



**Stourfield Junior School**

A member of Twynham Learning

# Admissions Policy 2021-2022

**Agreed** by the Local Advisory Board 3<sup>rd</sup> July 2019

**Ratified** by the Twynham Learning Board of Trustees 23<sup>rd</sup> October 2019

This document sets out the 2021-2022 Admission arrangements for Stourfield 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 Stourfield Junior School and Bournemouth, Christchurch, Poole (BCP) Council.

Parents who wish their children to be admitted to the school must complete the application form that can be obtained from the BCP Council.

In accordance with government legislation, the governing body will consult with the BCP Council, 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.*



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The Planned Admission Number for 2021-2022 is 120 pupils for entry year.

The criteria to be used by Stourfield Junior School are as set out below.  
They will be applied to: -

## Entry into Year 3

- a) All entry year applications received by the closing date and to applications received after the closing date, if any places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with.

## In-Year Admissions

- b) All admissions outside the normal September main entry intakes unless any In-Year Fair Access Protocols agreed through the BCP Admissions Forum are applicable. (More information can be found on the BCP Council website).  
<http://www.bournemouth.gov.uk/childreducation/Schools>

## Oversubscription Criteria

Where a child has a statement of special educational needs or an Education Health and Care Plan, either of which names the school, the Trust recognises a duty to admit the child to the school. Where there are too few places available, as measured against the PAN, places will be allocated according to the following priority order:

### Category 1

Children who are "Looked after" by a Local Authority or a child who was previously looked after but immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order. (See note 1.)

### Category 2

Children transferring from Year 2 at Stourfield Infant School to Year 3 at Stourfield Junior School at the main allocation point.

### Category 3

Children living in the designated catchment area of the school who will have a brother or sister (see notes 3 & 4 below) attending the school (or Stourfield Infant school) at the time of admission.

### Category 4

Children living in the designated catchment area of the school.

### Category 5

Children living outside the designated catchment area of the school who will have a brother or sister (see notes 3 & 4) attending the school (or Stourfield Infant School) at the time of admission.

### Category 6

Children living outside the catchment area of the school who live closest to the school as measured by straight line distance.

**NOTE Applicants are ranked by distance to the school as measured by straight-line distance (See note 2 on the next page) within each of the above admission categories.**



# Stourfield Junior School

A member of Twynham Learning

Please see **Appendix A and B** at the end of this policy for details of the school's catchment area and roads which fall within catchment.

## Notes relating to the Admission Criteria/Categories

1. 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. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. 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.

2. Within each of the categories (categories 1 – 6 on the first page), priority will be given to: children who live closest to the school as measured by the straight-line distance calculated by the Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the applicant's home). If distances are equal, as calculated by BCP Council's GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation. Details of this process are outlined further in this policy under the heading Final Tie-Break Allocation Process.
3. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister and the children of parents who are married or co-habiting, where the parents and children live together in the same household.
4. When considering twins, triplets or other multiple births places will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number. Twins, triplets and multiple births will be given a priority over other sibling links and other applicants.
5. Applications will be given a sibling link (see categories 3 and 5), where at the time they are admitted to the school, they will have a sibling attending either Stourfield Infant or Junior School.



# Stourfield Junior School

A member of Twynham Learning

## How to apply for a school place

BCP Council operates a Co-ordinated Admissions Scheme which processes all admission applications, so there is one application and one offer per pupil. They also publish documentation which details all admission arrangements for schools within the BCP Council.

Please see <http://www.bournemouth.gov.uk/childreducation/Schools> for details of the Co-ordinated Admissions Scheme and further information about applying for a school place.

Applications for a school place must be made using the BCP Council Admission Form available direct from the BCP Council or applications can be made online at <https://bcp.cloud.servelec-synergy.com/parentportal/>

BCP Council will notify Stourfield Junior School of all applicants for a school place.

### *Entry into Year 3*

A published deadline applies, which can be found on the BCP Council website <http://www.bournemouth.gov.uk/childreducation/Schools>.

On-time applications are considered before those made after the deadline.

### *In-Year Applications*

There are no deadline dates for in year applications.

## Offering places

The Governors of the school will consider all applications and will rank them according to the admission criteria and categories. If more than one school can offer a place, the parent/s highest stated available preference will be allocated.

### *Entry into Year 3*

Where an applicant is seeking admission for the September entry of the school entry year (into Year 3), applications received before the published deadline will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement or as prescribed within the co-ordinated admission arrangements.

After the on-time applications have been ranked against the admission criteria, places will be offered up to the published admission number.

### *In-Year Applications*

In-year applications are ranked against the admission criteria and categories. The Governors of the school will decide whether a place can be offered.

### *Special Educational Needs where the child has an Educational Healthcare Plan (EHCP)*

Governors will consider the provision of a place for a child where a child has an Educational Healthcare Plan (previously a Statement of Educational Needs) and for whom there is a legal requirement to admit the child to a particular school named in the Educational Healthcare Plan. Where possible, such children will be admitted within the school's published admission number.



# Stourfield Junior School

A member of Twynham Learning

## *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. 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.

## *Applications from separated Parents/Carers*

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.

## *Families moving to the area*

Where families are moving to the area, Governors will allocate an 'In-Area' category once the applicant is actually residing in the catchment area and any proof of residency requested has been provided. The proof of residency is such as: -

- a tenancy agreement relating to the address which is relevant to the application for a school place;
- a letter from the Housing Association (or Council) confirming that the parents/carers will be living at a specific address and that address is relevant to the application for a school place;
- a solicitor's letter (or equivalent) confirming the exchange of contracts to buy a property which is relevant to the application for a school place

## *UK Service Personnel moving to the area or crown servants returning from overseas*

Applications from UK Service Personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, need to provide proof of their future move and address. This proof should be in the form of an official government letter that declares the relocation date and postal address.

Places can only be categorised and offered on the basis of such future moves and addresses, once the required proof (explained above) has been received.

## **Catchment area**

The school has a catchment area, however, we would like to inform applicants that residence within the catchment area of the school does not ensure that a place at the school is offered.



# Stourfield Junior School

A member of Twynham Learning

Applicants are ranked by distance to the school within each admission category and if places are oversubscribed and/or the school is full in the appropriate year group, the school will not be able to offer a school place.

Further information on catchment areas can be obtained from the BCP Council website.

**Please also see Appendix A and B at the end of this policy for details of the school's catchment area and roads which fall within catchment.**

## **Withdrawal of an offer of a place**

The offer of a school 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.

## **Final Tie-Break Allocation Process**

If there are insufficient places to accommodate all applicants after using all tie break criteria, the remaining places will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy.

## **Co-ordination between Admission Authorities**

In accordance with the law and the agreed schemes the offer of places at the main points of entry at primary level will be co-ordinated between all those who decide upon admissions to schools (admission authorities) in the area covered by the BCP Council.

The co-ordinated process means that there is one application and one offer per pupil.

Schools in Bournemouth together with BCP Council operate an In-Year Fair Access Protocol in accordance with the Code on School Admissions. This is reviewed by The Admissions Forum on a regular basis. More information can be found on the BCP Council website).

<http://www.bournemouth.gov.uk/childreducation/Schools>

## **Waiting Lists**

The school holds waiting lists for those refused a place to the school. The waiting list is ranked according to the categories listed in this Admission Policy and each category is ranked according to distance to the school as measured by straight-line distance. Any places that become available will be allocated from the waiting list, with no account being taken of the length of time on the list.

The waiting list regularly changes as follows: -

- ~ each time a child is added to, or removed from, the waiting list;
- ~ when a child's changed circumstances affect their priority.

At the time of receiving an offer of a school place, parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list for as many schools as they wish and for as long as they wish.



# Stourfield Junior School

A member of Twynham Learning

## School Admission Appeals

Parents whose children are unsuccessful in gaining a place at our school have a right of appeal to an independent appeals panel.

Further information on admission appeals can be found on the school's website [www.stourfieldjuniors.com](http://www.stourfieldjuniors.com) or can be obtained from the school office.

The School will not consider repeat appeals by the same applicant for the same school in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by Stourfield Junior School.

## Changes to the Admission Policy, number of available places and catchment areas

Where additional places, changes are required according to legislation, or a school closure or amalgamation is proposed or implemented after the setting of these admission arrangements a change may be required to be made to the policy, admission number or related catchment areas. Application will be made to alter the arrangements to the Education Funding Agency where necessary.

## Warning

Places can be withdrawn because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governors' attention will be investigated. The Governors reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

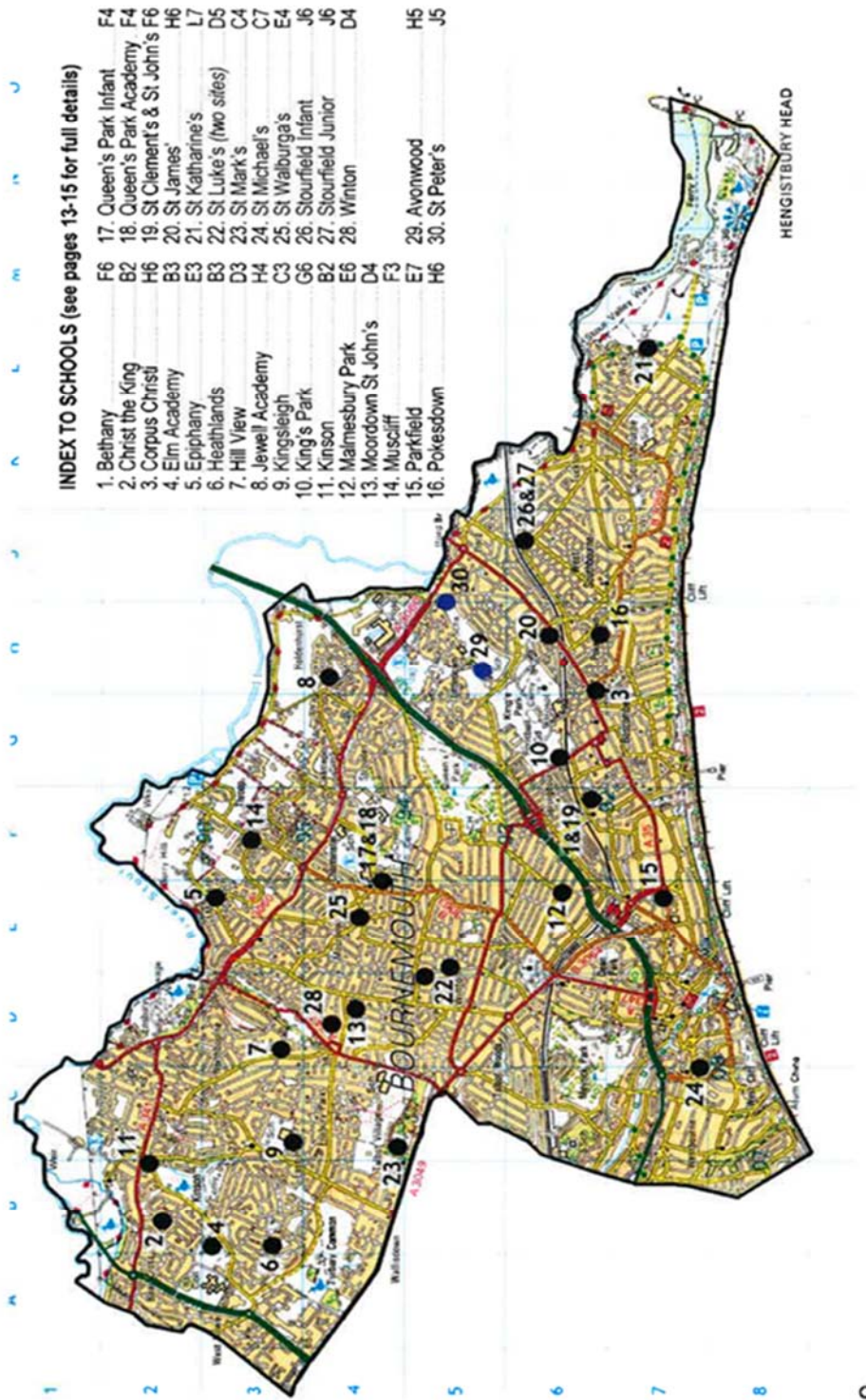


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## APPENDIX A - Map of Catchment Area

### MAP OF PRIMARY SCHOOLS IN BOURNEMOUTH







# Stourfield Junior School

A member of Twynham Learning

## APPENDIX B - Roads which fall within the catchment area of the school.

**Please Note: roads formed as part of new building schemes may fall within the catchment area of the school but may not be listed below.**

Admiralty Road  
Alexandra Road  
Amesbury Road  
Appletree Close  
Ariel Close and Drive  
Arnewood Road  
Ashford Road  
Athelstan Road  
Avoncliffe Road

Baring Road  
Bartlett Drive  
Beauchamps Gardens  
Beaufort Road  
Bedford Crescent  
Belfield Road  
Belle Vue Close, Crescent and Road  
Bolton Close and Road  
Boreham Road  
Bourton Gardens  
Braemar Avenue and Close  
Branders Close and Lane  
Bridle Crescent  
Brightlands Avenue  
Broadlands Avenue  
Broadway (not The Broadway)  
Burleigh Road  
Burns Road  
Burtley Road

Carbery Avenue and Gardens  
Carlyle Road  
Castle Lane East  
Castlemain Avenue  
Castle Parade  
Cellars Farm Road  
Chandlers Close  
Chaseside  
Cheriton Avenue  
Chilcombe Road  
Christchurch Road (odds 1013+, evens 1050+)  
Church Road  
Clingan Road  
Clowes Avenue  
Colemore Road  
Collingbourne Avenue  
Corhampton Road  
Covena Road  
Cowell Drive  
Cranleigh Close, Gardens and Road  
Cringle Avenue

Dalmeny Road  
Danesbury Avenue  
Deansleigh Road  
Denmead Road  
Dickens Road  
Donnelly Road

Douglas Mews and Road  
Droxford Road  
Dukes Close  
Duncliff Road  
Durrington Place and Road

Elise Close  
Elmsway  
Eltham Close  
Evesham Close  
Exton Road

Fenton Mews and Road  
Ferry Road  
Foxholes Road  
Frankston Road

Geneva Avenue  
Glendale Road  
Glenroyd Gardens  
Guildhill Road

Hambledon Gardens and Road  
Hampden Lane  
Harbour Road  
Hares Green  
Harewood Avenue (odds 1-61, evens 2-64)  
Harewood Place  
Harland Road  
Harting Road  
Hartsbourne Drive  
Hatfield Gardens  
Hathaway Road  
Hazelton Close  
Heatherlea Road  
Hengistbury Head  
Hengistbury Road  
Herberton Road  
Heytesbury Road  
Hillbrow Road  
Holdenhurst Avenue  
Holmfield Avenue  
Honeybourne Crescent  
Horsa Close, Court and Road  
Hospital Residences  
Hursley Close

Iford Close, Gardens and Lane  
Inverleigh Road  
Irving Lane and Road

Ken Road  
Kimberley Road  
Kingfisher Close  
Kingsley Avenue and Close



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Kirby Way  
Kittiwake Close

Lechlade Gardens  
Leigham Vale Road  
Lingdale Road  
Lombard Avenue  
Lucerne Avenue

Magnolia Close  
Malcomb Close  
Meon Road  
Merrivale Avenue

Newcombe Road  
Newstead Road  
Northey Road  
Nugent Road

Old Bridge Road  
Old Priory Road  
Ovington Avenue and Gardens  
Oxford Avenue

Padfield Close  
Paisley Road  
Perryfield Gardens  
Petersfield Place  
Petersfield Road (odds 5+, evens 4+)

Ravenscourt Road  
Riversdale Road  
Riverside Avenue, Lane and Road  
Rockford Close  
Rolls Drive  
Ropley Road  
Roscrea Close and Drive  
Rowena Road  
Rufford Gardens  
Rushmere Road

S<sup>t</sup> Anne's Avenue  
S<sup>t</sup> Catherine's Road  
S<sup>t</sup> Saviour's Close  
Sandy Lane  
Sarah Close  
Saxonbury Road  
Saxon King Gardens  
Seafeld Drive and Road  
Sea Road (Southbourne)  
Selfridge Avenue and Close  
Sevenoaks Drive  
Shakespeare Road  
Shelton Road  
Shepherds Way  
Shires Copse  
Solent Road  
Southbourne Coast Road  
Southbourne Overcliff Drive (odds 81+, evens 76+)  
Southbourne Road (evens)  
Southlands Avenue  
Southlea Avenue  
Southwick Place and Road

Sparkford Close  
Springfield Avenue  
Stamford Road  
Stevenson Road  
Stourvale Road (odds 53+, evens 68+)  
Sunnyhill Road  
Sunnylands Avenue  
Swanmore Close and Road

Tan Howse Close  
Tern Court  
The Beeches  
Thornbury Road  
Trentham Avenue and Close  
Tuckton Close and Road  
Twynham Road

Verona Avenue  
Verwood Crescent  
Viking Close and Way  
Vine Close

Walkwood Avenue  
Waltham Road  
Warnford Road  
Warren Edge Close and Road  
Watcombe Road  
Water Lane  
Wayside Road  
Westfield Road  
Wick Lane  
Wicklea Road  
Wickmeads Road  
Wildown Gardens and Road  
Wollaston Road  
Woodcocks Crescent



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## Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?

Admissions Policy 2021-2022

2. Upon whom will this impact?

Stourfield Junior School Community

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

<i>The Equality Strands</i>	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

Initial screening carried out by LAB 3<sup>rd</sup> July 2019

Comment by Headteacher: None