



**Southend East Community Academy Trust for  
BOURNES GREEN INFANT SCHOOL**



**Determined Admission Arrangements – 2027/28**

**Published Admissions Number (PAN): 60**

Bournes Green Infant School is an academy and forms part of the group of schools under Southend East Community Academy Trust. These arrangements are in line with government legislation and guidance 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.

**Applying for a place**

All applications for a school place must be made via Southend Council. 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.

Admission for the main round to Reception and Year 3 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>.

**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 the school; places will be allocated using the admission criteria as below. This will not apply to children with an Education, Health and Care (EHC) plan as the plan names the school and therefore the child must be admitted to the named school. The admission criteria are listed below with explanatory notes as follows:

- a) Looked after children and previously looked after children\*
- b) Children who have a sibling attending this school or Bournes Green Junior School
- c) Children of staff
- d) Children who live in the catchment area
- e) Children of the Bournes Green Nursery
- f) Children who live outside the catchment area

For all criteria, catchment area map and additional information please see explanatory notes.

**Explanatory and additional notes**

Parents must make a separate application for transfer from nursery to infant/primary school and from infant to junior school. Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications to Reception and Year 3 between 14<sup>th</sup> September and 15<sup>th</sup> January.

**Year 2 transition to Year 3**

Those children attending Bournes Green Infant School in Year 2 are required to submit an application to the LA for admission to Bournes Green Junior School for Year 3. This can be made online at <http://www.southend.gov.uk/admissions>.

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**\*Pupils in public care and children that were previously in public care (including 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)**

A 'looked after child' is a child who is (a) in the care of a 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) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Pupils with Education, Health and Care Plans**

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on

[Special Educational Needs and Disabilities \(SEND\)](#)

### **[Local Offer](#)**

### **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 child entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The children living closest will be given priority.

### **Tie-break**

To be used to decide between two applications that cannot otherwise be separated. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the council/governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an 'excepted pupil'.

### **Distance where parents have separated**

The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

### **Siblings**

Siblings are considered to be a 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 of staff**

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCo) that

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

- the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and
- are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

### **Children of the Nursery**

Children will be ranked in this admissions criteria if they are on roll in Bournes Green Nursery which is part of the school. In regard to the main round for reception children must be part of the Nursery before the application closing date of 15<sup>th</sup> January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15<sup>th</sup> January will be ranked under these criteria after the national offer day (16<sup>th</sup> April).

### **In-year admissions**

- As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.
- To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the Council's offices and the website, [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) and [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk)
- Applications in the current school year are processed within a maximum of 15 school days, applications for the next school year are processed in the late summer months and outcomes are communicated in the early Autumn term at the latest.
- Pupils that are refused a place and added to the waiting list and remain on the waiting list until 30 June of any given year. Waiting lists close on 30 June of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.
- Parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 School Days. Applications are shared with the allocated school and with a school that is a preference and is its own admission authority.

### **Waiting list**

A waiting list is maintained for a full school year, and children are added to the waiting list automatically when refused a place. Each time a child is added to the waiting list, the waiting list is ranked again in line with the published oversubscription criteria. Priority is not given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Waiting lists for all year groups are closed at the end of each school year. A new application must be submitted to be able to join a waiting list for a new academic year.

### **Address**

For all applications, the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3). Changes to address can be accommodated up to a month after the closing date. Where the address change cannot be accommodated within the reasonable period, parents will be advised, and changes will be updated after all on time applications have been processed.

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](http://www.southend.gov.uk/admissions)).

## **Over and under age applications**

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Such requests are made initially informally in discussions with the Head Teacher and where parents wish to proceed with the request a written letter with any relevant documentation should be provided to the Head Teacher. The School would make decisions on the basis of the circumstances of the individual case and will be in the best interests of the child.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014).

In circumstances where a child transfers from another school already 'outside of normal age group', the Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

A parent cannot appeal against refusal to the 'out of normal age group' application.

## **Admission of children below compulsory school age and deferred entry to school**

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the admission until later in the same academic year. The school will aim where possible to accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time must discuss this with the headteacher of their allocated school. An approved deferred place means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the summer term. Part-time agreements should include core teaching.

In the case of children born prematurely or the late summer months, parents may request admission outside the normal age group. There is no statutory barrier to children being admitted outside their normal year group (DfE Guidance, Dec 2014). Due to the impact on future years for a child's schooling, requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case. Any decision will seek a decision in the best interest for the child and be considered by the Head Teacher/SLT. Parents submitting a request for admission outside the normal age group must also complete the Single Application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

In the case of children born prematurely or have immediate medical needs and are also born in the late summer months, parents may request admission outside the normal age group by writing to the Head Teacher.

## **Fair Access Protocol**

Bournes Green Infant School 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 unsuccessful in securing a place for their child have the right to appeal to an Independent Admissions Appeal Panel. Details of how to do this can be found on the Academy's website.

- **Main round appeals (Reception and year 3):** Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Details of how to do this can be found on the Academy's website. All appeals are considered by an Independent Appeals Panel.
- **Main round appeals (in-year R-6):** Parents can appeal against the refusal. Appeals must be lodged within 20 school days of the date of the outcome letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Details of how to do this can be found

on the Academy's website. All appeals are considered by an Independent Appeals Panel. Catchment area

The catchment area is provided in the [About school catchment areas – Southend-on-Sea City Council](#) look up facility.

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds.

<b>For office use – statutory process: The School Admissions Code</b>		
<b>Consultation</b>	Minimum of 6 weeks and MUST be completed by the 31 January	1 October 2025 - 31 January 2026
<b>Admission authority meeting</b>	Trust agree to a final version and determine the arrangements formally.	31 Jan – 27 Feb 2026
<b>Determination</b>	Finalising your admission arrangements for 2027/28 (incl your PAN and catchment)	28 February 2026
	Provide your determined arrangements to the LA (final and approved)	28 February - 7 March 2026
<b>Publishing</b>	School website to have your determined arrangements available for the Office of the Schools Adjudicator consultation phase	15 March to 15 May 2026.
	LA public notice on Adjudicator window for objections for all schools in local press under 'NOTICES'	Week of 15 March 2026
<b>Composite prospectus</b>	On the council website, links to your school admission page webpage LA to produce respective sector admission booklet and add to council website as per the Scheme deadlines.  (note: where there is no adjudication investigation the Secondary admission Booklet will be published by 1 July and Primary admission Booklet by 14 September)	By 12 September 2026