



**Jewell Academy**  
**Bournemouth**  
an Aspirations Academy

Policy for

## **Admissions 2022-2023**

<b>Date of last review:</b>	September 2020	<b>Review Period:</b>	1 year
<b>Date of next review:</b>	September 2021	<b>Owner:</b>	A Waddington
<b>Type of policy:</b>	School	<b>LAB or Trust Approved:</b>	Trust

## **The following information is for admissions for the academic year 2022/23**

### **THE ADMISSION OF STUDENTS TO THE JEWELL ACADEMY BOURNEMOUTH**

This policy sets out the admission arrangements for **Jewell Academy Bournemouth**. The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and academies, and with the law on admissions as it applies to publicly funded schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA, including the local Fair Access Protocol.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

The admission arrangements for the Academy for the year 2022/23 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a. The Academy has an agreed admission number of 60 pupils. The Academy will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received;
- b. The Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Jewell Academy has a part time facility for 24 Preschool children. Children enter Preschool the term after their third birthday. They can attend a morning or afternoon session for five days per week for a total of 15 hours, or they can attend full time for their 30 hour funded sessions. The sessions for 15 hours are either: 8:45 am – 11:45 am or 11.45-2.45pm.

The sessions will be allocated to the child by our Preschool lead. If you are interested in applying for a place at our Preschool then you can get an application form from the school office. You will need to complete the form and hand it in with a copy of the child's birth certificate and a copy of your current council tax form as proof of address. Please note that acceptance to the Preschool does not automatically mean that your child will obtain a place in Reception. You will need to re apply to enter Reception.

A Preschool 'place' is currently three terms' attendance of:

- all day sessions five days per week (30 hours, fully funded or 15 hours full funded accepted only)
- morning sessions five days per week (15 funded hours)
- afternoon sessions five days per week (15 funded hours)

## **Application for admission to Reception**

The Academy Governors have agreed to admit 60 pupils to all year groups, including Reception. Reception, Year 1 and Year 2 classes may go over the legal 60 limit if the 31st child is a twin or from a multiple birth, or of armed services personnel. These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available in Reception classes, after the admission of students with EHCP/statements of Special Educational Needs, where the Academy is named on the statement, the following criteria will be applied to determine those children that will be offered places. The criteria are listed in priority order:

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 Academy what evidence is required. The final decision will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.
2. Children with a sibling attending the school in the academic year of admission
3. Children of staff in the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,

**and/or**

  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
4. Children for whom this is the nearest school measured by the shortest route from the home address in a straight line.
5. Any other children whose parents wish them to attend the Academy.

### **Tie break**

If the Academy is oversubscribed in any of the categories 1, 2, 3, 4 and 5 above, pupils who live closest to the Academy will be given priority. The distance is measured by a Geographical Information System and is measured as the crow flies. If the distance measurement is equal for two or more applicants, the place will be allocated by the drawing of lots, by a member of Academy staff who has no involvement in the admissions process.

### **Siblings**

Priority will be given to those who have a brother or sister attending Jewell Academy Bournemouth at the time of admission but not application. This means that there will be no sibling connection for admission purposes for applicants to Reception, if they have a brother or sister in Year 6 at the time of application.

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister, where two children share one common parent
- Step-brother or step-sister, where two children are related by a parent's marriage
- Adopted or foster children

### **Children in the Jewell Academy pre-school**

A child who is in attendance at the Jewell Academy pre-school does not gain automatic admission into the Reception year at the school. Parents of children attending the Jewell Academy pre-school still need to make an application for a place in Reception.

### **Proof of 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 local 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 local authority. If any information supplied by an applicant is judged by the local authority to be fraudulent or intentionally misleading, the local 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 local 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 local authority. If any information supplied by an applicant is judged by the local authority to be fraudulent or intentionally misleading, the local authority may refuse to offer a place, or if already offered, may withdraw the offer.

### **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place. An offer of a place can be withdrawn even after the child has started school

### **Waiting List**

Parents / Carers whose applications have not been successful may request that children's names be placed on the waiting list for one academic year. The waiting list is ranked using the over subscription criteria above applied in the order set out. If and when further places become available (for example because a family with a child at the school or to whom a place has been offered moves away), these are offered to children at the top of the list. It should be noted that children can be added to or removed from the waiting list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down.

### **Pupils with Disabilities**

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Disability Discrimination Act (amended). Jewell Academy Bournemouth will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

### **Late Applications**

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

### **Delayed Admission to Reception Year Group**

If Jewell Academy receives a request from a parent/carer of a summer born child to be admitted to Reception a year later than their chronological age group admission then the Academy will follow the procedure prescribed in the Summer Born Delayed Entry policy.

### **Independent Admissions Appeal Committee**

Parents who are not offered a place for their child in the Reception Class are entitled to an appeal constituted and operated in accordance with the School Admissions Appeals Code. Parents wishing to appeal should complete an appeal form available from the Academy. The form should be sent to the Clerk to the Appeal Committee, via the Academy, within 20 school working days from the notification of the decision not to admit.

### **In Year Admissions**

#### **Fair Access (including Children Moving into the Area)**

The above criteria will be applied if in-year vacancies arise during the school year and there are more applicants than places.

Jewell Academy Bournemouth adheres to guidelines set out in the 'In-Year Fair Access Protocol'. This protocol includes provision for those who move into the area outside of the normal admission round for their year group. However, the Academy is subject to a higher than average level of mobility with more than a normal number of primary age children moving into and out of the catchment area. This also results in applications for admission being received at short notice. In order to ensure a smooth induction to Jewell Academy Bournemouth, there will be a period of up to four weeks to process in-year admissions.

If Jewell Academy received a request for an in year admission to a year group outside the child's chronological age group, the Academy will consider the request individually and seek advice from an Educational Psychologist.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

Jewell Academy Bournemouth will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.

The Consultation Period will follow the procedures laid out in the School Admissions Code

The Academy will consult:

- a) parents of children between the ages of two and eighteen;

- b) other persons in the relevant area who in the opinion of the Academy have an interest in the proposed admissions;
- c) All other admission authorities for primary and secondary schools located within the relevant area
- d) The local authority;
- e) Any adjoining neighbouring local authorities where the admission authority is the local authority.

For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

#### **Determination and publication of admission arrangements**

Jewell Academy Bournemouth will determine its admission arrangements every year, even if they have not changed from previous years, by 28 February.

#### **Publication of admission arrangements**

Jewell Academy Bournemouth will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy website for the whole offer year (the academic year in which offers for places are made). The Academy will also send a copy of the full, determined arrangements to the Local Authority.

#### **Representations about admission arrangements**

Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted, anyone who objects to the Academy's admission arrangements can make an objection to the Schools Adjudicator. The Schools Adjudicator will consider the representation and in so doing will consult the Academy. The Academy will provide all the information that the local authority needs to compile the composite prospectus no later than 8<sup>th</sup> August, unless agreed otherwise.

Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.