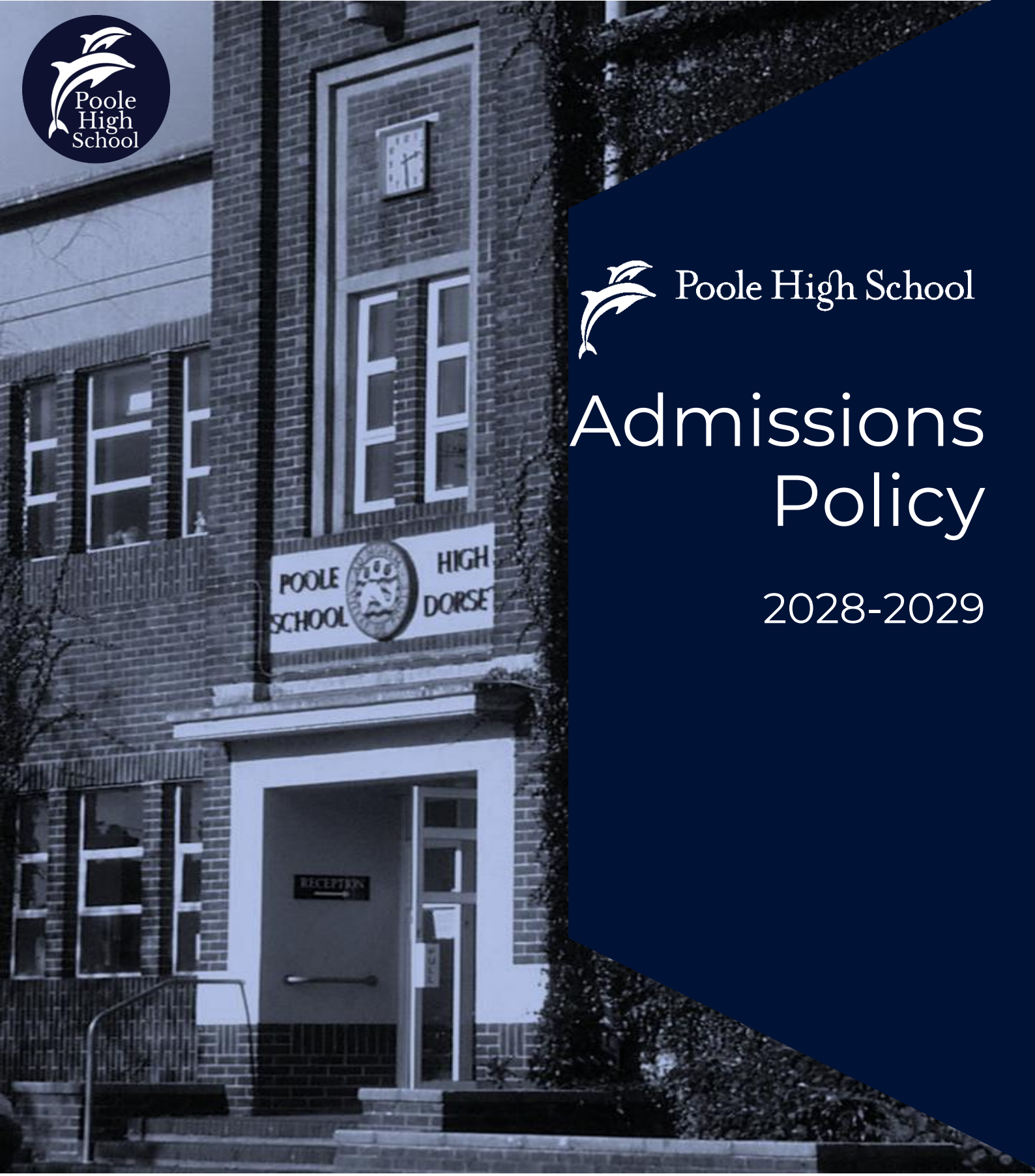



Poole High School

# Admissions Policy

## 2028-2029

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|---|---|
| Review by Policy Owners: | Twynham Learning Admission Authority |
| Determination by the Twynham Learning Trust Board as the Admission Authority for Twynham Learning schools: | [Date – February 2027] |
| Next Review Date: | Autumn 2027 |

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For Consultation

Poole High School is an academy within Twynham Learning ("the Trust"). The Trust, acting through its Board of Trustees, is the admission authority for the school and is responsible for determining and applying the school's admission arrangements.

These admission arrangements have been determined in accordance with the requirements of the School Admissions Code 2021, the School Admission Appeals Code 2022, the School Standards and Framework Act 1998, the Education Act 2002, the Education and Inspections Act 2006, the Equality Act 2010, including the Trust's obligations under the Public Sector Equality Duty (PSED). The Trust will comply with all relevant statutory requirements, guidance and codes of practice relating to school admissions and admission appeals.

The Trust will consult on, determine and publish admission arrangements in accordance with statutory requirements. Where consultation is required, it will be undertaken with all prescribed consultees in accordance with the School Admissions Code.

The purpose of these admission arrangements is to provide a clear, fair and transparent framework for the allocation of places at Poole High School.

These admission arrangements reflect the legislation and statutory guidance in force at the time of determination. In the event of any conflict between these arrangements and applicable legislation or statutory guidance, the latter shall prevail.

# 1: Introduction

This policy sets out the admission arrangements for:

- Year 7 entry in September 2028
- In-year admissions
- Sixth Form admissions (Year 12)

Applications for Year 7 are coordinated by Bournemouth, Christchurch and Poole Council (BCP) under the co-ordinated admissions scheme in accordance with applicable legislation and national admissions procedures.

Parents and carers have the right to express a school preference. Where applications exceed the number of places available, places will be allocated using the oversubscription criteria set out in this policy.

# 2: Published Admission Number

The Published Admission Number (PAN) for 2028-29 is: 325 pupils for the year of entry (Year 7). The allocation of school places up to the published admission number is in accordance with the oversubscription criteria listed below (Section 4 Oversubscription Criteria).

A school will be asked to exceed its PAN only where the Admissions Code allows. Examples include:

- An event/incident occurs in another educational establishment which could not have possibly been planned for e.g. fire, school closure;
    - To comply with other agreed protocols, e.g. Children in Care, Fair Access, the School being named in Section I of an Education, Health and Care Plan
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home (45 minutes travel time);
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would be split and therefore will be offered together.

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# 3: Expressly Academic Provision

Poole High School is a partially selective school and is permitted to allocate up to 10% of Year 7 places through its established Expressly Academic provision.

Places within the Expressly Academic provision are allocated on the basis of performance in the school's published selection assessments.

Applicants must register for the assessments in accordance with the published timetable and procedures issued annually by the school. For further information please see Poole High School - Expressly Academic Tests

Where fewer than the available number of applicants qualify for the Expressly Academic provision, any unfilled places will be allocated in accordance with the remaining oversubscription criteria.

# 4: Oversubscription Criteria

Children with an Education, Health and Care Plan (EHCP) naming Poole High School will be admitted before all other applicants. Such admissions are made through the statutory EHCP process.

Where the number of applications exceeds the number of places available, applications will be ranked in the following order:

**4.1 Looked After and Previously Looked After Children**

Children who are looked after by a local authority and children who were previously looked after but ceased to be so because they were adopted, became subject to a child arrangements order or became subject to a special guardianship order. This includes children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.

This criterion specifically relates to children with either a care order (full or interim) or who are accommodated under Section 22 of the Children Act 1989.

Children who are:

- looked after by a local authority;
- previously looked after and subsequently adopted;
- subject to a child arrangements order;
- subject to a special guardianship order; or
- 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.
- The Admission Authority reserves the right to request evidence supporting an application under this category.

**4.2 Children of Staff**

Children of members of staff employed by Twynham Learning whose normal place of work is Poole High School where:

- the member of staff has been employed at the school continuously for at least two years at the time at which the application for admission to the school is made; or
- the member of staff has been recruited to fill a vacant post for which there is a demonstrable skills shortage in accordance with the School Admissions Code.

For all staff employed within federated structures, staff whose posts are shared across more than one school, and staff who work across multiple schools within the Trust, this oversubscription criterion applies only where

For Consultation

Poole High School is their principal or main place of employment. Staff who work at Poole High School but whose principal or main place of employment is another school will not qualify under this criterion.

For the purposes of this criterion, 'children of staff' means children whose parent, legal guardian or resident step-parent is the member of staff.

**4.3 Expressly Academic Provision**
Applicants selected for the Expressly Academic provision under the published selection arrangements.

**4.4 Other Applicants**
Remaining applicants will be considered in the following order:

**4a**. Children living within the school's catchment area who have a sibling attending the school at the time of application as defined in Appendix A
**4b**. Children living within the school's catchment area at the time of application
**4c**. Children living outside the school's catchment area who have a sibling attending the school at the time of application
**4d**. All other applicants.

# 5: Tie Break

Where there are more applicants than places available within any oversubscribed criterion, priority will be given to children living nearest to the school.

Distance will be measured in accordance with the arrangements set out in this policy.

Where two or more applicants live an identical distance from the school and a place cannot otherwise be allocated, priority will be determined by random allocation conducted independently and transparently on behalf of the admission authority. A fresh random allocation process will be undertaken each time a place is offered from a waiting list.

Where applications are received from multiple birth siblings and, by adhering to the Published Admission Number (PAN), the siblings could not all be offered a place at the school, the admission authority may exceed the PAN to accommodate those siblings. This reflects the exceptional nature of the bond between multiple birth siblings and does not indicate that the PAN will otherwise be exceeded.

For the Expressly Academic provision, applicants will first be ranked according to assessment score. Where applicants achieve the same score, the oversubscription criteria set out above will apply, followed by the distance tie-break if necessary.

# 6: Catchment Area

The school's designated catchment area is set out in **Appendix A**.

A copy of the catchment map is also available:

- on the school website
- on the local authority website
- from the school upon request

Details of specific addresses are available from the local authority website

For consultation

## 7: Sibling Definition

For the purposes of this policy, a sibling is:

- a full brother or sister
- a half-brother or half-sister
- a step-brother or step-sister
- an adopted brother or sister
- a foster brother or sister
- a child living in the same household as part of family unit through the marriage or cohabitation of their parent/carer

In all cases, the sibling must normally reside at the same address as the applicant and be attending the school at the time of admission.

## 8: Distance Measurement

Distance will be measured as a straight-line measurement between the child's home address and Poole High School using the Local Authority's geographical information system.

The measurement will be taken from the address point of the child's home address to the address point of the school.

## 9: Home Address

The home address is the residential address at which the child normally resides for the majority of the school week and which is the child's main or only address during term time.

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 Admissions 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 Admissions Authority. If any information supplied by an applicant is judged by the Admissions Authority to be fraudulent or intentionally misleading, the Admissions Authority may refuse to offer a place, or if already offered, may withdraw the offer.

<u>Change of Address</u>

***In Year:***
In Year places can only be offered on the basis of future moves on the receipt of the documentation specified below:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application
- a tenancy agreement confirming the renting of a specific property relevant to the application
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application

To be considered all evidence must be submitted at the time of application.

For Consultation

***Point of Entry:***
When applying for point of entry, BCP will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups (Year 7) is 31 October. This means if your moving date is after 31 October, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, you must inform us before 31 October to ensure your application is considered from your new address. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

***UK Service Personnel and Crown Servants:***
For families of service personnel with a confirmed posting, or crown servants returning from overseas, The school will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The school will use the address at which the child will live when applying the admissions criteria, as long as parents provide some evidence of their intended address (including using a Unit or quartering address as the child's home address where a parent requests this), and will offer a place if, after applying the admissions criteria, the child is eligible for a place.

## 10: Applications from Separated Parents

Only one application may be submitted for each child.

Parents and carers are expected to reach agreement on school preferences before submitting an application.

If a disagreement arises regarding the application submitted, the admission authority may require evidence of the child's principal residence and may defer consideration until it receives sufficient information.

## 11: Withdrawal of Offers

An offer of a place may be withdrawn where:

- the offer was made in error
- the offer was obtained through fraudulent or intentionally misleading information
- the parent or carer has failed to respond to the offer after reasonable attempts have been made to contact them

Where no response is received, the admission authority will give the parent/carer a further opportunity to respond and explain that the offer may be withdrawn if no response is received.

Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh and a right of appeal will be available where an offer is subsequently refused.

Any decision to withdraw a place will be made in accordance with the School Admissions Code.

## 12: Late Applications

Applications received after the published national closing date will normally be treated as late applications.

Late applications will be considered after on-time applications unless the admission authority is satisfied that exceptional circumstances prevented an earlier application.

For consultation

Once all on-time applications have been processed, late applications will be ranked according to the oversubscription criteria.

## 13: Expressly Academic Assessments

Details of assessment arrangements will be published annually on the school's website.

Applicants will be assessed using tests determined by the admission authority.

Where practicable, results will be communicated to parents before the secondary application deadline.

The assessment process does not guarantee admission and is used solely to determine eligibility for consideration for a place within the Expressly Academic provision.

Alternative testing arrangements may be offered where exceptional circumstances prevent attendance at the published assessment session. Evidence may be required.

## 14: In-Year Admissions

In-year applications are all applications other than those for Year 7 or Year 12 in September 2028.

Poole High School processes its own In Year admissions and these are not dealt with by the Local Authority (BCP). Therefore, if you would like to apply for a place at Poole High School please contact the Admissions Officer via the school office.

Applications will be considered without unnecessary delay.

The school will normally notify applicants of the outcome within 10 school days and no later than 15 school days following receipt of a completed application.

All applications will be considered by the Admissions Authority and places will be offered where places are available or where admission would not prejudice the efficient education of others at the school or the efficient use of resources.

Where there are more applications than places available, the oversubscription criteria within this policy will be applied.

The school will notify the local authority of all applications and outcomes as required.

## 15: Waiting Lists

The school will operate a waiting list for each year group for those who were refused a place. This waiting list will be ranked in accordance with the oversubscription criteria and will be reordered according to the oversubscription criteria whenever anyone is added to the list.

Children admitted under the Fair Access Protocol will take precedence over all children on the waiting list.

The school will maintain a clear, fair and objective waiting list until 31st August of each school year of admission. Beyond this, all names are removed from the waiting list by the school (on behalf of the Admission Authority). Parents who wish their child to remain on the waiting list must reapply for a school place from 1 June each year.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be

For Consultation

withdrawn and the available place offered to the next child on the waiting list to qualify in accordance with the published oversubscription criteria for the available place.

A child's position on the waiting list may change as applications are added or removed.

Time spent on the waiting list does not confer priority.

## 16: Admission Outside the Normal Age Group

Children are normally educated within their chronological year group.

Parents wishing to request admission outside the child's normal age group should submit a written request to the school.

The admission authority will consider each request individually, taking account of:

- the parent's views
- the child's views, where appropriate
- the child's academic, social and emotional development
- medical evidence, where relevant
- previous educational history
- whether admission outside the normal age group would be in the child's best interests

Twynham Learning is the school's own Admissions Authority and the final decision on any request for admission outside the child's normal age group lies with the Board of Trustees as the admission authority.

The admission authority will notify parents of its decision in writing.

Where a request is refused, but a place is offered in the child's normal age group, there is no statutory right of appeal against the year-group decision itself. However, parents may make a complaint about the decision-making process.

Where admission to the school is refused, the statutory right of appeal applies.

## 17: Appeals

Parents whose application for a place is refused have the right to appeal to an independent appeal panel.

Details of how to appeal will be included within the refusal letter and published on the school website.

Appeals will be conducted in accordance with the School Admission Appeals Code.

The Trust will publish an annual appeals timetable on the school website.

The decision of the panel is binding on all parties.

## 18: Fair Access Protocol

The school participates in the Bournemouth, Christchurch and Poole Fair Access Protocol.

The purpose of the Protocol is to ensure that vulnerable and unplaced children are allocated school places as quickly as possible.

The school will comply with decisions made under the Fair Access Protocol, including where this requires admission above the Published Admission Number (PAN).

For Consultation

## 19: Sixth Form Admissions (Year 12)

The school welcomes applications from both existing Poole High School students and students attending other schools.

The Published Admission Number for external students joining Year 12 is: 50 external places, which is the minimum number of external students that the school is required to admit.

All existing Poole High School students who meet the published academic entry requirements and wish to continue into Year 12 will be admitted.

For admission to Year 12, students must have reached the age of 16 years on or before 31 August in the year of admission. Applicants who were born between 1 April and 31 August (summer born children) and started in reception aged 5 may be admitted into Year 12 at the same time as those with whom they have progressed through primary and secondary school, (see the section above in this policy – Admission Outside the Normal Age Group). Other than in the most exceptional circumstances, the school does not admit students into the Sixth Form who have reached the age of 17 years on or before 31 August in the year of admission or after 31 October of Year 12.

The same academic entry requirements apply to both internal and external applicants. The minimum academic entry requirements for admission to Year 12 are an APS of 4.0 from the best 5 GCSE subjects, and at least a grade 4 in either English or Maths.

Additional subject-specific requirements may apply and will be published annually on the school website and in the Sixth Form Prospectus.

Where the number of eligible external applicants exceeds the number of places available, applications will be ranked using the oversubscription criteria set out in this policy.

Offers of admission are conditional upon applicants meeting the published entry requirements.

Admission to the sixth form does not guarantee admission to a particular course or subject. Individual courses may be subject to additional requirements, timetabling constraints or capacity limits.

Applications for Year 12 must be submitted in accordance with the school's published sixth-form admissions process.

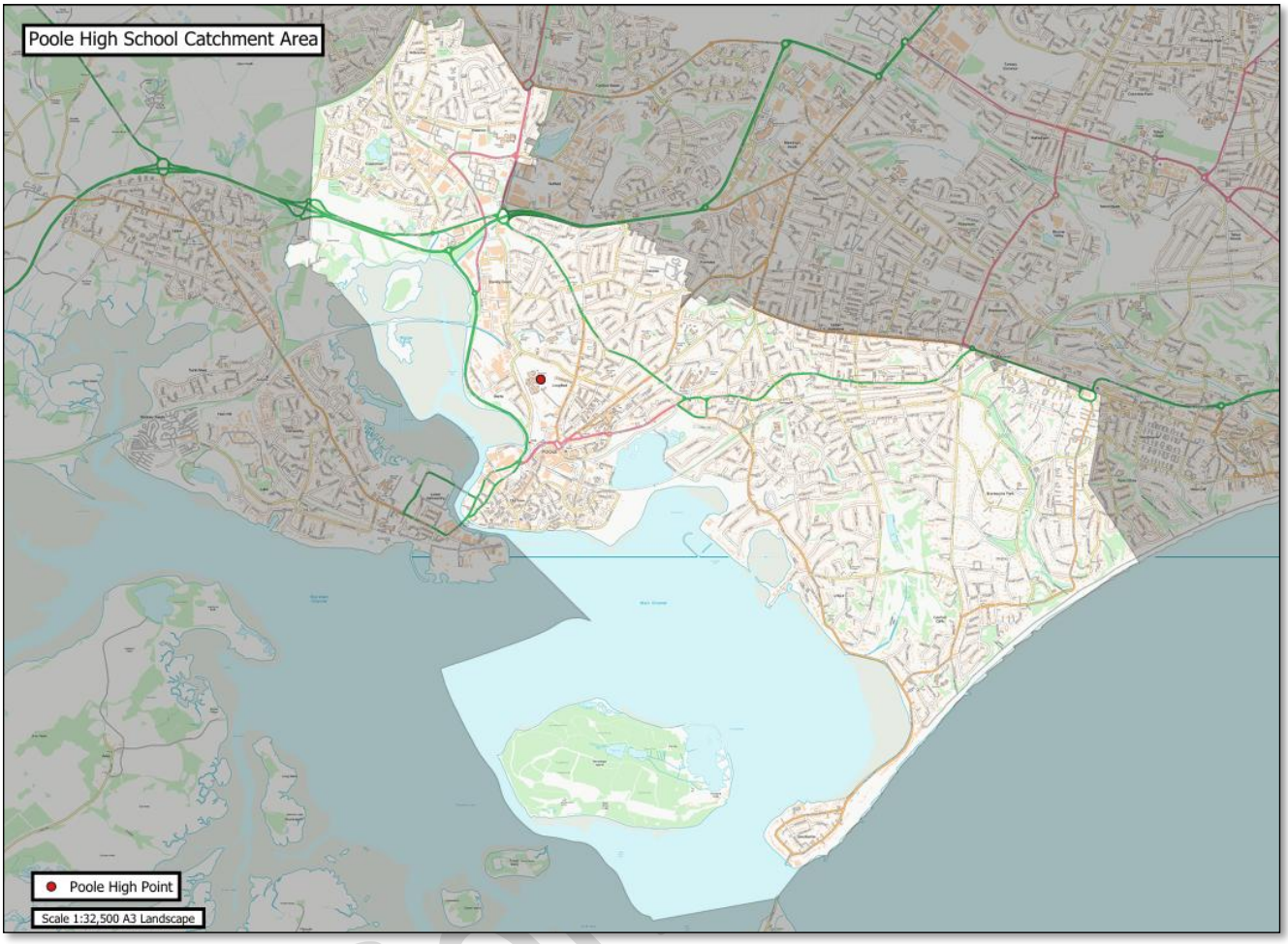
Details of application arrangements and deadlines will be published annually on the school website.

Where admission to Year 12 is refused, both the student and their parent have a statutory right of appeal to an independent appeal panel.

There is no statutory right of appeal in relation to the allocation of a particular course or subject where a place in the sixth form has been offered.

For Consultation

**Appendix A**




Also see [Poole High School Catchment Area]

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