

ADMISSION TO SECONDARY SCHOOL



A Guide for Parents and Carers 2018/19

**This guide contains information to help you apply for a
secondary school place**

**If you need any further information you can contact
The School Admissions Team,
Children, Young People & Learning,
The Dolphin Centre, Poole, BH15 1SA**

Telephone: 01202 261936

e-mail: school.admissions@poole.gov.uk

You can also visit our website: www.poole.gov.uk/schooladmissions

**Contact the School Admissions Team on 01202 261936
or visit www.poole.gov.uk/schooladmissions**

Dear Parent/Carer

Welcome to the Parents' & Carers' Guide to Secondary School Admissions in Poole.

Making a decision about your child's education is one which parents/carers will rightly want to consider in depth and be concerned to make the very best decision possible. The Borough and schools are fully aware of the importance of the decisions that you will be making and together we are concerned to do everything we can to support you through the process. For some parents, this is the beginning of your partnership with your child's school whilst for others it will be another part of the ongoing partnership, which began when your child first started school.

In this guide, we have set out information about:

- the organisation of schools
- the admissions system
- individual schools
- how to go about expressing a preference

We believe this information will help you, and would ask you to please read the guide carefully as a starting point for your decisions. Each school publishes information on its website and provides opportunities to visit and to meet staff. Please do take up these opportunities before you decide on your preferences.

Finally, may I take this opportunity to wish your child success and enjoyment as they start school or as they continue in their education.

Yours sincerely

Jan Thurgood

Strategic Director, People Theme



We can give you help to read
or understand this information



01202 261936



poole.gov.uk/accessibility

Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Information in other languages

If you require information on school admission arrangements please see the borough's website where it can be viewed in a variety of languages www.poole.gov.uk

You can also use translation websites to view this Guide in other languages. You can copy and paste sections of this Guide into a website translation tool. Some translation websites allow you to upload a file to translate. You can therefore save a copy of this PDF document and upload the file to the translation tool you are using. Use your preferred search engine to find out more about how to translate this Guide.

Wielojęzyczne Informacje na temat zasad przyjęć do szkoły znajdują Państwo na stronie internetowej gminy miejskiej. www.poole.gov.uk

Można również użyć stron tłumaczeń, by zobaczyć tę Guide w innych językach. Można kopiować i wklejać fragmenty tego przewodnika w narzędzie tłumaczenie stron internetowych. Niektóre strony internetowe kursowe pozwalają przesłać plik do przetłumaczenia. Można zatem zapisać kopię tego dokumentu PDF i przesłać plik do narzędzia do tłumaczenia, którego używasz. Użyj preferowanego wyszukiwarki, aby dowiedzieć się więcej o tym, jak tłumaczyć tego przewodnika.

Se precisar obter informações sobre os preparativos de admissão escolar, por favor consulte o sítio de Internet do município onde estes podem ser visualizados em numa grande variedade de idiomas: www.poole.gov.uk

También puede utilizar los sitios web de traducción para ver esta guía en otros idiomas. Puede copiar y pegar secciones de esta Guía en una herramienta de traducción de páginas web. Algunos sitios web de traducción le permiten cargar un archivo a traducir. Por lo tanto, se puede guardar una copia de este documento PDF y cargar el archivo a la herramienta de traducción que está utilizando. Utilice su motor de búsqueda preferido para encontrar más información acerca de cómo traducir esta guía.

如果你需要有關入學安排的資訊，請察看自治市的網站，在網站上可以使用各種不同的語言進行察看 www.poole.gov.uk

您还可以使用网站翻译其他语言来查看本指南。您可以复制和本指南的部分粘贴到网页翻译工具。一些翻译网站允许你上传文件翻译。因此，您可以保存此PDF文档的副本，并把文件上传到您所使用的翻译工具。使用您的首选搜索引擎来了解更多关于如何翻译这个指南。

**Contact the [School Admissions Team](mailto:schooladmissions@poole.gov.uk) on 01202 261936
or visit www.poole.gov.uk/schooladmissions**

Disclaimer

All the information contained within this Guide was correct at the time of publishing. This is a dynamic document on the Borough of Poole's website and will be updated as and when new information is available or changes are necessary. However, the admission arrangements, including the oversubscription criteria of all the schools in Poole remain the same as they were when they were approved by each of the school admission authorities.

Names, addresses and telephone numbers contained in this booklet are correct at the time of publication. The information only relates to admissions for and during the 2018/19 school year. There may be changes to the details shown due to developments in central or local government policies and determinations by the Office of the Schools Adjudicator.

**Contact the [School Admissions Team](#) on 01202 261936
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Explanation of terms used in this guide

Acceptance Date	The date by which you must tell us whether or not you will accept the school place offered.
Admission Arrangements	The overall policies, procedures, practices and oversubscription criteria used in deciding the allocation of school places.
Admission Authority	Every school has a body responsible for setting and applying its admission arrangements. For Community schools this is the Local Authority, whilst for Academies, Foundation and Voluntary Aided (VA) schools it is the Governing Body or Trust.
Admissions Forum	A meeting to discuss school admission issues. Members include representatives from Poole schools, parents, community groups, representatives from neighbouring local authorities (Bournemouth and Dorset) and representatives from the Roman Catholic and Church of England dioceses for the area.
Catchment Area	This is a geographical area from which children are given a level of priority for admission to a school. More information can be found here .
Closing Date	The date by which you must apply for a school place. All applications received by the published closing date will be processed together as on time applications.
Family Information Service (FIS)	Poole Family Information Service is a free, friendly, confidential and impartial service offering information to all members of the family on: <ul style="list-style-type: none"> • Local childcare • Activities for 0-19 year olds • Family services More information can be found here .
Home Local Authority	A child's Home Local Authority is the Local Authority which the child lives in (who you pay your Council Tax to).
Notification Date	The date you will find out the result of your application.
Oversubscription Criteria	The criteria applied when a school has more applications than places available. It is used to decide which children will be allocated places up to the Published Admission Number.
Published Admission Number (PAN)	The Published Admission Number is the maximum number of children that can be admitted to the year group.
Schools Adjudicator	A statutory officer who is appointed by the Secretary of State for Education but is independent. The Adjudicator considers and decides upon objections and variations to published admission arrangements.

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Categories of schools

Community (C)	These schools are maintained by the Local Authority. The Local Authority admissions policy is used.
Voluntary Aided (VA)	These schools are jointly supported by Church Diocesan Boards and the Local Authority and are responsible for their own admission policy.
Foundation (F)	These schools are responsible for their own admissions; however, they are maintained by the Local Authority.
Academy (A)	These schools are responsible for their own admissions and are funded directly by central government.
Studio School	Studio Schools provide education for 13-19 year-olds. They normally have a similar curriculum to a secondary school but may also have employer involvement in the curriculum and a focus on developing employability skills and qualifications needed in work, or to take up further education.
University Technical College	University Technical Colleges (UTCs) are technical schools for 14-19 year olds, working alongside employers and universities. They operate as a type of academy.
Independent	These operate on a fee paying basis and cover a variety of age ranges. Any application for a place should be made direct to the school as the Local Authority has no involvement in the admission arrangements for these schools.

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How education is organised in Poole

There are several phases of schools in Poole:

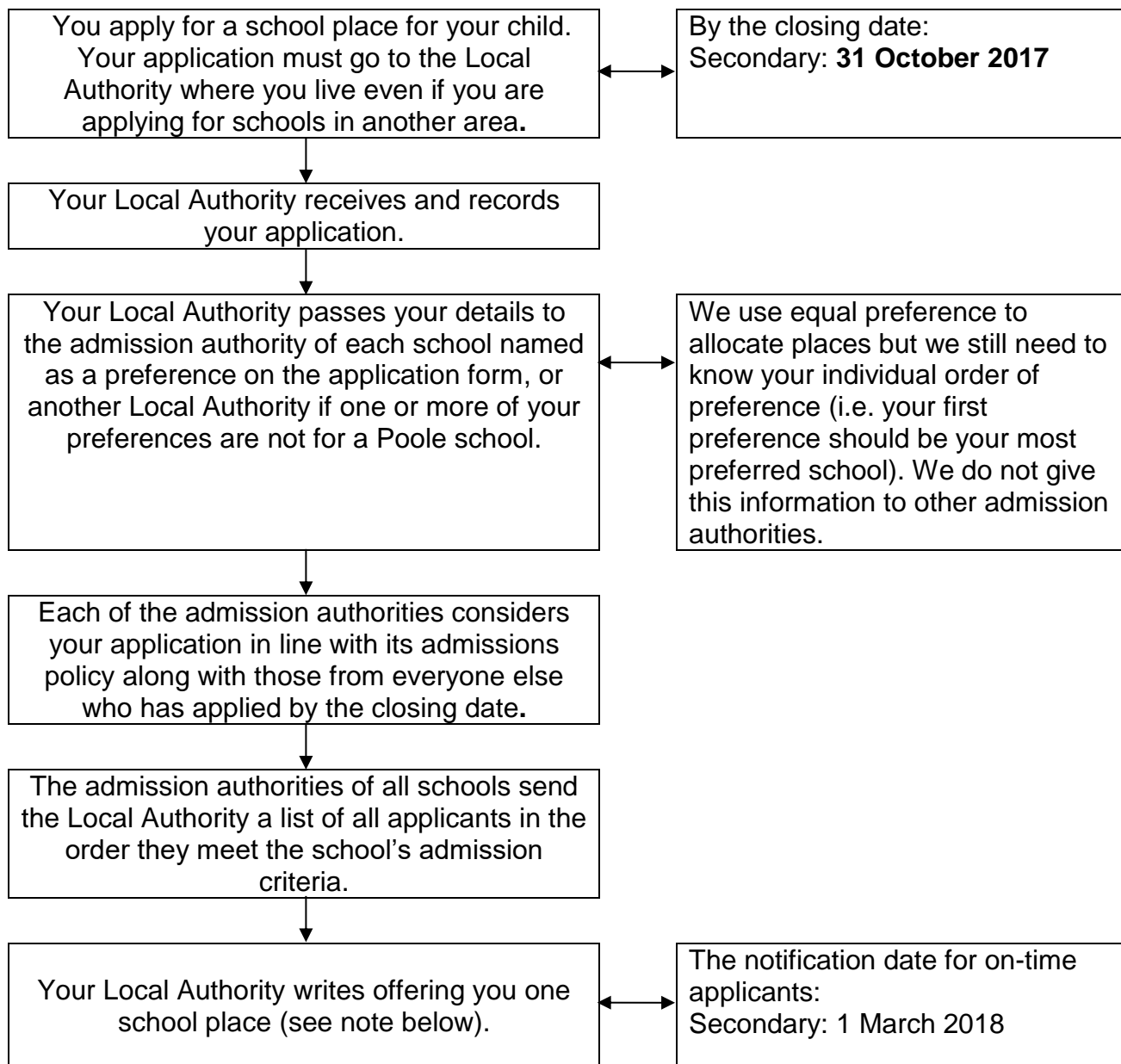
- Infant (Year R to 2)
- Junior (Year 3 to 6)
- Primary (Year R to 6)
- First (Year R to 4) in the Broadstone and Merley area
- Middle (Year 5 to 8) in the Broadstone and Merley area
- Secondary (Year 7 to 11) or (Year 9 to 11 in the Broadstone and Merley area)

For post-16 education and training there are a range of options available including 6th form in schools, college, apprenticeships etc., it is recommended that you speak to your careers advisor.

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Admission for September 2018



NOTE: If you are a Poole resident and it is not possible to offer you any of your preferred schools you will be allocated a place at an alternative Poole school. If places are still available this will be your nearest catchment school (if it is a Poole school), otherwise it will be the nearest Poole school to your home address that has a place.

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For information about academic testing for Parkstone Grammar School, Poole Grammar School, Poole High School's Expressly Academic Class and the Cognitive Ability Test at Magna Academy Poole please click [here](#).

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Which year group is my child in?

In Poole schools, children are usually grouped with their chronological peers, in other words, with children of the same age. This table is correct for the academic year 01 September 2018 - 31 August 2019:

Date of birth	Age	School year
01 Sept 13 – 31 Aug 14	4 – 5	Reception
01 Sept 12 – 31 Aug 13	5 – 6	Year 1
01 Sept 11 – 31 Aug 12	6 – 7	Year 2
01 Sept 10 - 31 Aug 11	7 – 8	Year 3
01 Sept 09 – 31 Aug 10	8 – 9	Year 4
01 Sept 08 - 31 Aug 09	9 – 10	Year 5
01 Sept 07 – 31 Aug 08	10 – 11	Year 6
01 Sept 06 – 31 Aug 07	11 – 12	Year 7
01 Sept 05 – 31 Aug 06	12 – 13	Year 8
01 Sept 04 – 31 Aug 05	13 – 14	Year 9
01 Sept 03 – 31 Aug 04	14 – 15	Year 10
01 Sept 02 – 31 Aug 03	15 – 16	Year 11
01 Sept 01 – 31 Aug 02	16 – 17	Year 12
01 Sept 00 – 31 Aug 01	17 – 18	Year 13

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Starting a new school in September 2018

There are two main types of admission to a school (please note that other Local Authorities may have schools with different points of entry to those in Poole):

- 1) In Year Admissions. These can be either when a child starts in a school part way through the school year, or, at the start of the academic year in September – but not starting in the point of entry for that school.
- 2) Admissions in September to the point of entry at a school. The point of entry is the year group when children start at that type of school for the first time. The points of entry in Poole's publicly funded schools for September 2018 are:

First, Infant and Primary schools – Reception Year

Junior schools – Year 3

Middle school (Broadstone Middle only) – Year 5

Secondary schools – Year 7 (except Corfe Hills School which is Year 9)

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The difference between choice and preference

Parents should name their three preferred schools on the application form, listing them in order of preference (i.e. your first preference should be your most preferred school). The law says that parents are entitled to express a preference for a school they wish their child to attend.

Preference is not the same as choice. The law does not give parents the right to choose a particular school for their child and to have their choice met.

You must complete an application form (preferably online). You should name **up to three different** schools in the order that you would prefer your child to attend. If you put the same school down more than once, it will still only be considered once. Please check that the point of entry for your preferred schools matches the age of your child. Poole secondary school contact details can be found [here](#). For schools outside the Borough of Poole please contact the Local Authority for the school. If you are applying for a year group that does not match your child's age you will not be able to apply online and should contact the Admissions Team for advice.

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How the local authority liaises with schools and other local authorities about your school application

By law Local Authorities must coordinate applications to all schools within their area for the point of entry in September. This means that all applications are sent to the Local Authority and all decision letters come from it. If you would like to see a copy of the coordinated admission scheme please contact the [School Admissions Team](#) or you can view it on the Borough of Poole website.

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Closing and notification dates for September 2018 admissions

	Closing date	Notification date	Acceptance date
Reception	15 January 2018	16 April 2018	30 April 2018
Junior and Middle	15 January 2018	16 April 2018	30 April 2018
Secondary	31 October 2017	1 March 2018	15 March 2018

If you apply on a paper form and send it back to the Local Authority by post, you must ensure that there is adequate postage on the envelope. The Local Authority will not accept any forms where there is insufficient postage.

If you are posting your paper form you may be asked to provide proof of posting (showing a date before the closing date). If you cannot provide this and your form arrives with the [School Admissions Team](#) after the published closing date it will be considered as a late application. A receipt can be provided if you enclose a stamped addressed envelope with your application.

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How school places have been allocated in previous years

Further information about how school places were allocated last year can be found [here](#). Please be aware that allocations are different year on year. For more information about this, please call the [School Admissions Team](#).

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Late applications

The online application form will only be available until the published closing date. All applications made after the published closing date must be on a paper form.

Applications received after the published closing date will be considered after all the on-time applicants have been offered places. This may mean that regularly oversubscribed schools are very likely to be full before late applications are considered.

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Want to apply for schools outside Poole?

If you live in Poole and want to apply for a school outside the Borough of Poole you should enter it on your application and submit it to the [School Admissions Team](#). The details of your application will be sent to the Local Authority for your preferred school(s). Poole Local Authority will advise you of the outcome of your application. Please check the point of entry for the schools you name on your form.

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Feeder schools

Corfe Hills School is currently the only secondary school in Poole to operate a feeder policy. Please click [here](#) to read the admission policy.

Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Catchment Areas

Magna Academy Poole, Parkstone Grammar School, Poole Grammar School and St Edward's RC/CE VA School do not have catchment areas.

Carter Community School, Corfe Hills School, Poole High School and St Aldhelm's Academy do have catchment areas.

Living within a school's catchment area **does not guarantee** that all children within a school's catchment area will be able to be offered a place at the catchment school.

Addresses in Poole may have no catchment secondary school, 1 catchment secondary school or 2 catchment secondary schools. A catchment address search tool is available [here](#).

Catchment area maps are available [here](#).

You should not assume that your home is in the catchment area of the school that is nearest to your home address.

If you are considering moving to or within the Borough of Poole it is recommended that prior to purchasing or renting a property a check is made with the [School Admissions Team](#) on the availability of school places. Admission authorities are not permitted to reserve places for children who may move into a school's catchment area.

You should not take information given out by Estate Agents or any third party about the catchment area school for a particular road or address as being in any way accurate. If you are in any doubt about the catchment area or nearest school for a particular property you should consult the Borough of Poole, either by using the Borough's website or by contacting the [School Admissions Team](#).

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Address of the child

Only one address can be used on the application form. **The address used to allocate a school place will be the child's permanent residential address on the closing date, i.e. 15 January 2018 for First/Infant/Junior/Primary schools and 31 October 2017 for secondary schools.**

Please do not list an address of someone who provides a temporary care arrangement for your child, a business address, childminder's address, a relative's address or any other address other than the child's permanent home address.

Informal residence arrangements with family and friends will not generally be accepted unless there are exceptional circumstances. You may be asked for independent supporting evidence.

Please note that only Magna Academy Poole and Ocean Academy Poole may take into account exceptional circumstances for change of address. Please click [here](#) to read the admissions policies.

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**Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions**

What happens if I move address during the application process?

If you are buying a property, you will need to provide the Local Authority with a solicitor's letter confirming exchange of contracts has taken place and giving a specified completion date.

If you are renting a property, you will need to provide the tenancy agreement which should be signed and dated by all parties and the tenancy start date must be given. You may also be asked to provide proof of your Notice to cease your current tenancy or your move from your currently owned property and any other appropriate additional evidence.

The evidence requested in relation to a property purchase or new tenancy **must** be received by the published closing date (click [here](#) for the closing dates) in order to allow the new address to be used when allocating a school place.

If you move address after the published closing date **you must advise the [School Admissions Team](#) in writing, even if you update your online account.** The [School Admissions Team](#) will not be aware of any changes you make online once your application has been downloaded.

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Fraudulent or intentionally misleading applications

Applying for a school place must be a fair and transparent process for everyone. Schools and local authorities must be clear on how school places are allocated. Parents and carers must be truthful when making their application.

Parents and carers must declare when completing their application that they have only completed one application and that the details provided are not false or misleading.

Admission authorities have the power to withdraw an offer of a place should an application be found to be fraudulent or misleading; even if a child has started at a school.

The Local Authority carries out spot checks on applications and addresses. The Admissions Team can ask applicants to provide additional evidence in order to verify addresses and/or other details provided. Checks can be made with other council departments and with other local authorities for the purposes of verification of details including residence. Applications can be referred to the local authority audit team for further investigation. This may include arranging for credit reference checks to be undertaken, for the purposes of verifying an address.

To make sure that parents and carers are not cheating and therefore taking a place away from a child that should have rightfully been given a place, the local authority will follow up all allegations of potentially fraudulent applications.

If you think a family is making a fraudulent or misleading application please contact the [School Admissions Team](#) on 01202 261936. You do not have to provide your personal details (if you wish, you can remain anonymous).

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**Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions**

Children living in a split family

Only one address can be used on the application form and only one application form can be submitted per child. Where parents are separated it is essential that they agree which schools to name on the application form as their preferred schools.

Poole Local Authority coordinates all school admissions and will consider that a child's home address is that at which the child lives during the school week. Where a child lives at more than one address during the school week, the Local Authority will consider the home address as being where the prime carer resides. The prime carer is the person in whose name Child Benefit payments for the individual child are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered at with a General Practitioner (GP) will be considered as the home address of the prime carer. You may be asked for evidence of who is the prime carer. The final decision on the home address of a child will be made by the Local Authority.

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Children of multiple births (twins/triplets etc)

All admission authorities in Poole, except Ocean Academy Poole, have adopted the following policy concerning the admission of 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 one child can be admitted, the other siblings of the multiple birth will be admitted over the school's Published Admission Number. If it is in an infant class (Years R, 1 and 2) the additional children over the PAN will be considered as excepted pupils for the entire time they are in an infant class at the school or until the class numbers fall back to the infant class size limit in accordance with the School Admissions Code.

Please click [here](#) to read the admissions policies.

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Supplementary Information Form (SIF) – Religious Grounds

If you wish to apply on religious grounds to St Edward's RC/CE VA School you **must** complete a Supplementary Information Form (SIF). You cannot submit the SIF online. The form is available [here](#) or on the school's website or you can contact the [School Admissions Team](#) or the school for a copy. Your priest/minister/vicar/Leader of Church must complete the SIF, return it to you and then you must submit it to the [School Admissions Team](#) by the published closing date.

If you are applying for a church school outside of Poole, you must contact the school direct to ask what you need to do.

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or visit www.poole.gov.uk/schooladmissions

Pupil Premium Oversubscription Criteria – Grammar Schools

Parkstone Grammar School and Poole Grammar School include priority for children who qualify for Pupil Premium in the oversubscription criteria of their admission policies, see [here](#). If you wish to apply on Pupil Premium grounds to either school you **must** provide evidence when registering for grammar school testing. Please contact the schools directly to find out more.

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Looked After or Previously Looked After Children

Looked After Children are defined by and in accordance with Section 22 of the Children Act 1989. A 'Previously Looked after Child' is defined as 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 or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

Looked After or Previously Looked After Children are considered as the highest priority in all school admission policies. These children will be admitted before any other applicant. Looked After Children may be admitted in year over a school's 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.

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UK Service Families and the Armed Forces Covenant

The Armed Forces Covenant is an agreement between the armed forces community, the nation and the government. It encapsulates the moral obligation to those who serve, have served, their families and the bereaved.

The covenant's twin underlying principles are that members of the armed forces community should face no disadvantage compared to other citizens in the provision of public and commercial services; and that special consideration is appropriate in some cases, especially for those who have given the most such as the injured or the bereaved. For more information please click [here](#).

Schools cannot reserve blocks of places for families who move into the area. However, admission authorities must allocate a school place in advance of a UK Service Family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against oversubscription criteria. Families wanting a Poole address to be considered rather than a Unit Postal Address should contact the Admissions Team to discuss this. Normally families are asked for proof of residence or intention to reside (e.g. evidence of exchange of contract to purchase or a signed tenancy agreement to rent). For more information please click [here](#).

A UK Service Family may be disadvantaged when applying for a school place (either during service or upon leaving service). When an application is made by a UK Service Family and a place cannot ordinarily be offered, the admission authority will make an assessment of the circumstances, taking into account the underlying principles of the Armed Forces Covenant.

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Poole Local Authority will specifically look at whether or not the school to be offered is reasonable taking into account the following:

- Whether or not serving in the armed forces prevented an application being made on time during the normal admissions round
- Whether or not it would have been reasonable to expect a place at the requested school had the application been made on time during the normal admissions round
- Whether or not the alternative offer is one that other families in the area would be offered
- Whether or not the alternative offer is within a reasonable distance. For further information, please click [here](#) to view more about distances and qualification for School Transport

The Admissions Team will provide schools that are their own admission authorities recommendation(s) on whether or not to offer a place based on the above. Ultimately the relevant admission authority will make the decision.

The decision will be based on all the circumstances including those relevant to the family and child and the impact on the school, including the 'efficient education and efficient use of resources'. Please be aware that there may be some circumstances, e.g. where a family may move house for non-work related reasons, which may not be considered to cause the family disadvantage due to their UK Service Family status. Every decision made will be unique to the family being considered and it is important to ensure that the Admissions Team have full information to help the decision-making process.

UK Service Families can contact the Admissions Team to discuss how the Armed Forces Covenant may or may not impact on your school applications.

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Special Educational Needs, Education Health & Care Plans, Disabilities

The term Special Educational Needs (SEN) has a legal definition. Children with SEN have learning difficulties or disabilities that make it harder for them to learn than most children of the same age. They may need extra or different help from that given to other children of the same age. All mainstream schools in Poole can provide appropriate extra help to meet a child's needs. This means that your child's SEN will not be considered as a reason for them to be allocated a place at any particular school.

There are stages of support to try and help children with special educational needs.

If your child is getting the help they need and they're learning well, there is no need for them to go on to the next stage.

If your child has high needs, they won't need to go through earlier stages of support and can get an assessment straight away. The stages are:

1. SEN Support
2. Assessment for Education Health & Care Plan
3. Education Health & Care Plan

Children with an Education, Health & Care Plan will have their places at mainstream schools allocated before all other applications are considered during the normal admissions round. If your child has a Plan, you will need to discuss with your Local Authority's Special Educational Needs

**Contact the [School Admissions Team](#) on 01202 261936
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Team which school you would prefer them to attend. Once the school is named on your child's Plan, then a place will be allocated there. If you are a Poole resident you should still complete an application form for the place, naming the school as a preference and ticking the 'Education Health & Care Plan' box on the form.

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Requesting a place at a school for a year group different to that determined by date of birth

Please look [here](#) for information on which year group your child would normally be expected to be part of.

From time to time parents seek places for children in a lower or higher age group. In most cases differentiation of the curriculum and/or additional support within their age group should usually address particular issues. Parents are encouraged to discuss any concerns with the Headteacher of the school.

The School Admissions Code requires admission authorities to consider requests for admission outside the normal year group and take account of the circumstances of each case.

For community schools in Poole, the local authority policy that can be found [here](#) sets out the process and criteria for considering these requests. For academies, foundation or voluntary aided schools, the application must be made to and considered by the Governing Body or the Trust of the school and not the Local Authority.

It is important that parents who are considering applying for a year group different to that determined by date of birth talk to the Local Authority and relevant school(s) as early as possible, preferably before the closing date of 31 October.

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If you are not offered a place at one of your preferred schools

If you are a Poole resident and it is not possible to offer you any of your preferred schools the Local Authority will allocate a place at a school. This will be your nearest catchment school (if places are still available) or the next nearest Poole school to your home address that has a place available.

If you are refused a place at any of your preferred schools you have a right to appeal to an Independent Appeal Panel and further information will be provided with the notification letter.

Please read the information about how to appeal **before** submitting an appeal. Information can be found [here](#).

Appeals for admission in September are normally held between May and July each year. Appeals **are not** held during school holidays.

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**Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions**

Waiting lists

The length of time a child's name is on the waiting list cannot be taken into account when places become available. Places are offered in accordance with the oversubscription criteria in the school's published admissions policy.

Waiting lists for the point of entry must be held until 31 December 2018. Not all schools hold waiting lists after this time. The [School Admissions Team](#) can advise you of the waiting list process for each school. Information is also available in each school's admission policies which can be found [here](#).

Waiting list renewals

If you have not gained a place at one or more of your preferred schools and you wish to remain on the waiting list from September 2018, you will need to let the [School Admissions Team](#) know in writing during August.

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School term and holiday dates for 2018/19

All the local authorities in Dorset have adopted the same school year on behalf of all publicly funded schools. This is based on 6 terms and is not based around the date of Easter. Terms 1 and 2 used to be known as the Autumn Term, Terms 3 and 4 the Spring Term and Terms 5 and 6 the Summer Term.

Term No.	Start Date	End Date
1	3 September 2018	19 October 2018
2	29 October 2018	21 December 2018
3	7 January 2019	15 February 2019
4	25 February 2019	5 April 2019
5	23 April 2019	24 May 2019
6	3 June 2019	23 July 2019

Many schools are able to adopt their own term and holiday dates. You should check with schools to see if they have adopted the above dates.

Schools will also have additional INSET days for staff development, training etc. Children do not need to attend school on INSET days. Please check dates with the school

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Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

School Transport

Free school transport is provided for two groups of pupils:

- (1) Pupils who live over a specified distance from their nearest or catchment area school (additionally if the Local Authority is unable to offer a child a place at their catchment area school it will offer free transport if the next nearest school is over the specified distance. Please note that this does not always apply if your application arrived after the closing date). The specified distance is:
 - Pupils under 8 years old - 2 miles or more
 - Pupils aged between 8 and 16 years old - 3 miles or more
- (2) Pupils in families who are eligible for free school meals or in receipt of **the maximum level of Working Families Tax Credit are eligible to claim** free school transport to the nearest qualifying school in the following circumstances:
 - Aged 8 to 11 years – to the nearest or catchment area school 2 miles or more from the home address;
 - Aged 11 to 16 years – to one of the three nearest schools between 2 and 6 miles from the home address;
 - Aged 11 to 16 years – to the nearest denominational school for religious reasons between 2 and 15 miles from the home address.

For further information please call the Free School Meals and Education Transport Team on 01202 634250 or email schoolmeals.transport@poole.gov.uk.

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Grammar School Bus Service

Councillors have reviewed the subsidy provided for the 11 dedicated school buses to Parkstone Grammar School and Poole Grammar School. Due to severe financial pressure on the Council it has been decided to introduce a higher annual contribution for families who pay for their child's bus pass in order to maintain the same level of service.

The annual charge per child for families wishing to purchase the subsidised scholar's bus pass to Parkstone and Poole Grammar Schools will be:

September 2018 to July 2019 £645

To find out more about bus routes to the grammar schools and payment options please contact Transportation Services at schoolbuses@poole.gov.uk or call 01202 262000.

Please see above for further information on eligibility for free school transport.

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**Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions**

School Uniform

Most schools require children to wear a school uniform. Individual school websites set out their policy on school uniform and Sixth Form clothing. The Local Authority does not offer assistance in purchasing a school uniform. If you are experiencing financial hardship you can contact the school who may be able to assist you with the cost of purchasing items of uniform.

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School Meals

Poole secondary schools are able to provide school meals. Please ask the school for more information about what they offer, how payment is made and, if entitled to Free School Meals, how they are provided.

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Pupil Premium

The Pupil Premium Grant provides funding for:

- raising the attainment of disadvantaged children of all abilities to reach their potential
- supporting children and young people with parents in the regular armed forces (Pupil Premium for Service children)

If your child qualifies in one of the categories below, it is important to inform your child's school so they can claim the additional funding. To find out what you need to do to make sure your child's school gets the Pupil Premium funding, please take a look [here](#).

Categories and funding for 2017/18 financial year provided by the Education and Skills Funding Agency (ESFA) are:

Disadvantaged pupils	Pupil premium per pupil
Pupils in years 7 to 11 recorded as Ever 6 FSM ¹	£935
Looked after children (LAC) defined in Children Act 1989 as one who is in the care of, or provided with accommodation by, an English local authority	£1,900
Children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order	£1,900
Service children	Pupil premium per pupil
Pupils in year groups reception to year 11 recorded as Ever 6 service child ² or in receipt of child pension from the Ministry of Defence	£300

¹ are receiving (or have received in the last 6 years) Free School Meals

² where parent or carer is currently serving (or has served in the last 6 years) as a member of the regular armed forces

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Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Applications for transfer to a Secondary school

The point of entry to most Secondary schools in Poole for September 2018 is Year 7. Parents and carers applying for a place in Year 7 should not name Broadstone Middle School as a preference (please see below). Corfe Hills School point of entry is Year 9.

Please click [here](#) to find out more about open evenings and visiting arrangements. It is always a good idea to visit schools, including your catchment and/or nearest school before submitting your application.

For more information, please click [here](#) to read the admission policies.

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Academic testing for Parkstone Grammar School, Poole Grammar School, Poole High School's Expressly Academic Class

If you wish your child to take entrance tests for these schools you **must** contact the school directly to make arrangements for her/him to take the test. Click [here](#) to see contact details. Please check the school's individual websites for the registration closing date. **Registering for the entrance test is not the same as making an application. You must also make an application through your home Local Authority by the closing date.**

For more information, please click [here](#) to read the admission policies.

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Cognitive Ability Testing at Magna Academy Poole

All applicants for Magna Academy Poole **must sit** a Cognitive Ability Test. The Test score will enable applicants to be allocated to an ability band. Please check the school's website for the details on how to register. **Registering for the Cognitive Ability Test is not the same as making an application. You must also make an application through your home Local Authority by the closing date.**

For more information, please click [here](#) to read the admission policies.

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Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Secondary School Open Evenings

Secondary schools have open evenings to enable parents/carers to look around and ask questions of staff members. It is always a good idea to visit the schools before submitting your application.

<u>School</u>	<u>Open Evening</u>	<u>Testing Dates</u>
Carter Community School	18.00 Tuesday 19 September	N/A
Corfe Hills School	Thursday 21 September	N/A
Magna Academy Poole	Thursday 14 September Thursday 12 July 2018 (for 2019/20 admissions)	Saturday 30 September Saturday 7 October Saturday 14 October Please contact the school to book
Parkstone Grammar School	Please contact the school	Saturday 23 September
Poole Grammar School	Please contact the school	Saturday 23 September
Poole High School	Thursday 14 September	Saturday 30 September (for Expressly Academic class) Please contact the school to book
St Edward's RC/CE VA School	Thursday 21 September 17.30-20.00	N/A
St Aldhelm's Academy	Thursday September 28	N/A

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Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Applications for Year 7 to Broadstone Middle School

The point of entry to Broadstone Middle School is Year 5 – not Year 7, and therefore **does not form part of the Secondary Transfer Process**.

Parents who wish their child(ren) to be considered for a place for Year 7 at Broadstone Middle School for September 2018 should contact the [School Admissions Team](#) for a separate application form. This form will be available from 1 March 2018 and must be completed and returned by 31 March 2018.

You should still apply for a secondary school place either online or via the Secondary Transfer Process paper application and provide three preferences (not including Broadstone Middle School).

If you include Broadstone Middle School as one of your three preferences on the secondary school application form, it will not be considered as a preference.

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Applying for Studio Schools and University Technical Colleges

There are no Studio Schools or University Technical Colleges in Poole. The nearest Studio Schools are LeAF Studio School in Bournemouth and Dorset Studio School in Dorchester. Both schools offer places from Year 9. More information about the schools can be found on their websites – www.studioschool.leaf.bournemouth.sch.uk and www.dorsetstudioschool.co.uk

If you are interested in applying for a place at either school, we recommend that:

- 1) Your child discusses their options with a Careers Adviser at their current school and looks at the curriculum available at their school.
- 2) You work out how your child will get to and from the studio school, including travel-time, cost and type of transport. In most cases, children would not normally qualify for transport assistance. If your child does qualify this would normally be in the form of a bus pass.
- 3) Read through the admissions policies (available on their websites) and arrange visits to discuss what they offer so that you can be sure that this is right for your child.

If you want to apply for a place at LeAF Studio School or Dorset Studio School for September 2018, please contact the schools directly to discuss how to apply.

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Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

In Year Admissions

All Poole secondary school admission authorities have agreed that the Local Authority should coordinate in year admissions. In Year Applications for Poole schools should be made to the [School Admissions Team](#) in Children, Young People & Learning. Click [here](#) to download a copy of the in year application form.

Schools cannot keep places available for families that might move into the area. Please call the Admissions Team to find out where vacancies are.

If you are a Poole resident and wish to make an in year application for a school outside of the Borough of Poole, you should contact the individual school(s) for details of their in year admission arrangements.

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Changing Schools

There are many reasons why you may choose to change your child's school.

If you have concerns or your child is experiencing difficulties at their current school, you are strongly advised to discuss this with the Headteacher. There is a section of the application form that must be completed by your child's current school before returning it to the Local Authority.

It is recommended that you make an appointment to visit any school you are considering before making your application.

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Fair Access

All Local Authorities must have a Fair Access Protocol for in year admissions. In Poole this is the In Year Fair Access Panel. Fair Access Protocols exist to ensure that appropriate education is secured quickly for children without a school place, particularly the most vulnerable or those with challenging behaviour. The Protocol ensures that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools. If your application is to be considered by the In Year Fair Access Panel you will be advised by the [School Admissions Team](#).

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In Year admission of Looked After Children

The Local Authority has a protocol for in year admission of Looked After Children (LAC). In addition to an in year application form, a LAC Supplementary Information Form must be completed by the child's social worker and returned to the [School Admissions Team](#) before an application can be processed. Please click [here](#) to download a copy of the protocol and the LAC Supplementary Information Form. Any application received without a completed and signed supplementary information form will be returned to the applicant. Looked After Children may be admitted above a school's Published Admission Number if it is felt to be in the best interest of the child.

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**Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions**

Finding out further information

There are many sources of information available on individual schools including their own websites. You should contact the schools you are considering to find out when you are able to visit and look around. Please click [here](#) for school contact information.

If you would like to see the latest OfSTED report or achievement tables you can either ask the school to see a copy or you can click [here](#) to visit the OfSTED web pages.

For the Department for Education web pages click [here](#).

The Poole SEND Information, Advice and Support Service is confidential and impartial. It gives information, help and support to families of Children with Special Educational Needs. Please click [here](#) to find out more. They can be contacted on 01202 261933 or email sendiass@poole.gov.uk.

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Sixth Form Admission Policies

All schools with a sixth form must have a published admission policy explaining how sixth form places are allocated. The admission policy must be published on the school's website.

There is a wide range of options available for post-16. Children, young people and their families should discuss options available with their school's careers advisor. [UP](#) can also provide advice and guidance.

Sixth form policies:

[Corfe Hills School](#)

[Magna Academy Poole](#)

[Parkstone Grammar School](#)

[Poole Grammar School](#)

[Poole High School](#)

[St Edward's RC/CE VA School](#)

Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Admission Policies

Oversubscription criteria in school admission policies

The admission authority for each school is required to set out in its admissions policy how it will prioritise applicants if it receives more applications than it has places available. This is known as the oversubscription criteria. It is also used for in year applications during the 2018/19 school year by schools to prioritise applications and waiting lists (where held).

Before naming a school as a preference you should look at the oversubscription criteria as it will give you an indication of which category your child will be considered in.

Information on the number of applications the school received and how many places were allocated in each category in the previous year can be found [here](#).

A copy of the full admission policy for each school is available on both the Borough's website and each school's website. It is recommended that you read the full policy as it contains more information on the admission arrangements for each school. Please click [here](#) to read the policies.

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Definition of terms in schools' oversubscription criteria

The majority of Poole schools use the same definition of terms in their oversubscription criteria. However some schools have their own definitions and these are contained within each school's oversubscription criteria. **We recommend that you read the oversubscription criteria for all the schools for which you are considering applying.** A full copy of each school's admission policy can be viewed on both the Borough's website and the school's website. Please click [here](#) to read the policies.

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Siblings

For schools maintained by the Local Authority (community schools), "Sibling" means:

- a full brother or sister who live with one or both parents or carers in the same property during the school week.
- a half-brother or half-sister who live with one or both parents or carers in the same property during the school week.
- adoptive brother or sister who live with one or both parents or carers in the same property during the school week.
- foster brother or sister who live 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.

Please check the admission policy for the school you are applying for as they may have a different definition. Please click [here](#) to read the policies.

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**Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions**

Distance from school

All schools use a distance measurement to decide between applicants of equal merit in the same category if it is oversubscribed. This means that the nearer a child lives to a school the higher their priority for admissions. The distance is measured using the Local Authority's computerised Geographical Information System (GIS).

The distance from home to school is 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 the nearest approved access point on school property that is for the use of children at the school. 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 or residing permanently on a boat within Poole harbour, the distance measurement will be a straight line from the centre point of the home address 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

and from that point the distance will be measured using the shortest, safe and practicable walking route to the nearest point on the public highway and from there 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) to a point opposite the nearest approved access point on school property that is for the use of pupils.

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 home address, including the distance travelled by the ferry.

If there are insufficient places to accommodate all applicants and the distance criterion is used, the local authority will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will have had no involvement in the school admissions process.

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**Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions**

Oversubscription criteria for Secondary schools

A copy of the full admission policy for each of the secondary schools in Poole is available [here](#) and on each school's website. It is recommended that you read the full policy as it contains more information on the admission arrangements for the school.

[Carter Community School](#)

[Corfe Hills School](#)

[Magna Academy Poole](#)

[Parkstone Grammar School](#)

[Poole Grammar School](#)

[Poole High School](#)

[St Aldhelm's Academy](#)

[St Edward's RC/CE VA School](#)

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Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Contact details for secondary schools

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range (Year Groups)
Carter Community School Blandford Close Hamworthy POOLE BH15 4BQ	Ms Sam Davidson Telephone 01202 676789 Fax 01202 670822 Email enquiries@carter.poole.sch.uk Web www.carter.poole.sch.uk	Academy Part of United Learning	11-16 (7-11)
Corfe Hills School Higher Blandford Road BROADSTONE BH18 9BG	Mr Philip Keen Telephone 01202 656300 Fax 01202 656356 Email office@corfehills.net Web www.corfehills.net	Academy	13-18 (9-13)
Magna Academy Poole Adastral Road Canford Heath POOLE BH17 8RE	Mr Richard Tutt Telephone 01202 604222 Fax 01202 659181 Email office@aatmagna.org Web www.aatmagna.org	Academy Part of Aspirations Academies Trust	11-18 (7-13)
Parkstone Grammar School (girls only) Sopers Lane POOLE BH17 7EP	Ms Tracy Harris Telephone 01202 605605 Fax 01202 605606 Email enquiries@parkstone.poole.sch.uk Web www.parkstone.poole.sch.uk	Academy	11-18 (7-13)
Poole Grammar School (boys only) Gravel Hill POOLE BH17 9JU	Mr Andy Baker Telephone 01202 692132 Fax 01202 606500 Email office@poolegrammar.com Web www.poolegrammar.com	Academy	11-18 (7-13)
Poole High School Wimborne Road POOLE BH15 2BW	Mr Paul Gray Telephone 01202 666988 Fax 01202 662043 Email school@poolehigh.poole.sch.uk Web www.poolehigh.co.uk	Foundation School	11-18 (7-13)
St Aldhelm's Academy Herbert Avenue Parkstone POOLE BH12 4HS	Mr Jon Webb Telephone 01202 732500 Fax 01202 739009 Email office@staldhelmsacademy.org Web www.staldhelms-academy.co.uk	Academy Part of Ambitions Academies Trust	11-18 (7-13)
St Edward's RC/CE VA School Dale Valley Road Oakdale POOLE BH15 3NY	Mr Mike Antram Telephone 01202 740950 Fax 01202 733702 Email enquiries@st-edwards.poole.sch.uk Web www.st-edwards.poole.sch.uk	Voluntary Aided School	11-18 (7-13)

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Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Contact details for special schools

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range (Year Groups)
Longspee Academy Learoyd Road Canford Heath POOLE BH17 8PJ	Mr Gavin O'Connell Telephone 01202 380266 Fax 01202 380270 Email reception@longspeeschool.co.uk Web www.longspeeacademy.co.uk	Academy Part of Ambitions Academies Trust	4+ (R+)
Montacute School 3 Canford Heath Road POOLE BH17 9NG	Ms Jill Owen Telephone 01202 693239 Fax 01202 657363 Email office@montacute.poole.sch.uk Web www.montacute.poole.sch.uk	Academy	3-19 (R-14)
The Quay School 160 Herbert Avenue POOLE BH12 4HU	Mr John White Telephone 01202 674205 Email info@thequayschool.com Web www.thequayschool.com	Academy Part of Delta Education Trust	4-18 (R-13)
Winchelsea Special School Guernsey Road Parkstone POOLE BH12 4LL	Mr Geoff Cherrill Telephone 01202 746240 Fax 01202 733024 Email enquiries@winchelsea.poole.sch.uk Web www.winchelseaschool.co.uk	Community School	3-16 (R-11)

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Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

September 2017 Transfer to Secondary School – Summary of Applications and Allocations

This is a summary of the school places offered on the published offer date of 1 March 2017.

The figure for the 'total applications' for each school includes ALL preferences. The column headed 'allocated' shows the number of children who did not name the school in their application but were allocated a place because they were unsuccessful with all of their preferred schools. The 'total refused' are children who did not gain a place at this school or a higher preference school and were placed on a waiting list.

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	Type of School	Places available	Total Applications	Total Places Offered	EHCP	Child in Care	Catchment		Out of Catchment		Allocated	Refused	Distance last offered (miles)
							Sibling	Distance	Sibling	Distance			
Carter Community School	A	120	93	54	2		15	30	2	4	1		

	Type of School	Places Available	Total Applications	Total Places Offered	EHCP	Child in Care	Sibling	Staff	Distance	Allocated	Refused	Distance last Offered (miles)
Magna Academy Poole	A	180	455	180	3	3	64	1	109		32	2.263

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	Type of School	Places available	Total Applications	Places Offered	EHCP	Child in Care	Expressly Academic	Catchment & Sibling	Catchment	Sibling	Distance	Allocated	Total Refused	Distance last Offered (miles)
Poole High School	F	325	615	314		1	32	92	142	8	23	16		

	Type of School	Places available	Total Applications	Places Offered	EHCP	Child in Care	Sibling	Catchment	Distance	Allocated	Total Refused	Distance last Offered (miles)
St Aldhelm's Academy	A	180	119	90	3	1	20	52	4	10		

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	Type of School	Places available	Total Applications	Met Academic Standard	Places Offered	EHCP	Child in Care	Poole Resident	Not Poole Resident	Total Refused
Parkstone Grammar School	A	180	312	265	180			154	26	44*
Poole Grammar School	A	180	292	240	180			146	34	45*

* This figure includes students who did not take the entry test or did not meet the required academic standard.

	Type of School	Places available	Total Applications	Places Offered	Criteria of offered places (see school's Admission Policy)						Allocated	Total Refused	Distance of last offer (miles)	
					EHCP	Child in Care	2	3	4	5				6
St Edward's RC/CE VA School	VA	184	423	184	2	10	57	51	15	7	42		34	1.370

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September 2017 Transfer to Secondary School – Summary of Applications and Allocations

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	Type of School	Places Available	Total Applications	Total Places Offered	Criteria of offered places (see School's Admission Policy)					Allocated	Refused	Last Distance offered (Miles)
					EHCP	Child in Care	1.2	1.3	1.4			
Corfe Hills School (entry in Year 9)	A	375	299	240	4		163	66	2	5		

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Contact the [School Admissions Team](#) on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Number of admissions appeals for September 2016 and 2017

These figures are for appeals under the admission process at the point of entry only. They are not for In Year applications.

School	Year	No. of appeals heard	Appeal Decisions in parents' favour	Appeal Decisions in school's favour
Magna Academy Poole	2016	8	8	0
	2017	11	5	7
Parkstone Grammar	2016	28	8	20
	2017	24	10	14
Poole Grammar	2016	24	3	21
	2017	17	9	8
St Edward's	2016	5	2	3
	2017	2	2	0

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Contact the School Admissions Team on 01202 261936
or visit www.poole.gov.uk/schooladmissions

Poole School Locations

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Borough of Poole School Locations



Contact the [School Admissions Team](#) on 01202 261936
 or visit www.poole.gov.uk/schooladmissions

Useful Contact Information

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Borough of Poole - www.poole.gov.uk

Children, Young People & Learning

The Dolphin Centre, Poole, BH15 1SA

email: childrenyoungpeople&learning@poole.gov.uk

Office opening hours:

Monday - Thursday 8.30am - 5.15pm and Friday 8.30am - 4.45pm

It is advisable to make an appointment if you wish to see someone to discuss a specific issue.

School Admissions Team – 01202 261936

email: school.admissions@poole.gov.uk

Online applications: www.poole.gov.uk/schooladmissions

Family Information Service – 01202 261999

email: familyinformation@poole.gov.uk

Free School Meals and Education Transport – 01202 634250

email: schoolmeals.transport@poole.gov.uk

School Attendance – 01202 261914

Education Psychology Service – 01202 262277

Special Educational Needs – 01202 262278

Poole SEND Information Advice & Support Service

For confidential and impartial information, help and support for families with Children with Special Educational Needs,

Telephone: 01202 261933

email: sendiass@poole.gov.uk

Bournemouth Borough Council - www.bournemouth.gov.uk

Childrens' Information Service, St Stephen's Road, Town Hall, Bournemouth, BH2 6EB

Telephone: 01202 456223

email: cs@bournemouth.gov.uk

Online applications: www.bournemouth.gov.uk/ed/enrol

Dorset County Council - www.dorsetforyou.com

School Admissions, County Hall, Dorchester, DT1 1XJ

Telephone: 01305 221060

email: admissions@dorsetcc.gov.uk

Online applications: www.dorsetforyou.com/schooladmissions

For more information on school admissions and admission appeals:

Advisory Centre for Education (ACE) – www.ace-ed.org.uk

Department for Education - www.gov.uk/government/organisations/department-for-education

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