

## **Bourne Education Trust school admissions arrangements for 2025/26**

### **School: Marnel Junior School**

#### **Introduction**

Marnel Junior School (the school) is a junior school in Bourne Education Trust (BET / the Trust).

Bourne Education Trust delegates its role as the admissions authority for Marnel Junior School, along with the task of determining the school's admissions arrangements to the school's Local Governing Committee (LGC) in line with the Trust's scheme of delegation, with admissions decisions further delegated to a sub-committee of the LGC.

#### **Published admissions number**

Marnel Junior School has an intake of 120 pupils in Year 3. This is known as the published admissions number (PAN).

Pupils with an Education, Health and Care Plan (EHCP) naming the school will be offered a place in accordance with the Education Act 1996 before other applicants are considered, reducing the number of remaining places available to the other applicants.

#### **Applications for a place in Year 3 for September 2025**

Applications to Marnel Junior School for a place in Year 3 for September 2024 are made through the Hampshire County Council Admissions Team who coordinate our applications for any child living in Hampshire. To make an application for a place at the school, an applicant must name Marnel Junior School on the application form issued by the Local Authority. Information and the on-line application form are available on their website, [School admissions | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/school-admissions). Further assistance can be obtained from the County Admissions on 0300 555 1377.

Applications may be made to Marnel Junior School for children living outside Hampshire by naming the school on the application form issued by the admissions team at the local authority in which the child lives.

## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below in the following order (notes may be found in **Appendix A**):

1. Looked after children, or those previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order including those who appear to the admissions 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 one who is in care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 (see note 1).
2. Children who have exceptional social or medical circumstances where it is deemed that this is the only school which can meet their needs (see note 2)
3. Children living in the catchment area of Marnel Community Junior School who at the time of application have a sibling on the roll of the school or Marnel Community Infant School who will still be on roll at the time of admission (see notes 3 and 4).
4. Children living out of the catchment area who were allocated a place at Marnel Community Infant School in the normal admission round in a previous year because the child was displaced (see note 5) from the catchment school for their address, and they remain living in the catchment area.
5. Other children living in the catchment area of Marnel Community Junior School.
6. Children living out of the catchment area of Marnel Community Junior School who at the time of application have a sibling on the roll of Marnel Community Junior School or Marnel Community Infant School who will still be on roll at the time of admission (see notes 3 and 4).
7. Children living outside the catchment area of Marnel Community Junior School who at the time of application are on the roll of Marnel Community Infant School.
8. Other children living out of the catchment area of Marnel Community Junior School.

## Tie Breaks

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority.

Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

### **Permanent Residence**

The child's permanent residence is where they live normally including weekends and during school holidays as well as during the week and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, preschool or childminder, the address registered for child benefit and the address registered with the child's GP.

### **Multiple births**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Late applications**

All applications received after the closing date will be treated as late applications and only considered after all on-time applications have been processed. If there are vacancies, places will be offered based on the school's admission criteria. If there are no vacancies, your child may be placed on the school's waiting list.

### **Deferred entry**

A child is entitled to a full-time place in the September following their fourth birthday. Parents can defer entry to the school and/or send their child part time until later in the school year but not beyond the point at which they reach compulsory school age, nor beyond the beginning of the summer term of the academic year for which the original application was accepted.

### **Admission of children outside their normal age group**

Parents may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child.

The BET Policy for Education out of Year Group ([Education out of Year Group](#)) sets out how applications for admission of children outside their normal age group will be managed.

### **Waiting lists**

Waiting lists will be established for each year group where more applications are received than places available. For main round admissions to Year 3, the waiting list will be maintained centrally by the local authority until 31 August 2024. At all other times, and for other year groups, waiting lists will be operated by schools.

Any places that become available will be offered to the child at the top of the list on the day the place became available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised each time a child is added to, or removed from, the waiting list, or when a child's changed circumstances affect their priority.

For entry to Year 3, the waiting list will remain open until 31 August 2025, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Parents who want their child to be considered for a place at the school in the following school year must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

### **In-year admissions**

In-year admissions applications are those that are made to join an existing year group within the school. Applications that will not be considered to be in-year applications are those being made for entry to Year 3 for September 2024 if they are made prior to 1 September 2024.

Marnel Junior School manages its own in-year admissions. Applications for in-year admissions are made using a centrally managed in-year application process as explained on the Hampshire County Council website - [Applying for a school place in-year | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/admissions).

### **Appeals**

If a place is not offered at the school, there is a right to appeal to an independent panel. Guidance and information regarding school appeals can be found on the Hampshire County Council website - [Making an admissions appeal | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/admissions).

## Appendix A - Definitions to support over-subscription criteria

### Note 1 – Looked after children or children who were previously looked after

Looked after children are defined as those who are

- (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).

Previously looked children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order or special guardianship order. Previously looked after children also includes those 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 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 it to benefit society.

An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976.

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.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

A letter from the Children's Services Department confirming the child's status must be provided.

### Note 2 – Exceptional Social or Medical Needs

Occasionally a very small number of children have exceptional social or medical circumstances which warrant a placement at Marnel Junioe School. Applicants should make it clear on their application form that they wish their application to be 

Date determined: 28 <sup>th</sup> February 2024
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 considered under social / 

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 medical need.

Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under exceptional social or medical need and supporting evidence is submitted with the application.

The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances.

This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at Marnel Junior School and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at Marnel Junior School above any other.

Common medical conditions and allergies can be supported in all mainstream schools, therefore priority under the exceptional medical criterion will not normally be given for these. Routine child-minding arrangements or a parent's wish that a child attends the school because of the child's aptitude or ability or because their friends attend the school are not normally considered to be an exceptional social reason for a place to be offered.

### **Note 3 – Catchment area**

A map of the school's catchment area can be viewed on the school's details page on the Hampshire County Council website [www.hants.gov.uk/educationandlearning/findaschool](http://www.hants.gov.uk/educationandlearning/findaschool).

### **Note 4 – Siblings**

'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses.

A child will be given sibling priority in criteria 3 and 6 where a sibling (as defined above) has been made an offer of a place at the school which has been accepted, even if the sibling is not yet attending.

### **Note 5 – Definition of 'displaced'**

'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school. To identify the child's catchment school, please use <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder>. Note that some addresses are in catchment area for more than one school and in this case, 'displaced' refers to a child who was refused a place at any of their catchment schools.