# Twynham 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 |

# 1. Introduction

This document sets out the 2028-2029 Admission arrangements for Twynham School, a member of the Twynham Learning Multi-Academy Trust (the Trust). For the purpose of this policy, the Board of Trustees is the Admission Authority but has delegated the administration of the admissions process to the school, overseen by the School Ambassador Committee (local school governors). The Trust Board has agreed admission policies for Year 7 and Year 12 which conform to The Schools Standards and Framework Act 1998 and Regulations, the Education Act 2002, the Education and Inspections Act 2006 and Regulations. They are guided by the criteria set out in The School Admissions Code in force from September 2021. The policies take account of the Equality Act 2010 and the Trust's public sector equality duty. The admission authority will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/publications/school-admissions-code--2

The Trustees of the Twynham Learning Trust (the Trust) are Charity Trustees and Company Directors and for the purpose of this policy these terms are interchangeable.

This policy reflects the legislation at the time that it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy.

The purpose of this policy is to make the admissions process to Twynham School clear and open. The Trust is supported by Bournemouth, Christchurch and Poole Council (BCP) in allocating places in Year 7 to Twynham School and the local authority will notify families of their places.

While parents/carers have the right to choose a preferred school, the number of places available at that school may limit the choice. Should Twynham School be over-subscribed (i.e. if there are more applications than places available), 'the over-subscription criteria' will be applied to all applications.

Every year, in line with the national timetable, the Twynham Learning Board of Trustees will review and publish information concerning the Twynham School Admission Policy.

In accordance with the School Admissions Code, the Trust, as the Admission Authority, will undertake consultation with the Local Authority, parents, local community groups and other local schools in respect of the admissions policy, where required.

For the purposes of this policy, "school days" means days when the school is open to pupils.

# 2. Admission General Principles

This policy is centred on the principles of:

- Serving a traditional area/community identified as a catchment area; **see map at the end of this policy**
- The social and educational advantages of children attending their local schools
- Admission arrangements being consistently and equally applied to all requests being made by parents for admission, irrespective of background
- The school complies with the BCP's coordinated scheme for normal year-of-entry admissions to Year 7
- That the feeder school system offers continuity of education, the feeder schools being Twynham Primary School, The Priory CE VA School, Christchurch Junior School, and Stourfield Junior School; The normal age of transfer to the school in Year 7 in September is 11

The offer of a school place may be withdrawn where a parent fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or intentionally misleading application, or it has been offered in error.

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Where no response is received, the admission authority will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not
Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh and a right of appeal offered if an offer is refused.

## 3. Co-ordination between Admission Authorities

Bournemouth, Christchurch and Poole Council coordinates the main admission processes for all Admissions Authorities within the Bournemouth, Christchurch and Poole area. Application to Twynham School can only be made on the official (electronic or paper) preference form obtainable from the applicant's home Local Authority (LA). This should be submitted to the home LA. Applications for Year 7 starting in September 2028 must be submitted by 31 October 2027. The Admissions Booklet published by the Local Authority will contain information on how to complete application forms on-line, the dates for notification to Parent(s) / Carer(s) of admissions decisions and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the LA or the school.

## 4. Dates for Applications

The school will consider first, all those applications received by the published deadline of midnight on the 31 October 2027. Late applications (i.e. those submitted after midnight on 31 October) will be considered after all on time applications have been fully processed. The Local Authority will send notifications offering a secondary school place to parents who submitted an on time application on (or the first working day after) 1 March 2028.

## 5. Published Admission Number (PAN)

The PAN for 2028-2029 is 240 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 6 Oversubscription Criteria).

The PAN for 2028-29 for external applicants to Year 12 is 50. Full details of Sixth Form entry requirements and oversubscription arrangements are set out in Section 13.

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

## 6. Oversubscription Criteria

Where a child has an Education Health and Care Plan which names the school, the Trust recognises a duty to admit the child to the school.

Where all parental preferences for places at the school can be satisfied all children seeking a place will be admitted. Where there are too few places available, as measured against the PAN, places will be allocated according to the following priority order. The order of the categories listed below determines the order of priority for admission. Applicants who qualify for more than one category will be placed in the highest one

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in which they appear.

1. Children who are/or who have previously been in the care of a local authority. 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.[1] This includes 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.
2. Children living within the school's catchment area who at the time of application, have a sibling on roll of the school and will still have a sibling(s) attending the school at the time of admission.[2]
3. Children living within the school's catchment area who are on roll in Year 6 at Christchurch Junior School, Twynham Primary School or Stourfield Junior School (being both named feeder schools and part of Twynham Learning) at the time of application.
4. Children living within the school's catchment area who are on roll in Year 6 at The Priory CE Primary School at the time of application (being a named feeder school but not part of Twynham Learning).
5. Children who live in the catchment area but who don't attend a feeder school or have a sibling in school.
6. Children of members of staff with at least two years' continuous service employed at the school.[3]
7. Children living outside the school's catchment area who are on roll in Year 6 at Christchurch Junior School, Twynham Primary School or Stourfield Junior School (being both named feeder schools and part of Twynham Learning) at the time of application.
8. Children living outside the school's catchment area who are on roll in Year 6 at The Priory CE Primary School (being a named feeder school but not part of Twynham Learning) at the time of application.
9. Children living outside the school's catchment area who at the time of application, have a sibling on roll of the school and will still have a sibling(s) attending the school at the time of admission.
10. All other children living outside the school's catchment area based on distance.

Within each category, oversubscription criteria will be based on the shortest straight line measurement using the geographic information System (GIS) this will be used to determine distances from the Ordinance survey home address point, to the Ordinance survey point in the middle of the school.

If there are insufficient places to accommodate all applicants and after using all tie break criteria, applicants

[1] ***A 'Child Looked After'*** *is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.*
***A 'Child Previously Looked After'*** *is a child who was looked after (including State care outside England), but immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order. Applicants will be asked to provide additional evidence in order to verify the child's status.*
*A child is regarded as* ***having been in state care in a place outside of England*** *if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants will be asked to provide additional evidence in order to verify the child's status.*

[2] *The term "****sibling****" means full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.*

[3] *This is applicable to all staff employed by Twynham Learning to work at Twynham School as follows:*
*a) Where the member of staff 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, or*
*b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage and is subject to the DfE Admissions Code 2021.*
*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 Twynham School is their principal or main place of employment. Staff who work at Twynham School but whose 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.*

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for the final place(s) cannot be split, the remaining place(s) will be allocated using a random allocation process. The process will be independently supervised and electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy. A fresh round of random allocation will be used each time a place is offered from the waiting list.

Where applications are received from families with multiple birth siblings and by adhering to PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This recognises the exceptional nature of emotional bonds between multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

## 7. 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 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.

## 8. In Year Applications

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

Twynham 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 Twynham School please contact the Admissions Officer via school reception or e-mail admissions@twynhamschool.com

All applications will be considered by the Admissions Authority and places will be offered if this will not prejudice efficient education of others at the school or the efficient use of resources. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria set out above. In accordance with the Admissions Code parents/carers will receive an outcome of their application within 15 school days.

## 9. Appeals

Parents have the right of appeal to an independent Appeals Panel. Details of the appeals procedure for the relevant year of admission can be found on the school's website. The decision of the panel is binding on all parties.

## 10. Admission/Transfer of Children outside Normal Age Groups

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It is Twynham Learning's policy that children attending Trust schools normally be placed with their own age group and be educated for the majority of the time with their age peer group. Parents do however from time to time seek places for children in a lower or higher age group. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, or has missed schooling due to illness, or has a marked talent or ability or has historically been educated outside of their normal age group. In these cases, differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

Requests for admission outside the normal age group, including those relating to summer-born children whose educational placement may differ from their chronological age, will be considered individually and in the best interests of the child. Where a request is agreed, the application will be processed as part of the main admissions round unless the request is made too late for this to be possible.

However, if a parent expresses an interest in applying for admission outside of the normal age group, they should request a meeting with the school to discuss their options in the first instance. After discussion with the school, if the parent wishes to pursue an application for admission outside the normal age group, they will be asked to submit the standard application form but to forward a request to consider their child being educated outside their normal year group, along with any supporting evidence, to the school via admissions@twynhamschool.com. Reasons for the request being made should be clearly set out.

Supporting evidence may include, but is not limited to:

- Reports and assessments from the child's current school, where this is available
- Existing professional reports and assessments e.g. educational psychology reports from the
- Local Authority where these are available
- Health information
- Other relevant information and documentary evidence.

Twynham Learning is the school's own Admissions Authority and the final decision on whether to allow delayed entry lies with the Board of Trustees as the Admission Authority.

If there are any future changes to the School Admissions Code relating to the admission/transfer of children outside normal year groups this policy will be amended or removed to reflect any changes to the code.

If the application is approved, parents may be asked to withdraw any existing application held for a different year group and re-apply the following year (for delayed entry) or make an in-year application (for accelerated entry) within the published timeframes. At no point will offers be held in two year groups. Any applications made following this approval will not be given special priority over other applications in that year as the usual oversubscription criteria will apply.

A right of appeal is available where an application for a place is refused.

If the application is not approved, parents should note that although they have a statutory right to appeal the general admission decision, this right does not extend to the decision on whether to admit a child outside their normal age group.

## 11. Home Address

The home address where a child lives is considered to be a residential property that 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

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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.

Change of Address

***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.

***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.

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## 12. Catchment Area

Our Catchment Area is 'denoted' by the red line in the image below. For a more precise definition of the catchment please contact BCP Admissions who advise us on houses/roads in catchment or view the school's catchment area within the School catchment areas (bcpcouncil.gov.uk)

## 13. Sixth Form School Admission (16+)

Prospective sixth form students are encouraged to visit the school at the Sixth Form Open Evening. Application details, including a prospectus and details of the courses that we offer, and the subject specific entry requirements can be obtained via the school website or the Sixth Form office.

The PAN for Sixth form entry is **50**, this is the minimum number of external students that must be accepted into the Sixth form from other schools in addition to those Twynham School Year 11 students who achieve the Sixth Form entry requirements

The minimum entry requirement is specified in the Sixth Form section of the school website. Each subject. in addition to the minimum entry criteria, have subject specific entry requirements for example they may require a grade 6 at GCSE in maths. These requirements are listed on the website and made clear throughout the application process; a copy can also be obtained by contacting the Sixth Form office. Internal and External students must meet the same academic admissions criteria to be admitted to the Sixth Form. External applicants must provide written evidence from their previous school of examination results. An offer of a place in the Sixth Form School does not automatically provide access to specific subjects.

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the published closing date.

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/Transfer of Children outside Normal Age Groups). 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. Admission outside of normal age groups are covered in section 10 above.

In the unlikely event of the Sixth Form being oversubscribed, after the admission of students who have a Health and Care Plan and meet the entry criteria (including the subject specific entry criteria) and whose Education name the school, the following criteria will be used to determine the rank order in which external applicants will be offered places at the school (applicants in each category must meet the entry criteria (including the subject specific entry criteria):

1. Children who are/or who have previously been in the care of a local authority. 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.[4] This includes children who have been adopted from state care (children in care) including those from outside England.
2. Students from Twynham Learning Schools.
3. Children of members of staff with at least two years' continuous service employed at the school.[5]

[4] ***A 'Child Looked After'*** *is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.*
***A 'Child Previously Looked After'*** *is a child who was looked after (including State care outside England), but immediately moved on from that status after becoming subject to an adoption, child arrangements or special guardianship order. Applicants will be asked to provide additional evidence in order to verify the child's status.*
*A child is regarded as* ***having been in state care in a place outside of England*** *if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants will be asked to provide additional evidence in order to verify the child's status.*

[5] *This is applicable to all staff employed by Twynham Learning to work at Twynham School as follows:*
*a) Where the member of staff 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, or*
*b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage and is subject to the DfE Admissions Code 2021.*
*For all staff employed within federated structures, staff whose posts are shared across more than one school, and staff who work*

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4. Children who at the time of application, have a sibling on roll of the school and will still have a sibling(s) attending the school at the time of admission.[6]
5. Students in rank order of the total of the Best 8 GCSE points score.

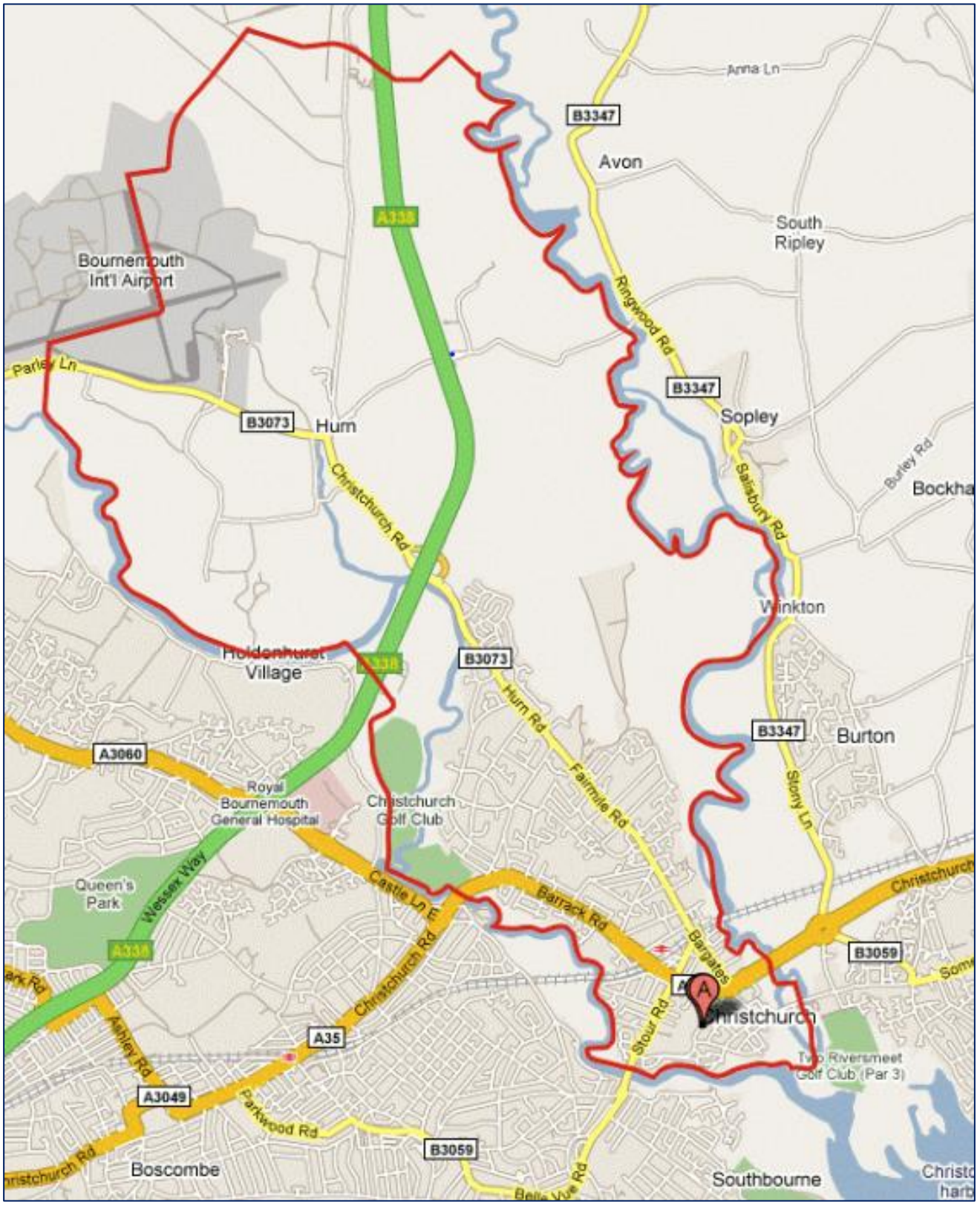
In the event of there being two or more students of the same Best 8 GCSE points score priority will be given to the student whose home address is nearest to the school as measured by the straight-line distance calculated by a Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the applicant's home).

Parents and /or students have the right of appeal if a place is refused for entry to the Sixth Form, but this does not include refusal of entry to a specific course of study.

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*across multiple schools, this oversubscription criterion applies only where Twynham School is their principal or main place of employment. Staff who work at Twynham School but whose main place of employment is another school will not qualify under this criterion.*

[6] *The term "**sibling**" means full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.*


Anna Ln
B3347
Avon
South Ripley
A338
Bournemouth Int'l Airport
Ringwood Rd
B3347
Parley Ln
B3073
Hurn
Christchurch Rd
Sopley
Salisbury Rd
Burley Rd
Bockha
Winkton
Holdenhurst Village
A338
B3073
Hurn Rd
B3347
Burton
A3060
Fairmile Rd
Stony Ln
Royal Bournemouth General Hospital
Christchurch Golf Club
Queen's Park
Wessex Way
Castle Ln E
Barrack Rd
Barrates
B3059
A338
Christchurch Rd
Stour Rd
Christchurch
A35
Two Rivers Meet Golf Club (Par 3)
Ashley Rd
A3049
Parkwood Rd
B3059
Boscombe
Southbourne
Bells Vue Rd