THE BOURNE ACADEMY

ADMISSIONS POLICY 2028-2029

Introduction

The Governing Body is the Admissions Authority for The Bourne Academy. We recommend that parents and prospective students visit the school at the Open Evenings which are publicised locally and on our website. Application details for Year 7 and the sixth form including a prospectus and details of the courses that we offer, can be obtained via the school website www.thebourneacademy.com or the school office.

If all applications for places at The Bourne Academy can be satisfied, all children seeking a place will be offered a place. Sixth form applicants will need to achieve the minimum entry requirement detailed below.

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.

Published Admissions Number (PAN)

For September 2028 the Governors have agreed an admission number of **180** students into Year 7, 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.

For Year 12 in September 2028, an additional **35** students can be accepted to The Bourne Academy who achieve the minimum sixth form entry requirements. This is in addition to all students on-roll in Year 11 in 2027/28 who wish to continue their education in the sixth form at The Bourne Academy and meet the entry requirements who will automatically be offered a place.

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.

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 Plan 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 2028, 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.

Year 7 Oversubscription Criteria

Should there be more applicants than places available after the admission of students with an Education Health and Care Plan naming the school, the following criteria will be used to determine the rank order in which students will be offered places at the school:

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 6th 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. Children who are attending Kingsleigh Primary School (being a named feeder school) in Year 6 and are on that school's roll at the closing date for applications.

5. 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.

Sixth Form Entry Requirements

The entry requirements for the sixth form at The Bourne Academy are the same for internal and external applicants. A minimum of 5 GCSE's (or equivalent) at grade 4 or above are required. In addition, and some subjects have additional specific entry requirements. Details of the subjects offered and any specific entry requirements can be found in our prospectus and on our website www.thebourneacademy.com. It includes full details of and dates for the application procedure. In addition, any student without a Mathematics or English GCSE at grade 4 or above will be required to study and re-take these subjects.

Sixth Form Oversubscription Criteria

Should there be more external applicants to join the sixth form than places available, the following criteria will be used to determine the rank order in which students will be offered places at the school:

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. The Children of Staff employed at the Academy on a permanent contract of employment

3. All remaining places will be offered to applicants who have met the minimum entry criteria for the sixth form 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.

Tie Breaker

If there are multiple applications in any over-subscription criteria 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 independent of 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 (and secondary school for entry into the sixth form).

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.

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 Academy 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 and is their main or only address during term time.

Applicants may be asked to provide additional evidence in order to verify addresses (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 Academy.

Applications from separated parents and carers
Only one application can be accepted for each child. Where parents and 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 or carer and part with the other, only one address can be provided. This must be the address at which the child spends most of their time during term time.

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 2028. This means if your moving date is after 31 October 2028, 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
Changes of home address subsequent to the Local Authority's deadline for application of 31 October will not change the address used for the consideration of the application. You will need to tell us your new address so that we can update your application record.

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 Academy 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 Academy 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 Academy 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 to administer the random allocation process.

Waiting Lists
There is a waiting list for each year group. For applicants in Year 7 (entry September 2028) a new waiting list is created after completion of the co-ordinated admissions process which will be valid for the full academic year. On 31 August each year the waiting lists for all other 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.

Priority will not be given to students based on when their application was received or when their name was added to the waiting list. The waiting lists for each year group will be ranked in order of the oversubscription criteria.

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. Additionally, if a parent/carer fails to respond to the offer of a place by the deadline specified in the offer letter, the place may be withdrawn.

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.

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 follow the link to lodge an appeal from the Academy's website.

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.