

Admissions Policy

Staff Link:	Mrs S Phillips	Date:	January 2026
Governor Link:	Mr John Godber	Subsequent Reviews:	Annually

Poole High School's Admission Policy

Introduction

This document sets out the xxx-xxx Admission arrangements for Poole High 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's Local Advisory Board. The Local Advisory 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. 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 Poole High School clear and open. The Trust is supported by Bournemouth, Christchurch and Poole Council (BCP) in allocating places in Year 7 to Poole High 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 Poole High 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 Poole High School Admission Policy.

In accordance with legislation, the school's Local Advisory Board will consult with the Local Authority, parents, local community groups and other local schools in respect of the admissions policy.

General Principals

The main principle underlying admissions to Poole High School is to maintain the character of the school as a Comprehensive School, providing for the needs of young people in the 11-18 age range who live in Poole. These are children whose parents recognise and support Poole High School's ideal of secondary education for the whole family, irrespective of ability. We encourage all parents applying for a place here to recognise and support this ideal.

Admission arrangements

Poole High School's admission arrangements are in line with the co-ordinated admissions scheme adopted by all admission authorities within Bournemouth, Christchurch and Poole Council. Children will be admitted without reference to ability or aptitude. Parents also have the opportunity to apply for a place within the "Expressly Academic Class" (10% of intake). These children are selected on the basis of ability and are required to take a series of tests. The tests are available for on time applications for Year 7 point of entry. Late applicants will not be able to take the tests.

The Published Admission Number for year 7 is 325.

Children with an "Education, Health and Care Plan" (EHCP) will be admitted to the school before all other applicants, providing the EHCP names Poole High School in accordance with current national regulations.

In each year group, should there be more applications than places available the following criteria will be used to prioritise the applicants:

1. Looked after Children or previously Looked after Children or Children who appear to have been in state care outside England and ceased to be in state care as a result of being adopted

A "Looked after Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989.

A child who was "previously a Looked after Child" means a child who immediately after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

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 can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the school what evidence is required. The final decision will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

2. Children of members of staff

Who have been employed by the school for two or more years at the time the application has been made or who have been employed for less than two years, but are filling a post with demonstrable skills shortage.

3. Acceptance to the Expressly Academic 10%

The Expressly Academic Class comprises children who have been selected as a result of tests taken in the September preceding the year of entry and is limited to 10% of the school's Published Admission Number in year 7. Children will be ranked in order of their test scores.

4. Children who have applied for a place in Year 7 and who are not part of the "Expressly Academic" 10%

Over-subscription

In the event that category 4 above is oversubscribed then the following sub-categories will be used in order to rank applicants within that category.

- 4a.** Children whose home address is within the catchment area and who have a sibling at the school who it is anticipated will still be attending at the time of admission.
- 4b.** Other children with a sibling at the school, where the sibling was on roll on 6th January 2020 and who it is anticipated will still be attending at the time of admission.
- 4c.** Children whose home address is within the catchment area.
- 4d.** Children whose home address is outside the catchment area, but with a sibling who it is anticipated will still be on the school roll at the time of admission and who was admitted after 6 January 2020.
- 4e.** Children whose home address is outside the catchment area.

Catchment Area

Catchment map is in Appendix A. A zoomable version of the map is available on the school and local authority website, or on request in paper form from the school reception.

Tie Break

If the school is oversubscribed in the categories or sub-categories 1, 2 or 4, children in the oversubscribed category or sub-category who live closest to the school will be given priority. If the distance measurement is equal for two or more applicants the place will be allocated by the drawing of lots.

If the school is oversubscribed in category 3, children will be ranked in order of their test scores. In the event of there being two or more children with the same test score, priority will be given using the categories listed in 4a to

4e. If there is oversubscription within a sub-category, then children in the oversubscribed sub-category who live closest to the school will be given priority. If the distance measurement is equal for two or more applicants the place will be allocated by the drawing of lots

Sibling

A sibling for the purposes of this policy is a full sibling, a half sibling or adoptive/foster sibling living in the same household as the applicant. Non-blood related children must be living with married or co-habiting parents in the same household as the applicant.

Distance to the school

The distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.

The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point.

For applicants living on islands or residing permanently on a boat within Poole harbour, the distance measurement will be a straight line from the geocoded home address point to either the nearest public landing steps at Poole Quay, or a point on the mainland that the applicant proves to the satisfaction of the school that they can access.

If an applicant advises the school that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.

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. This is the address where the child spends most of their time in 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 school 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 school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

For on time point of entry applications to year 7 the address use must be the home address of the child on 31 October in the year of application.

Applications from separated parents

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 Home address as detailed above.

Applications for children of multiple births

If there are insufficient places to accommodate all the children of a multiple birth, if one child can be admitted the other siblings of the multiple birth will be admitted over the school's Published Admission Number as an exceptional circumstance.

Withdrawing an offer of a place

Parents should note that an offer of a place may be withdrawn where:

The application is subsequently found to be fraudulent or intentionally misleading. The application will then be considered afresh.

A parent has not responded to the offer and the school has made an additional opportunity to respond to the offer.

Late applications

Applications received after the published closing date will be considered as “late” and will not be considered until the “on time” applications have been processed and results posted in March after application. Once the initial allocations are made then “late” applications will be merged with the waiting list of “on time” applications and ranked according to the Admissions Criteria.

Expressly Academic tests

The specific test date is published on the school website from the previous March and is sent to all parents of junior schools within the catchment area.

The testing is classroom based and consists of an English and Maths paper based upon the KS2 national curriculum and a verbal reasoning paper.

A total score and likelihood of success, based on last year’s data, will be posted to applicants two weeks after the test date, with a guaranteed minimum time of at least two weeks until the secondary school application deadline of 31 October. This will not guarantee a place but will give parents/carers an idea of how well their child performed relative to the cohort.

To be entered for the test you must apply to the school by the closing date. Late applications will not be accepted for the Expressly Academic Tests.

An alternative date may be available in October, but is available only to those who applied on time but due to exceptional circumstances (illness on the main test day, religious obligations) were unable to attend the main testing date. We may require proof of the need for the alternative date (e.g. Certificate from a medical practitioner or Religious Leader).

In Year Admissions

In-Year applications are made directly to the school. An application is made by completing an application form and forwarding to the Admissions Manager. All applications will be considered by the Admissions Authority and places offered to those who are successful.

In the event of more than one application, places will be offered in accordance with the criteria set out above, with the exception of the Expressly Academic testing since admission to this set is only available at the normal year of transfer.

Waiting List

Parents must request that their child’s name is entered onto a waiting list for a school. When places become available places are allocated from the waiting list in priority order which is determined by the over-subscription criteria within this policy. The amount of time an applicant has spent on a waiting list is not taken into consideration when allocating places. Waiting list criteria will apply to all year groups.

Applications for a place not in chronological year group

It is expected that children will be educated with their age peer group. On occasion parents/carers may seek a place for their child outside their normal age group. In most cases, adaptation of the curriculum and/or additional support within their age group should usually address the particular issue.

However, parents may still wish to seek a placement out of the normal age group and in this case, they should first contact the school and speak to the Deputy Headteacher **before** making the application to discuss the reasons. If after discussion with the Deputy Headteacher, parents/carers still wish to pursue the “out of year” admission they will be asked to complete and submit an application form together with supporting evidence. (This is in addition to the normal application for a school place.).

The application must include

- Nature of the request
- Clear Reasons for the request
- The child’s educational history
- Indication of the child’s wishes (their own statement)

It must also be supported with specific information/documentation which may include

- School or other educational reports (from the previous school)
- Existing professional reports and assessments e.g. educational psychology reports from LA
- Health information
- Exam courses being followed

A Panel, (comprised of the Headteacher, Deputy Headteacher and an Admissions Governor) will meet within 15 (working) days of the written application and supporting evidence. Parents/Carers will be informed of the decision of the panel in writing within 5 working days of the meeting.

The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision. Issues to be considered will include:

For requests for change of year group where a child is already in school

- Whether there is clear evidence that the child has previously been educated in a year group above or below that determined by their date of birth and that this has had positive benefits.
- Whether there is clear, documented evidence that to place the child in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
- Whether there is clear evidence that it is in the interests of the child's social and emotional development to be educated in a year group above or below that determined by their date of birth.

There is no right of appeal if a parent has been offered a place in the school, but it is not in the year group they would like. However, parents/carers can make a complaint to the school using the school's Complaint Policy.

Appeals

If you are refused a place at any school, you have the right to appeal to an independent panel. You will be advised of your right of appeal in your offer letter from the local authority. Appeal Applications are available on the school website or can be posted upon request.

Where a parents/carer wishes to make an appeal the grounds of their appeal must be set out in writing.

Fair access arrangements

All the admission authorities in Bournemouth, Christchurch and Poole have established an In Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible, and where children who have been permanently excluded or who have challenging behaviour are not disproportionately offered places at school. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number.

Sixth Form School Admissions (16+)

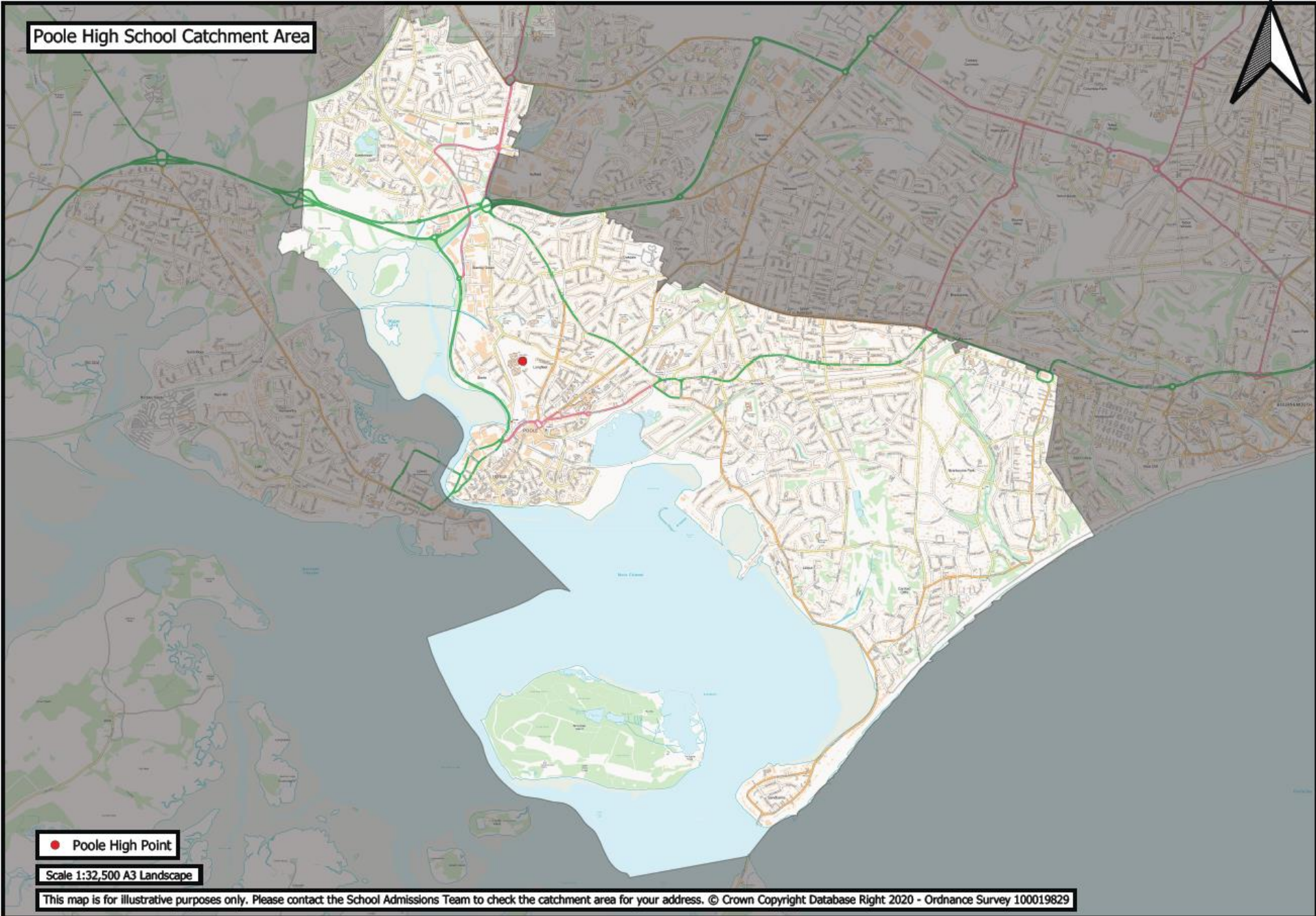
The Admission Number for external applicants is 50 places in addition to those students already attending Poole High School in Year 11 who wish to continue into the Sixth Form School. If the Sixth Form is over subscribed with students who meet the academic entry criteria, the oversubscription criteria set out on pages 2 and 3 of this policy will be used.

The minimum entry requirements are specified in the Sixth Form prospectus, a copy of which is available on the school website or by contacting the school reception. 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.

The closing date for applications is the Friday of the last week in August. The application form is available via the school website.

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.

Poole High School Catchment Area



● Poole High Point

Scale 1:32,500 A3 Landscape

This map is for illustrative purposes only. Please contact the School Admissions Team to check the catchment area for your address. © Crown Copyright Database Right 2020 - Ordnance Survey 100019829