



BOURNE END ACADEMY ADMISSIONS POLICY 2018 – 2019

The admissions policy for Bourne End Academy follows the Coordinated Admission scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority unless stated otherwise. This will be referred to as The County Scheme. The County Scheme is available on the Buckinghamshire County Council website.

School Context

Bourne End Academy is designated as an Upper School for boys and girls and is a non-selective school. It forms part of the Wycombe High School Academies Trust (WHSAT). It has approximately 650 students including the Sixth Form.

Admission Numbers

The planned admissions number (PAN) of students for Year 7 is 150 students. For entry into Year 12, there will be places for 25 external students who have fulfilled the entry requirement in addition to students from the schools own Year 11 who have also fulfilled the entry requirement.

Admissions at 11+ (Year 7 in September 2018)

For Year 7 admission, the school follows the application process and time lines set out in the County Scheme. Where eligible applications for admission exceed the number of places available, the criteria listed below will be applied in the order set out below to decide which student who meets the required standard to admit. Students who qualify and have a statement of Special Educational Needs, or an Educational Health and Care Plan, naming the school, will be admitted prior to the application of these admission rules.

1. A 'looked after child' or a child who was previously 'looked after' but immediately after being 'looked after', became the subject of an adoption, residence order or special guardianship order' (Note 1 & 2)
2. Children living in the catchment area of the school on 31 October 2016. (Note 3)
3. Siblings of students in Years 7 to 12 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission.
4. Siblings of children in Years 7 to 12 who are on the roll at any other secondary school within the Trust, at the time allocations are made, and who will be on the roll of any other secondary school within the Trust at the time of the proposed admission, or who are the children of staff in WHSAT.
5. Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme. Where two or more applicants have a home address at the same distance from school and it is necessary to decide which child will be admitted, random allocation will be used. The random allocation process will be independently supervised.
6. Where the school can take some, but not all, of the students who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the list.

Multiple Births

In the case where there is one place left and the next student due to be admitted is one of a twin, triplet or other multiple birth group, both twins may be admitted, or all students in the case of multiple births, even if this goes above the admission number for the school.

Waiting List

If any vacancies arise between National Offer Day, 1 March, and 31 December of the same year, first priority will be given to those on the waiting list managed by BCC through the County Scheme. From 1 January to 31 August the waiting list for admissions into Year 7 will be maintained by Bourne End

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Academy. If places become available during this period, or for the beginning of the following academic year, admissions will be handled in accordance with the In-Year Procedure outlined below. Any places will be allocated from the waiting list using the oversubscription criteria set out above and not by the date that a student joined the waiting list. If parents decline an offer of a place, they may subsequently re-join the waiting list. The child's name will be added onto the end of the waiting list as extant at the time the request to re-join is made.

Admission of Children Outside Normal Age Group

Please note that we do not usually accept applications for students whose age falls outside of the normal age range of the cohort. We will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of Parents' views: information about the child's academic, social and emotional development, where relevant their medical history and the views of a medical professional; whether they have previously been educated outside of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the Headteacher. We will set out the reasons for our decision clearly when responding to your request.

In-Year Admission Arrangements

Admissions to Years 8, 9 and 10 (and to Year 7 from 1 January each academic year) will be handled in accordance with the School's In-Year Procedure on our website. Places will not be offered in at any time in Year 11 and only into Year 10 in exceptional circumstances because of the nature of the GCSEs or equivalent courses, even when the year group is below PAN. Please note that we do not accept applications for students whose age falls outside the normal age range of the cohort, save in exceptional circumstances, for example if a student has missed at least a year of schooling through illness. Where a vacancy is created through a planned move by parents to coincide with the start of a school term / half-term, the School will make an offer to the first child on the waiting list as soon as written notice of intention to remove the child from the School has been received from the parents. This offer will be made for the child to be placed on roll at the start of the following term / half-term. In all other circumstance where a place becomes vacant, for example, permanent exclusion, a place will be offered to the child in the first position on the waiting list, as soon as the child currently holding the place has been removed from the School's roll. Such formal removal will only take place after all appropriate procedures have been completed.

Sixth Form Admissions

We accept applications from external students wishing to transfer from other schools. A maximum of 25 external candidates will be admitted if they meet our entry requirements, and course places remain available after allocation to qualifying internal candidates.

Sixth Form Application Procedure

Applications from external students should be made in writing, directly to the School, within the timescales specified in the Sixth Form Prospectus. Minimum entry requirements, which are the same for both internal and external applicants are detailed below.

Sixth Form Entry Requirements

Applicants for places in the Sixth Form will be required to satisfy the following criteria:

| Average point score | Qualifications |
|---------------------|--|
| 6.5 + | 3 A Levels & 1 AS |
| 5.0 – 6.4 | 3 A levels or BTEC National and AS equivalent to 3 choices |
| 4.5 - 4.9 | BTEC National & 1 AS totalling 3 choices |
| 3.8 – 4.4 | BTEC National (equivalent to 3A levels) |

- A student’s minimum points in his/her best eight full-course GCSEs or equivalent examinations must be 44 points or above.

| | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---|---|
| Grade | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 |
| Points | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 |

| | | | | | | | | |
|--------|-----|-----|-----|-----|-----|-----|-----|-----|
| Grade | A* | A | B | C | D | E | F | G |
| Points | 8.5 | 7.0 | 5.5 | 4.0 | 3.0 | 2.0 | 1.5 | 1.0 |

- a student needs to meet the subject specific entry requirements as detailed in the Sixth Form Prospectus

The school will determine the number of subjects a student should be taking; the Headteacher will be the final arbiter.

All students are also required to follow an Enrichment programme. Full details of the options and Enrichment programme are published annually.

There are other expectations of Sixth Form students relating to areas such as appropriate standards of dress and attitude to behaviour for learning. Students will be required to make a commitment within these areas before being accepted into the Sixth Form.

All students will be expected to have appropriate qualifications and capability for the course that they wish to follow. Where a student has not met the overall entrance requirements but has specific aptitudes and/or talents, a personalized timetable may in certain circumstances, be available. For further clarification please contact the Head of Sixth Form.

Subjects Studied

A student who has qualified for admission will, in most cases, be able to study the subjects for which he/she is qualified, but this is dependent on the following:

1. the course(s) required is / are on offer
2. group sizes are viable. In the event that a subject or course does not attract sufficient applicants either at AS, A2 or BTEC Level, it may not run
3. there are sufficient places in the classes provided for each subject. The School reserves the right to refuse admission to subjects when planned classes are full.

Oversubscription Criteria for Sixth Form

Where eligible external applications for admission exceed the 25 places available, the following criteria will be applied in the order set out below to decide which student/s to admit after qualifying internal candidates are allocated their places. These criteria will be applied firstly to eligible students who live in the catchment area of the school and then to those living outside:

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence child arrangements or special guardianship order (Note 1)
- b) Students obtaining the highest average point score from their top eight GCSE (full course) results
- c) Siblings of current students in Years 7 to 12 at the point of allocation and who will be on the roll of the school at the time of the proposed admission
- d) Once the rules above have been applied, any further places will be offered in distance order, using the distance between the family's normal home address and the school's nearest open entrance gate, offering the closest first, using the method adopted by BCC. Where two or more applicants have a home address at the same distance from school and it is necessary to decide which child will be admitted, random allocation will be used. The random allocation process will be independently supervised.

Explanation of terms relating to all Categories of Admission above

Note 1 - Definition of Child in Care

A 'looked after' child is a child who is a) in the care of the Local Authority, or b) being 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 covers accommodated children and those who are in care under a Care Order / Interim Order. This can include: living with family or friends, in foster care, a children's home, residential school, special school of supported lodgings.

Note 2 - Adopted Child

An adopted child is a child who was adopted under the Adoption Act 1976 or the Adoption and Children Act 2002

Note 3 - Catchment Area

The catchment area for Bourne End Academy covers areas comprising the postcode or part postcode for Bourne End, Flackwell Heath and Loudwater. A map of the catchment area is available on the County Website. <http://www.buckscc.gov.uk/education/schools/admissions-and-moving-school/catchment-areas/>

Note 4 - Transport

Parents wishing to know their entitlement to free home to school transport should contact the BCC Admissions Team.

Note 5 - Sibling

By sibling we mean a sister of whole or half-blood who permanently resides at the same address as the applicant child and for whom the parent also has parental responsibility, or any other child (including an adopted child) who permanently resides at the same address as the applicant child and for whom the parent also has parental responsibility.

Note 5 - Parent

The application form should be completed by a person who is the student's parent. The definition of a parent is as defined in the Education Act 1996.

Note 6 Normal Home Address

'Normal home address' is where the child and child's parent/s live. This must be a residential property that is the child's only or main residence, not an address at which the child may sometimes stay or sleep due to the parent's domestic arrangements, and must be all of the following: owned, leased or rented by the child's parent(s) or person with parental responsibility where the child spends the majority of his/her school week nights (Sunday - Thursday inclusive) the registered address to which any Child Benefit for the child is currently being paid.

Note 7 - Evidence of Normal Home Address

The process for verifying the normal home address of applicants will match the County Scheme except that:

- a) In order to qualify for admission under Rule 2, the applicant must have been resident within the catchment area continuously since April 1st of the year preceding proposed admission.
- b) If a family still owns a property within 20 miles of the school which has been the main family home, a property closer to the school will not be accepted as the basis for a legitimate residence qualification even if the former property is leased to a third party.
- c) The school may require a higher standard of evidence for "residence qualification" than that outlined in the County Scheme if there are reasons for casting doubt on the honesty of an application.

Returning forces personnel and crown servants will be dealt with in line with the County Scheme.

The shortest route will be measured by BCC's Geographical Information System as described in the BCC admissions booklet 'Moving up to Secondary School'.

General

- a) This Admissions Policy is subject to consultation whenever changes are proposed.
- b) Buckinghamshire County Council will establish arrangements for appeals against non-admission
- c) A map of the school's catchment area for Year 7 and In-Year admission is available on Buckinghamshire County Council's website.
- d) Parents wishing to know their entitlement to free transport should contact the County Council.

Policy Review

This Admissions Policy is subject to consultation every seven years or when changes are proposed. Comments relating to any changes in this policy should be emailed to office@bea.bucks.sch.uk with the header 'Admissions feedback'.

Fair Access Protocol

The school complies with the Buckinghamshire In-Year Fair Access Protocol.

Reviewed and Approved by the Governing Body at their meeting held in November 2016

Signed: _____ Date: _____