



# Poole High School

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## Admissions Policy (Entry 2019)

<b>Staff Link:</b>	Ms S Phillips	<b>Date:</b>	Dec. 2017
<b>Governor Link:</b>	Mr J Hart	<b>Next Review:</b>	Dec. 2018
<b>Subsequent Reviews:</b>	Annually		

## Poole High School's Admission Policy at 11+ from September 2019

### 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 the Borough of Poole. These are students 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 the Borough of Poole. Students will be admitted at the age of 11+ **without reference to ability or aptitude** within the Borough of Poole's co-ordinated admission arrangements. Parents **also** have the opportunity to apply for a place within the "Expressly Academic Class" (10% of intake). These students are selected based on ability and are required to take a series of tests. The tests are available only at the normal year of entry. Late applications will not be able to take the tests.

The Published Admission Number for year 7 is 325.

Students with a "Statement of Special Educational Needs" or with an "Education, Health and Care Plan" (EHCP) will be admitted to the school before all other applicants, providing the Statement/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<sup>1</sup>
2. Acceptance to the Expressly Academic 10%.
3. Students who have applied for a place in September 2018 and who are not part of the "Expressly Academic 10%".

### Over-subscription

In the event that category 3 above is oversubscribed then the following criteria will be used in order to rank applicants:

1. Students who live<sup>2</sup> in the school's historic priority area<sup>3</sup> with a sibling<sup>4</sup> who is on roll and will be attending the school in years 7 -13 at the time of admission.
2. Students who live in the school's historic priority area but without a sibling attending.
3. Students who live closest to the school<sup>5</sup> with a sibling who is on roll and will be attending the school in years 7 -13 at the time of admission.

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<sup>1</sup> 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 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.

<sup>2</sup> **Living in the school's historic priority area** is taken to mean having an address where the student resides for at least four school nights each week. Proof of residency **of the child** may be required.

<sup>3</sup> As a comprehensive school we seek to serve the town of Poole, however, students living in our school's historic priority area (i.e. the area seen in the map at: <https://goo.gl/nRJXkr>) will be given a higher ranking. The Area covered by can be viewed in appendix A. The area has been identified by analysing the home locations of where students have come from in previous admission rounds.

<sup>4</sup> **Sibling** means a full brother or sister, a half brother or sister, adoptive brother or sister and non-blood related children who live with married or co-habiting parents in the same household.

<sup>5</sup> **Closest to the school** mean the distance measured by using the shortest, safe and practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways) from the nearest point on the public highway to the centre point of the child's home address to a point opposite

4. Students who live closest to the school but without a sibling attending.

#### **Applications from separated parents.<sup>6</sup>**

Only one application can be considered for each child. Where parents are separated, it is essential that agreement is reached by both carers concerning the nominated preferred school. If agreement cannot be reached the admission authority will consider only the application from the parent who is the prime carer for the child. The prime carer is the parent in whose name Child Benefit payments are made. If either parent does not receive Child Benefit payments, then the address that the child has been registered for the child with a General Practitioner (GP) at will be considered as the address for the prime carer. We may ask for evidence of this. 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, it may be withdrawn.

#### **Applications for children of multiple births<sup>7</sup>.**

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 might 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 two 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 2017. 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 Expressly Academic Class comprises students 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 intake in year 7. Places are allocated to the 32 who receive the highest marks in tests and who have not been made a higher preference offer by another school. Membership of this group will be adjusted to ensure that the proportion of children in this class receiving pupil premium<sup>8</sup> will reflect the proportion receiving pupil

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the nearest approved access point on school property that is for the use of pupils. The centre point of the child's home address is the centre of the land parcel that the building resides on. 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 footpaths or roads added after this time will not be taken into consideration until the next academic year of application.

For applicants living on islands within Poole harbour, the distance measurement will be a straight line from the centre point of the home property to either:

1. the nearest public landing steps at Poole Quay, or
2. a point on the mainland that the applicant proves to the satisfaction of the school that he/she can access followed by the shortest route as defined above.

<sup>6</sup> **Separated Parents.** The Governing Body has adopted the same wording as the local authority. Please see the local authority's secondary admissions policy.

<sup>7</sup> **Multiple Births.** The Governing Body has adopted the same wording as the local authority. Please see the Borough of Poole Admissions Policy for Community and Voluntary Controlled Infant, Junior and Primary Schools.

<sup>8</sup> 'Pupil Premium' means that the student is

- Looked after Children or previously looked after child.
- in receipt of free school meals as of 31<sup>st</sup> October 2017, or has been in receipt of free school meals in the six years prior to 31<sup>st</sup> October 2016.

premium in the school. The figure will be determined in September preceding entry. It is likely to be about six places (24%).

The testing date is the **29<sup>th</sup> September 2018<sup>9</sup>**. The tests will be held in the Sports Hall and will last for 2½ to 3 hours. They will include a reasoning paper, a foundation knowledge paper and an extended written task.

**To be entered for the test you must apply to the school by the closing date of Friday 14<sup>th</sup> September 2018. Late applications will not be accepted for the Expressly Academic Tests.**

A total score and likelihood of success based on last year's data will be posted to applicants in the week commencing **15<sup>th</sup> October 2018**. This will not guarantee a place but will give parents/carers an idea of how well their child(ren) performed relative to the cohort.

### **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 set 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**

Waiting lists are maintained for all oversubscribed schools. Parents must request that their child's name be entered onto a waiting list for a school. The waiting list will be held until 31st October of the year of entry 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.

### **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(ren) 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 Assistant Headteacher (Care and Guidance) **before** making the application to discuss the reasons. If after discussion with the Assistant 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 form can be found at

<http://poolehigh.co.uk/about/admissions>.

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

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• Has a parent who is a member of the armed forces as of 31<sup>st</sup> October 2017 or has been in the last 3 years prior to 31<sup>st</sup> October 2017.

<sup>9</sup> An alternative date may be available in late November, 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).

- Exam courses being followed

A Panel, (comprised of the Headteacher, Assistant Headteacher (Care and Guidance), 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 Schools Adjudicator.

#### **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 Papers are sent out by the local authority on request from parents. In the event of an appeal for Poole High School, please ensure these papers are completed and returned to the Clerk to the Appeal Panel at the Civic Centre, Poole.

The Schools Adjudicator 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 Office of the Schools Adjudicator: <http://www.education.gov.uk/schoolsadjudicator/> .

#### **In-year fair access**

The Admission Authorities in Poole have established an In-Year Fair Access Protocol (Procedure), in accordance with the School Admissions Code of Practice. The purpose of this procedure is to ensure an equitable distribution of in-year admission placements and managed moves of particular groups of pupils e.g. challenging behaviour or pupils who have been unable to secure a school place at any school in Poole.

Recommendations of the In-Year Fair Access Panel may mean that individual schools may have to admit pupils that will result in the Published Admissions Number (PAN) being exceeded. Pupils admitted by the In-Year Fair Access Panel take precedence over pupils on the waiting list.

### **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 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.

Appendix A: Historic Priority Area.

