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## GENERAL INFORMATION

<b>School Type:</b>	11-18 mixed comprehensive school	
<b>School Roll:</b>	Main School (Years 7 – 11)	1255
	Sixth Form	280
	<b>Total</b>	<b>1535</b>
	(as at Census Jan 2022)	

**Admissions Authority:** Highcliffe School Academy Trust

## APPLICATION TO HIGHCLIFFE SCHOOL

### Year 7 September New Intake Admissions

The co-ordinated admission scheme requires parents to apply for a place (**New Intake only**) at Highcliffe School using the common application form (electronic or paper) available from your Local Authority. Applications for Year 7 starting in September 2023 must be submitted by 31<sup>st</sup> October 2022. The Admissions Booklet published by the Local Authority (BCP) will contain information on how to complete the application forms on-line, the dates for notification to Parent(s)/Carers(s) of admission 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.

Any applications received after 31<sup>st</sup> October 2022 will be considered as a late application and will not be considered until after offers are made on 1<sup>st</sup> March 2023, unless exceptional circumstances merit consideration alongside 'on-time' applications.

Notifications to parents offering a secondary school place will be sent out on 1<sup>st</sup> March 2023, or the first working day after.

### Admission Enquiries, Years 7 – 11 (Casual/In Year Admissions)

Please contact directly the Admissions Officer at Highcliffe School should you be considering applying for a place at Highcliffe School.

Telephone: 01425 273381      email: [admissions@highcliffeschool.com](mailto:admissions@highcliffeschool.com)

### Sixth Form Admission

Application forms and prospectus are available from the Sixth Form Office or online via the school's website <https://www.highcliffesixth.com/>

Telephone: 01425 282322      email: [apply@highcliffesixth.com](mailto:apply@highcliffesixth.com)

## ADMISSION POLICY 2023-2024

Students will be admitted at age 11, and In Year, without reference to ability or aptitude. The normal age of transfer into Highcliffe School in September 2023 is 11, where the child reaches that age between 1<sup>st</sup> September 2022 and 31<sup>st</sup> August 2023.

Children who live in the areas traditionally served by Highcliffe St Mark Primary and Mundeford Junior Schools in Dorset; Tiptoe, Sway St Luke's, Brockenhurst, Bransgore and Hordle Primary Schools in Hampshire, may transfer at the age of 11 to Highcliffe School if places are available.



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The Academy Trust has agreed that the school's admission number for September 2023 is 264. Should the school be oversubscribed (i.e. receive more applications than places available), places will be allocated in accordance with criteria set out below (see Agreed Admission Criteria). The Academy Trust will only agree to exceed the admission number where exceptional circumstances apply or as part of the LA's In Year Fair Access protocol.

## OVER-SUBSCRIPTION

In the event of oversubscription, for any year group the following criteria will be applied, in the order set out below, to decide which children to admit.

## AGREED ADMISSION CRITERIA

1. Children who are in the care of a local authority, or a child who was previously in the care of a local authority, but immediately after being looked after became subject to an adoption, residence or special guardianship order. (see footnote iii)
2. Children who live within the school's defined catchment area and have a sibling actually on roll of the school at the time of admission. (see footnote iv)
3. Children of members of staff, who have worked at Highcliffe School for a minimum of two years or have been recruited/retained to fulfil a skill shortage. (see footnote v)
4. Children who live within the school's defined catchment area.
5. Children who have a sibling actually on roll of the school at the time of admission but who live outside the school's defined catchment area (see footnote iv)
6. Children who attend one of the following schools: Bransgore Primary School; Brockenhurst Primary School; Highcliffe St Mark Primary School; Hordle Primary School; Mudeford Junior School; Sway St Luke's Primary School; Tiptoe Primary School, who live outside the school's defined catchment area.
7. All other children

## Explanatory Notes

- i. Parents choosing Highcliffe School have made their application on the understanding that Highcliffe is an 11-18 school
- ii. The admission of children with an Education, Health and Care Plan is covered by Sections 324 to 328 of, and schedule 27 to, the Education Act 1996. Where Highcliffe School has been named in the child's Education, Health and Care Plan this will count towards the school's admission limit. Highcliffe School has an expectation to be consulted prior to this being determined. Guidance on the admission of these students is given in the Special Educational Needs and Disability Code of Practice.
- iii. The term 'looked after' children relates to looked after children (a) and all previously looked after children, including those 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 (b). Previously looked after children are children who were looked after but ceased to be so because they were adopted (c) (or became subject to a child arrangements order (d) or special guardianship order (e)). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to

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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.

- a. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- b. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- c. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
- d. Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- e. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv. A sibling means children living as brothers and sisters, including half-siblings, step-siblings, adoptive siblings and other children, such as foster children, in the same family unit and relates to all year groups provided by the school.

v. In line with the Schools Admissions Code, 'Children of teachers, teaching support staff and administrative support staff with a minimum of two years' continuous service at the school or who have been recruited/retained to fulfil a skill shortage at the date of application (in year) or relevant closing date under the LA coordinated scheme (normal year of entry), and intend still to be employed at the time of the child's admission'. The term 'children' includes full, half, step adopted and those non blood related but resident through marriage, civil partnerships and single family co-habitation arrangements at the time of application or deadline.

Where too few places are available to satisfy preferences, or within any of the priority order categories listed, places will be allocated on the basis of the child's closeness to the preferred school (defined by straight line measurement using a Geographical Information based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations).

The home address is considered to be the main permanent residence where the family/child spends all or the majority of their time - only one address can be used on the application form. You may be asked for evidence of your address.

In the event that the Academy Trust is unable to distinguish between applications, despite applying the priority categories above, lots will be drawn by an independent person to determine the final place(s). If the last student to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN.

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In England and Wales, if parents were married to each other at the time of the child's birth, or have jointly adopted a child, both have parental responsibility. If parents were not married, the mother always has parental responsibility. The father has parental responsibility only if he has jointly registered the birth with the mother (since 1 December 2003), if he has a Court Order or has a Parental Responsibility agreement. The School Admissions Team may seek legal advice if there is any doubt and documentary evidence may be required. Should both parents have parental responsibility, only one application will be considered. Unless a court order rules otherwise, the application must be made by the parent who has day to day care of the child for the majority of the school days/weeks. Where this is unclear or disputed, or where care is split equally and there is no agreement between the parents, the application must be made by the parent at the address identified on the child's registered health service General Practitioner (GP) record as at the closing date where relevant (proof may be required). If separated parents reside at the same address, they should reach agreement on the application to be submitted or obtain a Court Order, but in the absence of either of these the Local Authority will allocate a place at the nearest school with places available.

**In respect of all placements, if a place is offered on the basis of an application that then proves to be fraudulent, and this has been identified by the first October half-term following admission, the offer of the place will be automatically withdrawn.**

## WAITING LISTS

There is a waiting list for each year group, held for one academic year only.

## Intake Applications

When applying for point of entry, Highcliffe School will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups is: September Intake 23 Year 7 is 31 October 2023. 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, 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.

## In Year Applications

Highcliffe School administers all applications and updates the waiting list on a continual basis as applications are received. It is held in accordance with the over subscription criteria (as above). All waiting lists will cease on 31 August each year, and that if parents wish to remain, they must submit a new application from 1 June for the following cohort.

## APPEALS

A parent/carer whose child is refused admission has the right to appeal against the decision and is asked to contact The Clerk to the Independent Admissions Panel via [admissions@highcliffeschool.com](mailto:admissions@highcliffeschool.com) who will issue the Appeals documents. An Independent Appeals Panel will hear the appeal, which is legally binding on all parties.

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## MOVING TO THE AREA

In the event of a prospective family needing to move house at any point during the admission procedure, then it is the duty of the parents concerned to notify the School Admissions Officer in writing; the Governors' Admission Panel will require copies of relevant documentation:

- advising that an exchange date has been reached on a purchase and agreed with the parties concerned, or evidence of tenancy agreement, or
- a letter from an employer confirming details of relocation to a specific address, or
- in the case of a family returning to a house they already own, evidence of a parent being required to return to work from distant parts, together with, for example, evidence of a tenant being given notice to quit.

## CHILDREN OF CROWN SERVANTS AND UK SERVICE PERSONNEL

The application must be supported by an official letter (MOD, FCO or GCHQ) that declares a relocation date to the catchment area of the school (or to establish distance from the school). If a place is not available we will use the address at which the child will live when applying oversubscription criteria, as long as the parents provide some evidence of their intended address.

## IN YEAR FAIR ACCESS PROTOCOL

Highcliffe School, together with other BCP schools and the BCP Local Authority, operates an In Year Fair Access Protocol in accordance with the Schools Admissions Code. This is reviewed by the BCP Admissions Forum on a regular basis.

## OUT OF NORMAL AGE GROUP REQUESTS

Requests from parents with students who were born between 1 April and 31 August (summer born children) and started Reception aged 5 may be allowed to start Year 7 at the same time as those with whom they have progressed through Primary School. The Governing Body will make a decision on the basis of the circumstances of each case but we request that parents make this request in writing by 30 September, preceding the national deadline of 31 October, via [admissions@highcliffeschool.com](mailto:admissions@highcliffeschool.com)

## CONSULTATION

If a change to the admissions policy and/or the school's admission arrangements is envisaged, the Governing Body of Highcliffe School will consult with the following at an early stage to ensure the policy is legal, fair and workable and will not have unintended implications for other schools. Among those consulted are:

- Dorset, Hampshire and Bournemouth, Christchurch, Poole (BCP) Local Authorities
- Other Schools: All schools in the Christchurch area  
Hampshire: All primary schools that are feeder schools to Highcliffe School

Final Policy: Ratified by Board of Trustees at FGB, 2 December 2022