



# Poole High School

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# Admissions Policy (Entry 2023)

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# Poole High School's Admission Policy

## Introduction

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 applications 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 (Appendix A) 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 who 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.

## Tie Break

If the school is oversubscribed in the categories or sub-categories 1,2 and 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** means a full brother or sister, a half brother or sister, adoptive/foster brother or sister and non-blood related children; in all cases the children must be living with married or co-habiting parents in the same household.

## 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 obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points: i) Geocoded home address point -to- ii) Centre of nearest road/footpath -to- iii) Nearest approved school access point that is for use by pupils.

All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

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. The total distance measured is a combination of 3 measurements using 4 points: i) Geocoded home address point -to- ii) Public landing steps or other approved access point on the mainland -to- iii) Centre of nearest road/footpath -to- iv) Nearest approved school access point that is for use by pupils.

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. 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 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 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.

### **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 either the application is subsequently found to be fraudulent or intentionally misleading and results in a child with a stronger claim being denied a place or where a parent has not responded to the offer within 2 calendar weeks.

### **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 backed 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<sup>st</sup> 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 for all year groups will be dealt with in accordance with the criteria laid out in this policy (with the exception of the Expressly Academic testing since admission to this set is only available at the normal year of transfer), and in the event of multiple applications for the same place(s), the places will be offered to those who rank highest according to the criteria above.

### **Waiting List**

Parents must request that their child's name is entered onto a waiting list for a school. The waiting list will be held until 31st August at which point it lapses. 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.

If a parent wishes for a child to remain on the waiting list for the next academic year they must submit a new application from 1 June in that academic year.

### **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 in a higher or lower year 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. In these cases, differentiation 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 year 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.

### **Criteria for agreement to 'out of year' admissions**

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.

### Right of appeal following the decision

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.

If a parent/carer is unhappy with the way the school has handled their complaint, the parent/carer may then refer their complaint to the Local Government Ombudsman.

### 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.

The Local Government Ombudsman can investigate written complaints about maladministration on the part of a panel hearing appeals which covers issues such as a failure to follow correct procedures or a failure to act independently and fairly, rather than complaints where a person simply feels the decision taken is wrong. Further information on how to make an objection can be obtained from the Local Government Ombudsman: <http://www.lgo.org.uk/>

### In-year fair access

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. 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.

### Senior School (6th Form) 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 Senior School.

The minimum entry requirement corresponds to Foundation level courses as specified in the Senior School prospectus where applicants must provide written evidence from their previous school of a commitment to further study. An offer of a place in the Senior School does not automatically provide access to specific subjects.

The closing date for applications is the Friday of the last week in August.

Parents and /or students have the right of Appeal if a place is refused for entry to the Senior School but this does not include refusal of entry to a specific course of study.



