION SCHEME FOR 2019-2020

All schools in Poole together with Poole Local Authority have, in accordance with statutory requirements, agreed to coordinate the main entry admission and transfer process for 2019-20. The agreed scheme enables an application to be made on a single application form.

The coordinated scheme applies to the following admission points of entry:

- Entry in Reception at all First, Infant and Primary schools
- Entry into Year 3 at Junior schools
- Entry into Year 5 at Broadstone Middle School
- Entry into Year 7 at all secondary schools with the exception of Corfe Hills School
- Entry into Year 9 at Corfe Hills School

There will be a single closing date for applications for each phase, which will result in only one offer of a school being made. Offers will be coordinated with other Local Authorities to ensure that a child receives only a single offer of the highest preference able to be agreed subject to the receipt of information in sufficient time and the other Local Authorities' schemes providing for this.

The information will be available to parents/carers by:

- The "Admission to School: A Guide for Parents and Carers 2019/20" being available from the beginning of September 2018, this includes details of how to apply either online or by a paper application form (both hereafter referred to as the "the form").
- Information on the Borough of Poole website.
- Open days/evenings at all Poole Schools.
- Adverts in the local press.
- Posters in all Poole Schools, libraries and other relevant sites.

Parents/carers should complete an application and name three different schools in the order they would like their child to attend. Parents/carers must submit their application to their home Local Authority by the published closing date (as specified later in this agreed coordinated scheme).

### Preferences on faith grounds

Parents/carers expressing a preference on faith grounds must provide a completed Supplementary Information Form to Poole Local Authority by the published closing date. The Supplementary Information Forms for Poole schools available are:

- St Edward's RC/CE VA School Supplementary Information Form (secondary school)
- "Years R – 6 at Primary Schools" Supplementary Information Form

The Supplementary Information Forms can be downloaded from the Borough of Poole website or from the relevant school website.

For faith schools outside Poole parents/carers should contact the relevant school for further information.

### **Changes or applications received after the closing date**

Applications or any change of preference received after the national closing date for applications will be considered as a late application for all Poole schools except Magna Academy Poole. Please refer to Magna Academy Poole's admissions policy for further information.

Applications that are considered late will be processed after all on-time applicants have been notified of their result. Late applications received before the published late closing date will be processed in accordance with the timetable on page 5.

Any applications received after the published closing date for late applications will be processed as quickly as possible after the timetable on page 5 has been completed. Once processed, they will be immediately added to the waiting list if a place is not available.

### **Living or applying for schools outside the Borough of Poole**

Parents/carers who live outside the Poole Local Authority area who wish to apply for a Poole school will need to complete their home Local Authority's application process.

Poole Local Authority will send a list of all applicants to all school Admission Authorities in Poole and to other Local Authorities where appropriate.

### **Information from other admission authorities**

All Poole Admission Authorities will send to Poole Local Authority a list of all applicants ranked in the order to be considered together with the relevant oversubscription criteria.

Poole Local Authority will apply the agreed preference scheme for all school Admission Authorities and if a place can be offered at more than one school the parent will receive an offer at their highest available preference.

### **When preferences cannot be met**

For Poole residents, if a place cannot be offered at any of the three preferred schools, Poole Local Authority will allocate a place at another Poole school. This will normally be the catchment school for the home address (if the school is in Poole and it still has places available). If Poole Local Authority is unable to allocate a catchment school, it will allocate a place at the nearest Poole school to the home address where places are available.

## **Outcome of application**

Poole Local Authority will advise parents/carers who applied online by uploading the outcome to the online system. Parents/carers will be able to view the outcome of their application online on the relevant national notification date. Poole Local Authority will send out letters to all parents by first class post on the national notification dates. If parents/carers fail to accept the place offered by the acceptance date given in the notification letter it may result in Poole Local Authority withdrawing the place.

## **Waiting list**

In accordance with the School Admissions Code 2014 Poole Local Authority will maintain the waiting lists up to the end of the autumn term for all oversubscribed schools. For community and voluntary controlled schools, waiting lists will automatically be maintained until 31 August 2020.

Where other Admission Authorities decide to keep a waiting list beyond December 2019, Poole Local Authority will maintain the waiting list. Parents will receive information in their notification letter about how the waiting lists are managed.

It is the parent/carer's responsibility to request their child's name is kept on the waiting list.

Where waiting lists are maintained, Poole Local Authority will ensure any places that become available are offered in accordance with the oversubscription criteria within the published admissions policy of the school.

## **Appeals**

School Admission Authorities will inform Poole Local Authority of the outcome of any appeals within 2 working days.

## Coordinated Admission Scheme for 2019-2020

|                                                                                                                                                                                                                                                                                        | Secondary | Junior/Middle | Reception |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|-----------|
| Closing date for applications                                                                                                                                                                                                                                                          | 31/10/18  | 15/01/19      | 15/01/19  |
| Poole Local Authority (PLA) to exchange applicant information with other Local Authorities (LAs) by<br><br>PLA to exchange applicant information with other school Admission Authorities (AAs) in Poole, with the exception of any applications received from outside the PLA area, by | 21/11/18  | 05/02/19      | 05/02/19  |
| PLA sends a list of all applicants from outside the PLA area to other AAs in Poole                                                                                                                                                                                                     | 26/11/18  | 19/02/19      | 19/02/19  |
| AAs to send electronically a list of pupils to PLA in the order to be considered, together with the relevant criteria for each applicant                                                                                                                                               | 09/01/19  | 01/03/19      | 01/03/19  |
| First exchange of offers between PLA and other LAs for applicants resident in their respective areas by                                                                                                                                                                                | 21/01/19  | 18/03/19      | 18/03/19  |
| Deadline for final exchange of offers between LAs for applicants resident in their respective areas                                                                                                                                                                                    | 04/02/19  | 29/03/19      | 29/03/19  |
| PLA to inform other AAs of final allocation of places by                                                                                                                                                                                                                               | 26/02/19  | 12/04/19      | 12/04/19  |
| PLA sends out notification letters to all applicants by First Class Post and on-time notifications to be uploaded on                                                                                                                                                                   | 01/03/19  | 16/04/19      | 16/04/19  |
| Parents accept/refuse offer by                                                                                                                                                                                                                                                         | 15/03/19  | 30/04/19      | 30/04/19  |

Other key dates:

Selective and banding testing

Magna Academy Poole (banding) – 15 September 2018, 6 & 13 October 2018

Parkstone Grammar School – 22 September 2018

Poole Grammar School – 22 September 2018

Poole High School (Expressly Academic Testing) – 29 September 2018

## Late Applications

|                                                                                                                                   | Secondary | Junior   | Reception |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-----------|
| Closing date for late applications                                                                                                | 29/01/19  | 15/02/19 | 15/02/19  |
| The Poole Local Authority (PLA) to exchange applicant information with other school Admission authorities (AAs) in Poole          | 05/02/19  | 11/03/19 | 11/03/19  |
| AAs to send electronically a list of pupils in the order to be considered, together with the relevant criteria for each applicant | 26/02/19  | 25/03/19 | 25/03/19  |
| PLA to inform other AAs of final allocation of places                                                                             | 06/03/19  | 10/05/19 | 10/05/19  |
| PLA sends out notification letters to all applicants by First Class Post on                                                       | 12/03/19  | 13/05/19 | 13/05/19  |
| Parents accept/refuse offer by                                                                                                    | 26/03/19  | 28/05/19 | 28/05/19  |

### **Please note**

At the end of the above timetable, Poole Local Authority will continue to coordinate the allocation on a regular basis until the end of the school year.

## IN YEAR ADMISSIONS

With the agreement of the school admission authorities, Poole Local Authority coordinates all applications for school places in Poole schools.

Parents/carers who wish their child to attend a Poole school must complete the In Year Application Form (the form) which is available from the School Admissions Team, Children, Young People & Learning or a copy can be downloaded from the Borough of Poole website.

Having completed the form, parents/carers must take it to the Headteacher of their child's current school for completion of the appropriate section. The school will then return the form to Poole Local Authority.

Parents/carers applying for a church school who request a place on faith grounds must provide a completed Supplementary Information Form to Poole Local Authority. The Supplementary Information Form is available from the school or a copy can be downloaded from the Borough of Poole website.

For applications for schools in Poole, Poole Local Authority will send the application details and any Supplementary Information Form to the relevant school Admission Authority within 2 working days of receipt.

Admission Authorities will inform Poole Local Authority within 5 school days the outcome of the application. Poole Local Authority will send out an offer or refusal letter.

All Admission Authorities will inform Poole Local Authority of the results of any appeal hearings within 2 working days of the appeal outcome.

### **Applications to start in September for places in a year group different to the point of entry**

With the exception of applications for Grammar Schools, these applications will not be processed until after 1 June 2019.

Any application to start the following September that is received prior to 1 June 2019 will be retained by the School Admissions Team and processed after this date.

Applicants applying before 1 June 2019 will be informed that their application will not be processed until after this date. This does not constitute a refusal to offer a school place at any of the preferred schools and therefore there will be no right of appeal until such time as the application has been processed.

Grammar School applications will need to be processed early to allow sufficient time for testing and, if appropriate, to allow appeals to be heard before the end of the Summer Term. Therefore applications for grammar school will be processed as and when received.

## **Looked After Children**

A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. The local authority has adopted a Protocol for dealing with In Year applications for Looked After Children. All applications will be processed in accordance with the Protocol.

## **Waiting lists**

New waiting lists are normally created from September each year.

Where waiting lists are held, Poole Local Authority will ensure any places that become available are offered in accordance with the oversubscription criteria within the published admissions policy of the school.

It is the parent/carer’s responsibility to request their child’s name is kept on the waiting list.

## **Applications for non-Poole schools from Poole residents**

In accordance with the School Admissions Code 2014, there is no longer a requirement for Poole Local Authority to coordinate In Year admissions. Parents/carers living in Poole who wish their child to attend a non-Poole school must contact the relevant school for details of their admissions procedure.

## **Admission to Broadstone Middle School in Year 7**

Additional places become available at Broadstone Middle School in Year 7 due to pupils leaving the school to take up places in secondary schools.

Parents/carers who wish to apply for these places should complete the Broadstone Middle School Year 7 Application Form which will be available from 1 March 2019. Parents/carers must then submit the completed application form to Poole Local Authority by 31 March 2019. The places will be offered in accordance with the published oversubscription criteria.

Parents/carers who applied by 31 March 2019 will be notified of the outcome of their application by 31 May 2019. All other applications will be notified as soon as possible but after 31 May 2019.