

BOURNES GREEN INFANT SCHOOL
A member of SECAT (Southend East Community Academy Trust)
Burlescoombe Road,
Southend on Sea,
Essex
SS1 3PS



Headteacher: Mrs C Sheern
Telephone: 01702 587099
Facsimile: 01702 589383
Email: office@bournesgreen-inf.southend.sch.uk

Admissions Arrangements

Bournes Green Infant School is an academy and is its own admissions authority. These arrangements are in line with government legislation and guidance (School Admissions Code 2014) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. These arrangements apply to all admissions, including in-year admissions.

The Planned Admissions Number (PAN) at Bournes Green Infant School is 60 children in each year group.

Applying for a place

Bournes Green Infant School welcomes all applications. We have one main intake in September and we try to encourage entry at this time in order to support the child's academic progression without interruption, however, parents can apply at any time.

Children are admitted to the school using the criteria outlined in this document, regardless of their aptitude. Parents are invited to express a preference for the school out of those provided by the School Admissions Team, LA but it is up to the school to rank applications according to their admission criteria. Admission for the main round to reception, year 3 and year 7, for children transferring to secondary, is run according to the published admissions scheme and a short version of this policy is available on the Council's web site, in the Primary Admission Booklet.

Applications for Reception and year 3 can be made online at <http://www.southend.gov.uk/admissions> applications for in-year admissions are made using the schools application form available on the schools web site.

Oversubscription

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to this Academy; places will be allocated using the following admission criteria:

- a) Children in public care and children adopted from care
- b) Children who live in the catchment area served by the school and who have an older sibling attending this school or Bournes Green Junior School
- c) Children who live in the catchment area served by the school;
- d) Children who live outside the catchment area served by the school and who have an older sibling attending this school or Bournes Green Junior School
- e) Children who live outside the catchment area served by the school.

Explanatory and additional notes:

Year 2 transition to year 3

Those children attending Bournes Green Infant School in year 2 are guaranteed a place at Bournes Green Junior School for transfer to year 3 only, and there is no requirement to reapply as this will be an automatic process. There is not automatic or guarantee for admission in-year. Parents to refer to the admission arrangements of Bournes Green Junior School in regard to admission to the school.

Measuring tool:

In the case of over subscription in any one category “straight line” distance will be used to measure the distance between the pupil’s home (including flats) and the nearest pupil entrance to the school.

Distances will be measured using the Local Authority’s computerised measuring system. The children living closest will be given priority.

Siblings:

Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission. In every case, the child should be living in the same family unit at the same address. In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded (2.15 g) The school admission code).

Children with a statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP)

The school will admit all children who have a SEN statement or EHCP where this school named.

Children who have Special Educational Needs but who do not have a SEN statement or EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The school will do everything it can to accommodate these children. See our SEN Local Offer for details of special provision provided by the school.

In-year admissions

The process for in-year admissions is the same for admissions at the start of the academic year. In-year admissions forms can be acquired through Bournes Green Infant School or the web site.

Fair Access Protocol

Bournes Green Infant works with the LA in accordance with their in-year Fair Access Policy in order to ensure that children with additional needs or who may present challenges are not disproportionately admitted to one school or year group. Southend’s Fair Access Protocol includes a number of categories which identify a child as being potentially vulnerable or likely to present a challenge to the school. These include (but are not restricted to) previous behaviour issues and poor attendance; details are available in the [Fair Access Protocol](#).

Appeals

Parents or carers can appeal to the independent appeal panel against refusal of admission to the school. A child is allowed to be on the school waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the admissions authority.

Waiting list

The Academy operates a waiting list for each year group and parents may request that their child is placed on the waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. The child may gain entry to the school if the number of children falls below the admissions limit of the school. If a child on the waiting list is offered a position at the school, they will be notified and will have the option of accepting or rejecting the place within 10 days. In limited situations it may be appropriate to admit to the start of the next term (as per the Education Act 2006) this will be to give the Academy the opportunity to put measures in place for the admission. This will only apply to children already in a school and not for any unplaced children.

The waiting list will be deleted at the end of the school year and if parents wish their child to remain on the list, they will need to re-apply.

Changes to admission arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the relevant legislation. Parents will be consulted on any changes at least 12 months prior to their implementation.

Address:

Parents must notify the School admissions team at Southend-on—Sea Borough Council immediately if there are any changes that may affect their child's application, such as a change of address for the main round to reception or year 3. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week (see further details on address check in the Primary Admissions Booklet on www.southend.gov.uk/admissions).

Catchment areas:

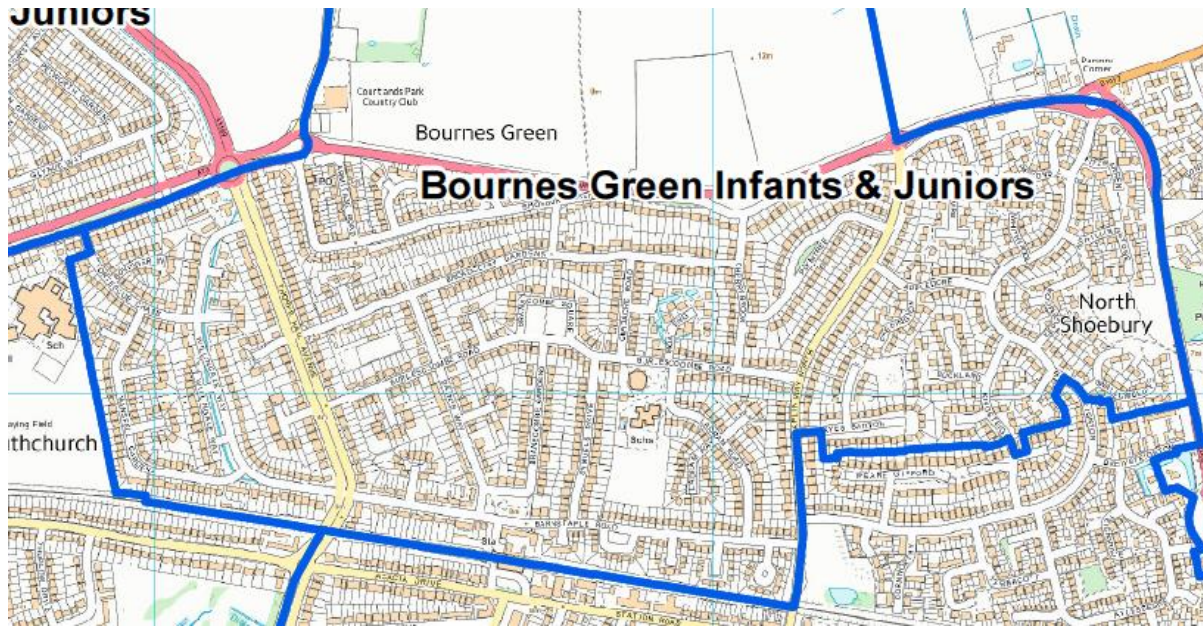
A look up postcode list is available on www.southend.gov.uk/admissions and a map is provided below:

Presented to staff and governors: Spring 2017

Review date: September 2017

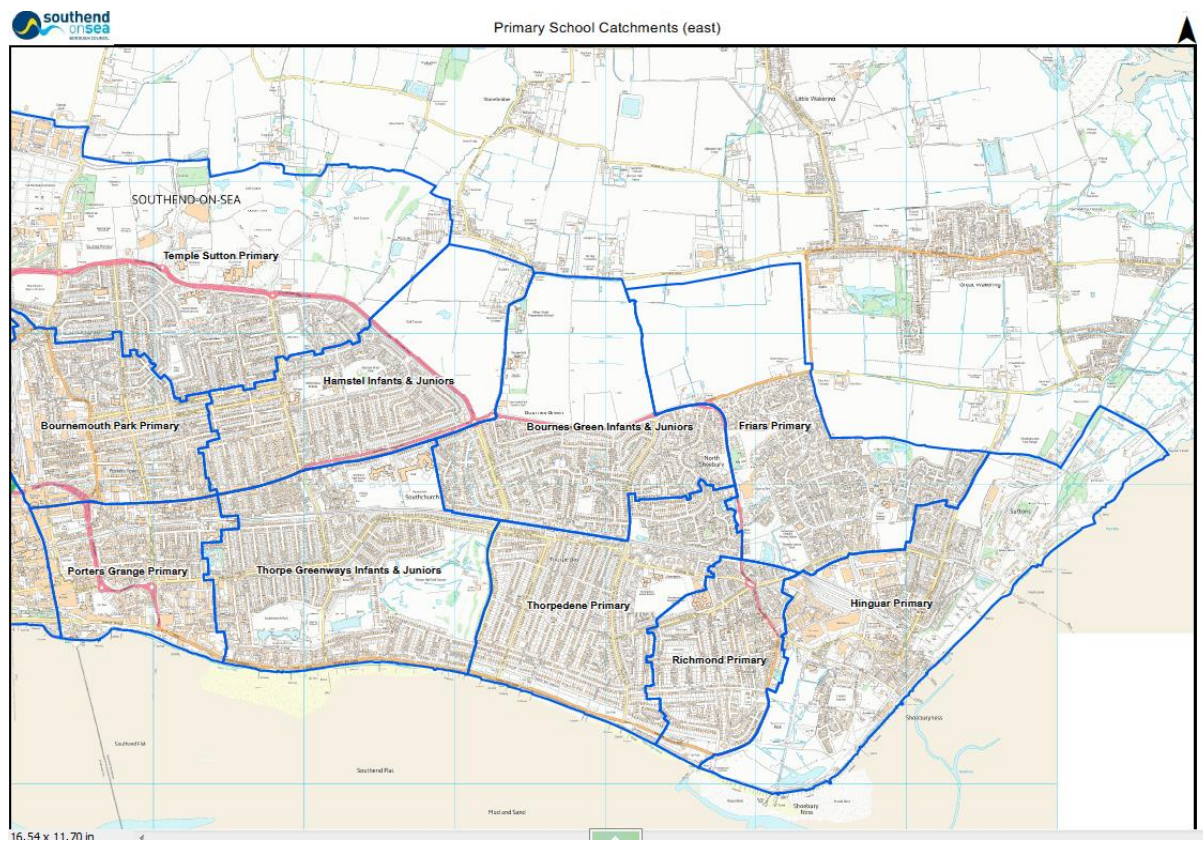
Appendix 1

School Catchment Area for Bournes Green Infant School



Southend-on-Sea Borough Council

School Catchment Area for the East of the Borough



Southend-on-Sea Borough Council

School Catchment Areas for the full borough



Southend East Community Academy Trust

“Strong Partnerships, Strong Community, Strong School



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Registered Office: Caulfield Road, Shoeburyness, Essex, SS3 9LL.