



Corfe Hills School

High Expectations | Exceptional Individuals

Corfe Hills School Academy Trust Admission of Students to the School 2025/2026

Approved by:	Board of Governors
Date:	06/12/2023
Next review due by:	Annually
Version number:	2025.1
Status:	Statutory
Where published:	Staff Documents \ Policies

**Company Registration Number:
07536911 (England and Wales)**

INTENTIONALLY LEFT BLANK

Contents

1.0	Legislation and statutory requirements	4
2.0	Year 9 Entry	4
3.0	Year 12 Entry	6
4.0	Definitions	6
	APPENDIX A	9

Corfe Hills is a mixed comprehensive school for students aged 13 to 18 years and is its own admissions authority. Admission to all local schools will be in accordance with the agreed secondary scheme for coordinated admission arrangements 2025/26.

1.0 Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):
[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

2.0 Year 9 Entry

The deadline for application for admission in September 2025 will be 31 October 2024. Notification will take place on 1 March 2025. Where there are more applications than places, the admissions criteria set out below will be used to decide who should be offered places up to the Published Admission Number of 375:

Students with an Education, Health and Care Plan, where the plan issued by the Local Authority names Corfe Hills School, will access places ahead of all other applicants.

1.1 Students who are designated as 'Looked After Child' (LAC) (1a), 'Previously Looked After Child' (PLAC) (1b) or children who have been adopted from state care outside of England (1c).

1.2 Students attending pyramid schools (2)

1.3 All other students

Should it be necessary to further divide any of the above categories, additional criteria will be used in the following order:

- a) Students who have a sibling (3) who is already on the school roll and who will continue to attend the school in the academic year of entry.
- b) Students who live closest to the school based on the shortest distance (4) from home (5) to school.
- c) In the event of a tie under any of the above criteria, lots will be drawn to see who should be offered the place(s). The person drawing the names will be a member of staff at Corfe Hills School who has no involvement in the admissions process.

Applications for children of multiple births

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) in any year group and there is only space for one child, the other siblings of the multiple birth will be admitted over the school's Published Admission Number.

Procedure

Corfe Hills School is its own admissions authority. However, applications must be made through the Local Authority in whose area applicants live (either online or through requesting paper forms).

Waiting List

A waiting list of those who cannot be accommodated will be maintained throughout the academic year in question, with the order determined by eligibility established by the criteria above. Should a place become

available owing to a student's leaving, that place will be offered to the next student on the waiting list. The waiting list for the academic year will cease on 31 August each year. If a parent wishes for their child to remain on the waiting list for the following academic year they must submit a new application from 1 June onwards.

Late applications and those made outside the normal Year 9 entry period

Applications received after the closing date will be considered after the on-time applications have been processed. Applications received by the Local Authority Schools Admissions Team outside the normal September admissions process will be considered as and when they are received. In either case, if there are more applications than places available, they will be allocated in accordance with the oversubscription criteria above.

Applications for a place in any year group other than a pupil's correct age related National Curriculum year group

Applications for pupils to be educated outside their normal national curriculum year group will be considered, in accordance with the Policy for Admission out of Year Group (See Appendix A).

Admissions Appeals

Any applicant who is refused a place at Corfe Hills School, including the Sixth Form, has a right of appeal to an Independent Appeal Panel. Details of the appeal process are given to unsuccessful applicants with their notification letter. The Governors will not consider repeat appeals by the same applicant in the same academic year unless the applicant can prove that there have been material changes in their circumstances since the previous admissions appeal.

Withdrawing an offer of a place at Corfe Hills School

- a) Where, after making an offer of a school place, the Governors find evidence of fraudulent or intentionally misleading information on an application form, the result of which is that an applicant with a stronger claim is denied a place at the school, the Governors may withdraw the offer of the place and consider the application afresh using the correct information.
- b) Where applicants are offered a place at Corfe Hills School and fail to accept the place by the date specified, the offer will be withdrawn and the place offered to the next applicant with the highest priority as determined by the oversubscription criteria 1.1 to 1.4 described above.

In Year Admissions

In Year applications for all year groups will be dealt with in accordance with the criteria laid out in this policy. In the event of multiple applications for the same place (s), the place(s) will be offered to those who rank highest according to the oversubscription criteria. To apply for an in-year place (ie. not at the normal age of transfer), you must apply through the local authority via: School admissions [School admissions | BCP](#)

In-year Fair Access

The admissions authorities in BCP Council have established an In Year Fair Access Panel (IYFAP) in accordance with the School Admissions Code of Practice. 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. Children who already have a mainstream school place cannot be referred to In Year Fair Access Panels.

In-year admissions – Children in Care

A Child in Care may be admitted to a school above the Published Admission Number if it is felt by the Local Authority that a particular school is the most appropriate placement to meet the needs of the individual child.

3.0 Year 12 Entry

Students will be admitted to Year 12 if they satisfy the course requirements detailed in on the school website. Up to 100 places are available for students to join Corfe Hills Sixth Form from other schools. Applications to the school should be submitted by 31 December in the preceding year and notification will take place by the end of the following January. In the event of oversubscription, students will be admitted to the school in the following order of priority:

- 1.1 Students with an Education, Health and Care Plan where the plan issued by the Local Authority names Corfe Hills School
- 1.2 Students attending Corfe Hills School
- 1.3 Students attending other schools, living within the catchment area
- 1.4 Students attending other schools, living outside the catchment area

Should it be necessary to further divide any of the above categories, additional criteria will be used as per statements a) to c) under Year 9 entry (above).

In developing and implementing this policy and procedures, careful consideration will be given to any adverse impact there may be on any particular groups based on the issues of diversity and the need to eliminate any such adverse impact. This policy has been assessed for negative impact on diversity.

4.0 Definitions

(1) Looked After Child (LAC)

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.

(1b) Previously Looked After Child (PLAC)

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. 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 Governors what evidence is required. The final decision will be made by the Governors. If any information supplied by an applicant is judged by the Governors to be fraudulent or intentionally misleading, the Governing Body may refuse to offer a place, or if already offered, may withdraw the offer.

(1c) 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 Governors what evidence is required. The final decision will be made by the Governors. If any information supplied by an applicant is judged by the Governors to be fraudulent or intentionally misleading, the Governors may refuse to offer a place, or if already offered, may withdraw the offer.

(2) Pyramid Middle Schools

Corfe Hills Pyramid Middle Schools are Allenbourn Middle School (Wimborne), Broadstone Middle School and Lockyers Middle School (Corfe Mullen).

(3) "Sibling" means:

- a full brother or sister who lives with one or both parents or carers in the same property during the school week.
- a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
- an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
- a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

4(a) Distance

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.

4(b) 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:

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 local authority that he/she 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

4(c) If an applicant advises the local authority 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.

(5) Home

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

When applying for point of entry, Corfe Hills School will not accept a change of address once the National Closing Date has passed. The National Closing Date for Year 9 point of entry is 31 October 2024. This means if your moving date is after 31 October 2024, 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, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. 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.

Applications from separated Parents/Carers

Only one application can be considered for each student. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a student 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 student spends most of their time during term time. It is at the discretion of the Governors what evidence is required (evidence may include, but is not limited to, Court Orders, Child Benefit, GP registration, etc.). Where parents are unable to come to an agreement, the final decision will be made by the Governors based on evidence provided.

APPENDIX A

Policy for Responding to Parental Requests for Admissions to Corfe Hills School outside the Normal Age Group

Introduction

It is the normal policy of Corfe Hills School for pupils seeking admission to the School to be placed with their own age group and educated for the majority of the time with their peer age group. However, from time to time, parents do 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. In these cases differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

However, the School Admissions Code requires that Admissions Authorities consider such requests and take account of the circumstances of each case. This policy document sets out the process and criteria for considering such requests by Corfe Hills School. It is not anticipated that many pupils will meet the specific criteria for admission out of age group.

Process for Consideration of Parental Requests for Out of Age Group Admissions

1. On receipt of such a request, by telephone or in writing, the school will inform the parent / carer(s) that their request is 'out of year' and advise them to discuss this with the Deputy Head Teacher (admissions).
2. If, after discussion with the Deputy Head Teacher, the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence.
3. The application form will ask for basic information about the child as well as:
 - a) The nature of the request
 - b) Clear reasons for the request
 - c) The child's educational history
 - d) Indication of the child / young person's wishes (opportunity for them to record their view directly where practical / age appropriate)
4. In addition they will be asked to provide specific information / documentation which may include:
 - a) School or other educational reports
 - b) Existing professional reports and assessments e.g. educational psychology reports from the Local Authority
 - c) Health information
 - d) Exam courses being followed
 - e) Education, Health and Care Plan
5. The Deputy Head Teacher will be asked for their views, and to outline what arrangements would be made for the child if placed out of year group.
6. Parents will be informed of the School's decision within 15 school days of receipt of their written request (both application form and supporting evidence).
7. In the meantime, if the pupil is already attending a school, s/he should continue to attend the current school.

The Decision Making Process

1. Requests which are related to a child's Special Educational Needs will be considered by the Multi-Agency Advisory Group (MAAG) which meets fortnightly to consider SEN related provision and placement.
2. Where requests for out of year admissions are for other reasons, e.g. 'back-yearing' to make up for missed schooling, or 'forward-yearing' for pupils with exceptional ability, a panel will be convened to consider the request.
3. This panel will consist of three members:
 - Chair of the Corfe Hills School Governors Admissions Committee (Chair);
 - The School's SENCO (or their representative); and
 - The Deputy Head Teacher (Admissions) of the school

The meeting will be minuted and the parent will be informed of the outcome.

4. On occasion there may be insufficient evidence for the panel to reach a decision. In this instance the panel may request additional information or a meeting with the parent(s) which may include the young person.

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:

1. Whether there is clear evidence that the pupil has previously been back / forward-yeared and this has had positive benefits.
2. Whether there is clear, documented evidence that to place the pupil in his/her normal age group would be detrimental to her/his educational progress or likely exam performance.
3. Whether there is clear evidence that it is in the interests of the pupil's social and emotional development to be forward / back-yeared.

Please note:

A pupil would need to meet criteria 2 and 3 in all cases, for agreement of an out of year admission. The existence of criteria 1 would serve to strengthen the case.