



BOHUNT EDUCATION TRUST ADMISSION POLICY FOR 2024/25

Approved by:	Board of Trustees	Date October 2022
Last reviewed on:	October 2022	
Next review due by:	October 2023	

Each Bohunt Education Trust (BET) school has a published admission number. In the case of [] this is [] pupils for year 7 in 2024/25.

The school operates its admission arrangements as part of the coordinated admission scheme operated by []. All applications must be made using the Common Application Form (CAF) supplied by the Local Authority (LA) in whose area the pupil lives. The local governing body will consider first all those applications received by the published deadline of **midnight on []**.

Notifications to parents offering a secondary school place, will be sent by the [] on []

Applications made after midnight on [] will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

Children with statements of special educational needs or an Education, Health and Care Plan that names the school in the statement or plan are required to be admitted to the school that is named.

The following oversubscription criteria in order of priority will be applied when there are more applicants than places available. All preferences will be treated on an equal basis.

Admission

First priority: Looked after Children and previously looked after children

'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order'

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act and children who were adopted under the Adoption and Children Act 2002. It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children and Families Act 2014 which amends section 8 of the Children Act 1989 and the children with special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989. It also includes those children who appear to the School to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications for a place for a child who is looked after must be made by the person with parental responsibility for the child (e.g. social worker, acting on the behalf of the local authority for a looked after child) and will need to be supported by:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Second priority: Exceptional medical or social needs (main round only; not in year admissions)

For main round of applications only, children who have exceptional medical or psychological conditions that make it essential that they attend [] School rather than any other school. Appropriate medical or psychological evidence must be produced in support

When submitting applications under exceptional medical or social needs, this must be supported by written evidence from an independent professional aware of the case relating to the child (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to Priory School it must show why the school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by [] for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after [] will not be taken into account in the main allocation of places.

Third priority: Children of staff

Children of BET staff at the school where the member of staff is the legal parent / guardian of that child and:

Children of staff* who have, (i) 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 (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

*The term 'staff' includes support and teaching staff on a permanent contract.

Fourth priority Children who at the time of application have a sibling on the roll of [] and who will still be on roll at the time of the sibling's admission.

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Foster children or adopted children living at the same address
- We do not include 'cousins' within our definition of sibling

Fifth Priority for SGS ONLY: Foundation Places

Steining Grammar school's Christian ethos underpins its School and all its activities: "to live life in all its fullness and flourish as God intended". As a reflection of this, up to 196 places a year are allocated in the following order to:

- A child or a child with a parent who regularly (at least once a month and for at least the last 12 months) attend worship at a Christian church or Christian religious group;
- A child who wishes, or parents who wish their child, to receive a Christian education within a Church of England school.
-

If insufficient applications are received under this priority by the application deadline, the remaining vacant places will be allocated by reference to the oversubscription priorities succeeding this priority. If more than 196 applications are received under the categories set out in this priority, remaining places at the School will be allocated solely by reference to the priorities succeeding this priority and not by reference to any remaining categories or part categories under this priority.

All applications for admission under this fifth priority must be accompanied by a completed Supplementary Information Form available from the School office at []. Failure to provide a completed Supplementary Information Form will mean that admission under this priority cannot be applied (but does not prevent a child being admitted under any succeeding priority).

Fifth Priority (Sixth for SGS) Children living within catchment and attending a linked school (note to BET Schools; if you do not have linked schools you must delete this priority)

Children whose permanent home address is inside the school's designated catchment area and attend a linked school.

In alphabetical order:

Sixth (Seventh priority for SGS): Children living in catchment not attending linked school.

Children whose permanent home address is inside the School's designated catchment area and who live closest to the school, based on a straight line from the main front door to the entrance of the property. Parents should note that if they apply for free transport, different criteria may apply and the distance from home to school might be measured using a different route.

Seventh priority Children (Eight priority for SGS): living outside the catchment area, in order of priority

- I. Children living outside the designated catchment area who attend a linked school as mentioned above
- II. Children who are eligible for the Service Premium. Note; Service Premium is eligible to children of people in the Armed Services as outlined in S14 of the Education Act 2002.
- III. Children who live closest to the school based on a straight line from the main front door to the entrance of the property.

All applications please note

The School reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

Tie breaker

Where it is necessary to prioritise applications the criterion will be prioritised based on the shortest distance from the child's home to school, measured in a straight line 'as the crow flies'. Distances will be measured using the council's Geographical Information System (GIS) department. The Local Land and Property Gazetteer (LLPG) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the LLPG, with Ordnance Survey's ADDRESS-POINT® product used as support. Only distances measured by GIS will be taken into account for the purposes of the distance criterion. Should there be two or more identical distances, the prioritisation will be done by casting lots. The Admissions Service will arrange for this to be carried out by the LA's Democratic Services who are independent of the school and the admissions process.

Definitions and Clarifications

Twin, Triplets and Children from multiple births

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place (s) will be determined by the drawing of lots. The remaining sibling(s) will be placed at the top of the waiting list, after any looked after or previously looked after child.

Home address

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the student starting school. The school reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if a false address is given or the child does not live at the address. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Temporary addresses cannot be used to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at the school, or normally withdraw the offer of a place.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence/child arrangements order or legal separation documentation. The applicant must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, an admission panel will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangements has been in place
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admission panel. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant.

Applicants from abroad

An application for the school can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode, or in the case of children of service personnel with a confirmed posting or crown servants returning from overseas, the application is accompanied by an official letter that declares a relocation date). The address used will be the address where the child is living at the closing date for application unless evidence is provided that the family is returning to a property that they own in the UK by 15 January 2023. In the case of children of service personnel with a confirmed posting or crown servants returning from overseas, the address used will be the address the child will live at provided the parents can provide evidence of their intended address or if the parent so requests, the Unit or quartering address. In all other cases, third party written evidence confirming the details and timing of the relocation will be required.

Admission outside the normal age group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed where it is considered to be in the best interests of the child; the circumstances of each case will be considered individually. The Headteacher will make the decision and will consider any evidence the parent(s) submit supporting their case and any relevant professionals asked for their opinion on the case.

Applications after the normal admissions rounds (In-Year applications Years 7- 11)

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31st August) and applications for entry into Year 8 to Year 11 (if available) at any time will be processed as in-year applications and applications must be submitted to the School directly.

In Year admissions waiting list

If there are students on a waiting list for the year into which the applicant is seeking admission, then the student will be placed on that waiting list in the position determined by applying the oversubscription criteria. Students will be admitted from the waiting list in order if space becomes available. If there is no student on the waiting list for the year into which the applicant is seeking admission, then the School will admit the student if there is space or place him/her on the waiting list if there is no space. If at the time of this determination the school has applications from more than one student for admission to the same year group, all the applications will be ordered according to the admission criteria and will be considered in that order.

Appeals

If a parent is unsuccessful with any of their preferences they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the Local Authority's Admissions Service who will administer appeals on behalf of the school.

Waiting lists

All parents who have been refused a place at the school will have the option to indicate their wish to remain on the waiting list – via a tick box on the allocation response form online or on a paper reply slip.

Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

Children will remain on a waiting list only until the end of the academic year August 2024, if parents/carers want their children to be on the waiting list for the following academic year, they must reapply. The school delegate this function to the LA's Admission Service to administer.

(Additional notes for Priory School ONLY)

Service Premium - as a naval city we process a high volume of applications for service children. The Armed Forces Covenant requires that members of the armed forces and their families are not disadvantaged because of their service. The Admissions Code (2014) specifically allows for priority to be given to children eligible for service criterion.

Fair Access Protocol

The Local Authority operates a Fair Access Protocol which prioritises admissions for certain categories of secondary school age children. This protocol relates to admission applications throughout the year (but not the transfer of Year 6 pupils from primary/junior to secondary schools in September 2023). The protocol takes priority above the school's admission policy for those on a waiting list and the LA may require the school to admit above their published admission number.