



If all applications for places at The Bourne Academy can be satisfied, all children seeking a place will be offered a place.

The Governing Body is the Admissions Authority for The Bourne Academy and is also responsible for the admission arrangements for the Sixth Form (see separate policy). Where there are too few places available to satisfy all applications, places will be offered according to the oversubscription criteria. The order of the criteria listed below will be used to determine the order of priority for admissions. Applicants who qualify for more than one criteria will be placed in the highest one in which they are eligible.

### **Year 7 PAN (Published Admissions Number)**

For September 2025 the Governors have agreed an admission number of **180**, which represents the maximum number of places that they can offer and this is the Academy's Published Admissions Number (PAN). Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria set out below.

### **Admissions to Years 8 to 11**

Applications for admission to Years 8 to 11 are managed on a co-ordinated basis and should be made through your Local Authority. They will be considered according to the criteria detailed below. Decisions will depend on the availability of places.

The PAN (Published Admissions Number) for each year group is published on our website.

Parent(s)/Carer(s) should note that there are waiting lists for each year group. Details about waiting lists are given within this Policy.

### **Applications for Students with an Education Health Care Plans**

The Academy welcomes students of all aptitudes and abilities and will work with the Local Authority to ensure that proper provision is made for any child admitted with an Education Health care Plan. The Governors and the Academy will follow the guidance given in the Special Educational Needs Code of Practice issued by the Department for Education.

Children with an Education Health Care Plan which has The Bourne Academy named in the Statement will be given a place at the Academy and this will count towards the Published Admission Number.

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

The offer of places for all Year Groups is co-ordinated between all the Admission Authorities in BCP. Application to The Bourne Academy can only be made on the official (electronic or paper) application form obtainable from the applicant's home Local Authority (LA). This should be submitted to the home LA. In respect of applications for Year 7 starting in September 2024, submission must be by the closing date specified by that LA. The Governing Body of The Bourne Academy operates an equal preference system.

The closing date for admission application forms to be received by the LA will be as published in their Admissions Booklet for that year. Also contained in that booklet will be information on how to complete application forms "on-line", the dates for notification to Parent(s)/Carer(s) of admissions decisions and

the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the LA or the Academy.

The Academy will publish its Prospectus in September of each year. It will include full details of, and dates for, the application procedure. It will also list the details of open evenings and other opportunities for prospective students and their Parents/Carers to visit the Academy.

### **Out of Normal Age Group Transfer/Admission**

Students are normally educated in school with others of their age group. Applicants who were born between 1 April and 31 August (summer born children) and started reception aged 5, as a delayed admission, may be admitted into Year 7 at the same time as those with whom they have progressed through primary school.

All other requests to place a student in a different year group to that of their normal cohort (such as gifted and talented, or who have experienced problems, or missed part of a year, for example due to ill health) can seek places outside the normal age group. The Principal will make a decision on the basis of the circumstances of each case, taking account of the student's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances. Please contact Admission at the Academy, to discuss such a request. All requests should include recent professional evidence of the student's circumstances which make education outside the age group necessary. Evidence must be of the individual student's need, rather than general factors which relate to a wider group of children born at a similar time.

Any applications for out of normal age group will not be given special priority over other applications in that year, as the usual oversubscription criteria will apply. Parents/carers do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### **The Oversubscription Criteria**

The criteria are set out in the order in which they will be applied.

1. A "Looked After Child" or a child who was previously looked after but immediately following being looked after became subject to an adoption, residence, or special guardianship order. A "Looked After Child" is a child who is either in the care of a local authority or, 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). This is applicable to all Looked After, Previously Looked After and 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.
2. Applicants whose siblings (sometimes known as a brother/sister but please see "definitions" below) currently attend the Academy (excluding the 6<sup>th</sup> Form) and who will continue to do so on the date of admission.
3. The Children of Staff employed at the Academy on a permanent contract of employment
4. All remaining places will be offered based on the distance from the Applicant's home address to the Academy. The distance measurement will be calculated using a Geographical Information System in a straight line from the Academy to the applicant's home in accordance with the definition below. The applications will be ranked in the order nearest to furthest.

In the case of oversubscription in any of the categories listed above priority will be given to those Applicants:

- (i) who live closest to the Academy. Distance will be determined in accordance with the distance definition below.

## **DEFINITIONS**

### **Children in Local Authority Care:**

Are children who are in the care of a Local Authority or provided with accommodation by that Authority in the terms of Section 22 of the Children Act 1989.

A letter from the Children's Services Department confirming the applicant's status must be provided.

### **Parent(s) / Carer(s) are:**

A Parent/Carer is any person who has parental responsibility for or is the legal guardian of the child as set out in the Children Act 1989. Where responsibility for a child is 'shared', only one application can be considered. Where Parents are separated it is essential that agreement is reached by both parties concerning the application. If agreement cannot be reached the Academy will only consider the application from the Parent who is the main carer for the child. The main carer is normally the Parent who has the main caring role of the child (and could be guided by the Parent in receipt of Child Benefit, for example). In cases of doubt, the Academy will seek independent legal advice to determine which Parent has responsibility for completing the application form and whose address will be used for admissions purposes. Such a decision is not intended to be a legal ruling but only used for the purposes of admissions to the Academy.

### **Siblings are:**

- a) a brother or sister sharing the same Parent/Carer;
- b) a half brother or half sister where 2 children share one common Parent/Carer;
- c) a step-brother or step-sister;
- d) a child of a Parent's/Carer's partner;
- e) adopted children.

In every case the sibling must be living permanently in the same family unit at the same address and be attending the Academy (excluding the 6th Form) at the time of admission.

### **Multiple Birth Children**

If the last Applicant offered a place within the Published Admission Number is from a multiple birth or has sibling in the same year group, any further sibling will be admitted, if the Parents/Carers so wish, even though this may raise the intake number above the Academy's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **Staff Employed at the Academy**

Means where the member of staff has been employed at the school for two or more years, and on a permanent contract of employment or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Home Address**

Means the address where the Applicant usually lives. Where Parents/Carers have shared residence of a child and the child lives for part of the week with each Parent/Carer, the home address will be determined to be the address at which either the child lives most of a school week or the address closest to the Academy.

When applying for point of entry, The Bourne Academy will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry is 31 October 2023. This means if your moving date is after 31 October 2023, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

### **Change of Address: In Year**

In Year places can only be offered on the basis of future moves on the receipt of the 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;

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

**Proof of Address: UK Service Personnel and Crown Servants:** For families of service personnel with a confirmed posting, or crown servants returning from overseas, The School will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The School will use the address at which the child will live when applying the admissions criteria, as long as parents provide some evidence of their intended address (including using a Unit or quartering address as the child's home address where a parent requests this), and will offer a place if, after applying the admissions criteria, the child is eligible for a place.

### **Distance**

The distance criterion will be used to determine those Applicants who live closest to the Academy and who will have priority over those living further away. Distance will be as measured by the straight-line distance calculated by BCP Council's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the Policy is Servelec Synergy and takes the measurement between the address mapping points of the School and the applicant's home which is geolocated using the geocoded address points obtained from the Local Authority's Local Land and Property Gazetteer). No measurements obtained through other sources (e.g. search engines or mapping systems) will be accepted. If distances are equal, as calculated by the Authority'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. The Governors of the Academy will appoint a person independent of the Academy process to administer the random allocation process.

### **Waiting Lists**

There is a waiting list for each year group. For applicants in Year 7 (entry September 2024) a new waiting list is created after completion of the co-ordinated admissions process. On the 31<sup>st</sup> August each year the waiting lists for all year groups expire and Parents/Carers must submit a new application to BCP Council if they wish their child's name to be carried forward to the waiting list for the next year group. Please use this [link](#) to Submit a new application.

If the number of children in the year group falls below the Governors' Published Admissions Number, then places will be offered from the waiting list. The Oversubscription Criteria of the current Admissions Policy will be used to decide how places are offered.

Placing a child's name on a waiting list does not affect the Parent's/Carer's right of appeal against an unsuccessful application.

### **Withdrawal of Offers of Places by the Governors**

It is important for Parents/Carers to note that should the Governing Body find evidence of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, the offer of a place may be withdrawn. This statement is made in accordance with the School Admissions Code.

### **In-Year Fair Access Protocol**

The Academy, together with other Bournemouth, Christchurch and Poole (BCP) schools and the Local Authority, operates an In-Year Fair Access Protocol in accordance with the School Admissions Code. This is reviewed on a regular basis.

## **Admissions to the Sixth Form**

### **(Year 12) 2025-2026**

It is our aim when considering applications to the Sixth Form to accept students onto a curriculum which will suit their learning style and encourage them to flourish and achieve.

Therefore:

- Judgements and offers will be made on an appropriate level of prior academic achievement.
- Applications will also be subject to the availability of places on the various courses and subjects offered by the Academy
- Applicants will receive a personal interview to discuss their options, academic entry requirements and approach to learning.

Where there are too few places available to satisfy all applications, places will be offered according to the oversubscription criteria. The order of the criteria listed below will be used to determine the order of priority for admissions. Applicants who qualify for more than one criterion will be placed in the highest one in which they are eligible.

#### **Year 12 PAN (Published Admissions Number)**

The total number of places made available to students from outside of the Academy each year will be **35**. All students from The Bourne Academy will be offered a place as long as they meet the entry requirements of an available course.

#### **Entry Requirements**

Students need to demonstrate evidence of a positive, self-motivated approach to learning and hold the minimum entry requirements as detailed below:

For all Level 3 Courses such as GCE A or AS levels, BTEC level 3 Certificate or Diploma the entry requirement will be 5 grades at grade 4 or above (GCSE equivalence). Specific courses may require a grade 5 or 6 or better in the most relevant GCSE subject/s.

- This minimum entry requirement may be waived where a student shows exceptional promise in the area they will be following.
- Any student without a Mathematics or English GCSE at grade 4 or above will be required to continue studying these subjects.
- Students are advised to check the individual course description for any such requirement as listed in the Sixth Form prospectus.
- All students will follow a study programme that includes tutorial, work experience and other enrichment opportunities as appropriate.

#### **Out of Normal Age Group Transfer/Admission**

Students are normally educated in school with others of their age group. Applicants who were born between 1 April and 31 August (summer born children) and started reception aged 5, as a delayed admission, may be admitted into Year 7 at the same time as those with whom they have progressed through primary school.

All other requests to place a student in a different year group to that of their normal cohort (such as gifted and talented, or who have experienced problems, or missed part of a year, for example due to ill health) can seek places outside the normal age group. The Principal will make a decision on the basis of the circumstances of each case, taking account of the student's individual needs and abilities and

considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances. Please contact Admission at the Academy, to discuss such a request. All requests should include recent professional evidence of the student's circumstances which make education outside the age group necessary. Evidence must be of the individual student's need, rather than general factors which relate to a wider group of children born at a similar time.

Any applications for out of normal age group will not be given special priority over other applications in that year, as the usual oversubscription criteria will apply. Parents/carers do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### **Oversubscription Criteria**

The Governing Body is the Admissions Authority for The Bourne Academy and is also responsible for the admission arrangements for the Sixth Form. The Policy terms set out below explain the priority given to applicants seeking entry into the Sixth Form at The Bourne Academy.

1. Students attending The Bourne Academy in Year 11 who can demonstrate evidence of a positive, self-motivated approach to learning and meet the academic requirements for the courses offered and there are places available.
2. Other students expressing a preference to attend The Bourne Academy who can demonstrate evidence of a positive, self-motivated approach to learning and meet the academic requirements for the courses offered and there are places available.
3. Where there are too few places available to satisfy all students expressing a preference to attend this Academy, places will be allocated according to the following priority order:
  - a. Students attending The Bourne Academy in Year 11, who meet the entry criteria;
  - b. A "Looked After Child" or a child who was previously looked after but immediately following being looked after became subject to an adoption, residence, or special guardianship order. A "Looked After Child" is a child who is either in the care of a local authority or, 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). This is applicable to all Looked After, Previously Looked After and 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. Students whose siblings (see definitions below) currently attend the Academy and who will continue to do so on the date of admission;
  - c. Students applying from other schools who meet the requirements as outlined above.

### **Tie Breaker**

If there are multiple applications in any over-subscription criteria meeting the minimum entry requirement and insufficient places available for them all, the Academy will arrange for lots to be drawn to see who should be offered the place(s). The person drawing the names will be a member of staff who has no involvement in the Academy's admission process.

### **Sixth Form Prospectus**

A Prospectus giving details of all the courses available, together with course entry requirements, and much else about the Sixth Form at The Bourne Academy is available from on the Academy's website [www.thebourneacademy.com](http://www.thebourneacademy.com). It will include full details of and dates for the application procedure. It will also list the details of open evenings and other opportunities for prospective students and their Parents/Carers to visit the Academy.

## **Definitions**

### **Children in Local Authority Care:**

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## **Explanatory Notes**

### **Applications for Students with Statements of Special Educational Needs**

The Academy welcomes students of all aptitudes and abilities, and will work with the Local Authority to ensure that proper provision is made for any child admitted with a Statement of Special Educational Needs. The Governors and the Academy will follow the guidance given in the Special Educational Needs Code of Practice issued by the Department for Education.

Children with an EHCP which has The Bourne Academy named in plan will be given a place at the Academy and this will count towards the Published Admission Number.

### **Withdrawal of Offers of Places by the Governors**

It is important for Parents/Carers to note that should the Governing Body find evidence of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, the offer of a place may be withdrawn. This statement is made in accordance with the School Admission Code of Practice.

### **In-Year Fair Access Protocol**

The Academy, together with other BCP schools and the BCP Council, operates an In-Year Fair Access Protocol in accordance with the Schools' Admissions Code. This is reviewed by the BCP Admissions Forum on a regular basis.

### **Admission Appeals**

If the Academy is oversubscribed and you are told that a place cannot be offered for your child then you have a right of appeal. Parents/Carers whose child is refused a place and who wish to appeal are asked to write to: The Clerk to the Governing Body, c/o The Bourne Academy indicating their grounds for requesting an appeal.

### **Contact with the Academy**

The Governing Body wants its Admissions Policy to be presented to Parents/Carers as clearly and helpfully as possible. Parents/Carers should not hesitate to contact the Academy if in doubt about any matter relating to the Policy and how it is implemented.

*Approved at Governing Board - 5 December 2023.*