



**THE ARNEWOOD SCHOOL**  
11 – 19 Academy

*“Working Together, Shaping Tomorrow”*

**ARN/0004**

**ADMISSIONS POLICY**

**FOR THE**

**ACADEMIC YEAR 2023/2024**

## POLICIES AND PROCEDURES PROFORMA

<b>Subject and Version of Document:</b>	Admissions Policy - 2023/24
<b>Author:</b>	Headteacher
<b>Persons/Committees etc consulted whilst document in draft:</b>	Senior Leadership Team, Governing Body
<b>Date agreed:</b>	1 March 2022
<b>Date of next review/update and by whom:</b>	January 2023, Senior Leadership Team
<b>By whom agreed:</b>	Governing Body
<b>Copy obtainable from and/or distribution:</b>	PA to Head Teacher
<b>Date document first issued:</b>	1 March 2022
<b>Responsibility for dissemination to new staff:</b>	Line Manager
<b>Principal Target Audience:</b>	All staff

### Amendments Summary:

Amend. No.	Issued	Page	Subject
1	Mar 16	3 3 3 5	Various – change of year throughout 1.1 Reference to The Gryphon Trust 1.4 Insertion of admission procedure 2.2 Change from larger scale version to map 8.1 Insertion of admission procedure
2	Sep 16	3	1.3 - Change from 200 to 180
3	March 19		Whole policy review – changes only with reference to academic year
4	Nov 19		Whole policy review – changes only with reference to academic year
5	Sept 2020		Whole policy review – changes only with reference to academic year
6	April 21		Editorial changes to document
7	July 21	4	Bullet 1.6
8	Feb 2022		Whole policy review

## Table of Contents

	Page
General Principles	4
Admission Criteria	4
Details and Definitions	5
Unsuccessful Applications	6
Waiting lists	6
In Year Admissions	6
Appeals	6
Sixth Form Admissions Policy	7

## **THE ARNEWOOD SCHOOL**

### **ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2023/24**

#### **1.0 General Principles**

- 1.1 The Arnewood School is an 11-19 mixed Academy operated by The Gryphon Trust. The Arnewood School is an 11-19 mixed Academy and the only maintained secondary school in the town of New Milton. We are a specialist Technology College as well as an Academy but do not have any requirement for aptitude from prospective students.
- 1.2 The main principle of admission to The Arnewood School is to maintain the character of the school with a comprehensive intake, providing for the needs of young people within the 11-19 age range, who live in New Milton and surrounding areas in relation to our catchment of Barton on Sea, Ashley, Hordle, Tiptoe and Bransgore.
- 1.3 We have a discrete admission policy for the Sixth Form, which is included within this document.
- 1.4 Admission to our school is not dependent upon any contribution or fee. The school will also endeavour to provide places for students who live outside the priority admission area, whose parents wish them to attend The Arnewood School, provided they can be accommodated within the admission limits.
- 1.5 The Published Admission Number for September 2023 and subsequent years will be 180.
- 1.6 The school currently participates in the Local Authority co-ordinated schemes. As required under the Admissions Code 2021, the school will give top priority to applications on behalf of children in care (Looked After Children), children who were previously looked after children (PLAC). This includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted, (IAPLAC - internationally adopted previously looked after children). Applications should be sent to the local authority within which the family lives and applicants should meet all deadlines. Parents applying on behalf of children who are educated at home or in a fee paying school are also required to complete an application form.
- 1.7 For main round admissions – this applies specifically to the main intake of pupils who are due to start at Year 7 at a secondary school in September 2023 applications should be made via the online booking system <https://educationonlineportal.hants.gov.uk/EducationOnlinePortal/>
- 1.8 We have strong curriculum links with the following local primary schools and give priority to applications made on behalf of children who attend them:

Ashley Junior School  
Bransgore Church of England Primary School  
Hordle Church of England Primary School  
New Milton County Junior School  
Tiptoe County Primary School

We also take children from Sway, Milford and the Christchurch/Bournemouth area where a clear parental preference has been made.

#### **2.0 Admission Criteria**

- 2.1 Students will be admitted at the age of 11+ without reference to ability or aptitude:
  1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, arrangement, or special guardianship order. *See definition (i).*

2. Children or families who have a serious medical, physical or psychological condition which make it essential that the child attends the preferred school rather than any other. Appropriate medical or psychological evidence from a registered health professional must be provided which states that admission to The Arnewood School is important and giving the reason, e.g. a disability, lack of mobility, inability to travel by public transport, etc.
3. Children living within the catchment area who, at the time of their admission, have a brother or sister attending Arnewood.
4. Other children who live within the school's catchment area.
5. Children living outside the catchment area who, at the time of their admission, have a brother or sister attending Arnewood (*see 3.3 below*).
6. Children living outside the catchment area who, immediately prior to their admission, currently attend one of the 5 linked schools.
7. Children of staff (*see definition ii*) who fall outside of criterion 1 to 6.
  - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
  - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. All other applicants.

### **3.0 Details and Definitions**

#### **3.1 Home Address**

Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met. Where a child lives part of the week with one parent and part of the week with another member of the family, the home address of parents will be considered to be the residence where the child spends at least 3 nights of the school week each week. (See definition ii).

#### **3.2 Overseas Students**

We are only able to accept admissions from overseas students, i.e. those born outside of the UK, where all visa requirements are met so as to provide entitlement to public services including education. Proof of visa eligibility will be required. Refugee and families with "settled status" (post BREXIT) will be treated in accordance with UK law.

#### **3.3 Parent**

By parent we mean parent/guardian, foster parent, adoptive parent or carer.

#### **3.4 Sibling**

Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. We do not include cousins within our definition of sibling.

## **Definitions**

- (i) *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). An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. An 'arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*
- (ii) *The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.*
- (iii) *'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.*

## **4.0 Unsuccessful Applications**

- 4.1 Parents of students whose applications are unsuccessful will have the right to appeal to an independent Admissions Appeal Committee. Parents who wish to exercise this right should do so in writing within 15 days of receiving the letter indicating a place has not been offered and should be addressed to the Clerk of the school's governing body and sent to the school.
- 4.2 Year 7 appeals will be heard before the 6<sup>th</sup> July or the first working day afterwards if the 6<sup>th</sup> is a weekend. All appeals should be heard by the same panel. In year applications for which there is an appeal will be heard by the admission panel normally within 28 working days of the appeal being lodged.
- 4.3 In the event of oversubscription within any of the criterion above, applications will be prioritised using the distance tiebreaker defined below:
- Tie breaker – In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to The Arnewood School using a straight-line distance from the main entrance of the school on Gore Road to the main door of the residence, with those living nearest to the school being given priority. Apartments in the same block will be treated equally with the measurement taken to the main entrance of the block. If after applying the distance tie-breaker there are more applications than places available from the apartment block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block.

## **6.0 Waiting lists**

- 6.1 The school will operate a waiting list for any year group that is oversubscribed. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our oversubscription criteria as described above. We currently have to admit any student who is subject of a 'direction' by the LA or allocated to us according to the local Fair Access Protocol and any such students take precedence over the waiting list.

## **7.0 In-Year admissions**

- 7.1 Admissions for all other year groups will be dealt with in accordance with this policy.

For in Year admissions – these are when a child needs an immediate school place outside of the usual transfer times, for example, because of a house move, contact the school direct at enquiries@arnewood.hants.sch.uk

## **SIXTH FORM ADMISSIONS POLICY**

### **1.0 General Principles**

- 1.1 The main principle of admission to The Arnewood School Sixth form is to maintain the character as a provider of Advanced level courses at Level 2 and 3 for students living in Hampshire and beyond who meet the general academic entry requirements for the school and the courses upon which the students wish to enrol. Students who attended The Arnewood School as 11-16 students have priority within the admissions policy. There is no requirement to apply through a Local Authority.
- 1.2 There is no guarantee that an applicant who meets the requirements of any course will automatically be offered a place on his/her preferred choices. The Admissions Committee of the governing body will consider all applications and places allocated adhering strictly to the order and the criteria of this policy. The deadline for applications will be the beginning of January and provisional places will usually be offered by the end of the Spring term. Places are confirmed by the Director of Post-16 Learning at The Arnewood School.
- 1.4 Students will be admitted at the age of 16+ without reference to disability, race, sex, age, religion, philosophical belief, sexual orientation, gender re-assignment, marriage and pregnancy. The admission number for September 2023 and subsequent years will be 180 students but likely to be many more with a view to the national policy for raising the participation age. Group sizes in practical subjects (Science, Physical Education, Photography, Art, Theatre Studies and Technology) will be limited for reasons of health and safety where necessary.
- 1.5 We have very strong curriculum links and teaching and support staff in common with the 11-16 section of The Arnewood School. The governors and senior leadership team are responsible for the 11-19 educational institution, which encompasses both the 11-16 section of the school and the Sixth Form. Therefore applications from students at the school will have priority provided that the applicant meets the entry requirements
- 1.6 Applications should be completed online and all deadlines should be met by applicants. Parents applying on behalf of children who are educated at home or in a fee-paying school are also required to complete the school's online application form.

### **2.0 Admission Criteria**

- 2.1 In all categories students must meet the academic entry requirements for the course(s) requested.
- Category 1 – Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, arrangement, or special guardianship order. *See definition (i).*
  - Category 2 – students on roll in Year 11 at The Arnewood School.
  - Category 3 – students who have special medical needs supported by written information from a registered health professional, which make it important that they attend The Arnewood School Sixth Form.
  - Category 4 – students who have siblings attending The Arnewood School at the time of the application with a reasonable expectation that they will still be on roll at the start of the new academic year.
  - Category 5 – All other applicants.

2.2 There is no guarantee of a place for applicants living within or outside the school's admission area or attending The Arnewood School.

### **3.0 Entry into Year 12**

3.1 Entry to the Sixth form is by a combination of student aptitude for appropriate and particular courses, with a requirement of at least 5 good GCSE grades at grades 5 or higher for 4 A/S level study or Level 3 equivalent.

### **4.0 Entry into Year 13**

4.1 Entry for external applicants into the Upper Sixth will depend on compatibility as determined by the examination board, the courses required, the availability of a place within the groups and the applicant's results from internal or external AS level examinations (modular and terminal), taken in the Lower Sixth. We shall require evidence that the applicant, if offered a place, has the necessary entry requirement for the course.

### **5.0 Essential Medical Needs**

5.1 Children or families who have a serious medical, physical or psychological condition which make it essential that the child attends the preferred school rather than any other. Appropriate medical or psychological evidence from a registered health professional must be provided which states that admission to The Arnewood School is important and giving the reason, e.g. a disability, lack of mobility, inability to travel by public transport, etc.

### **6.0 Definitions and Details**

#### **6.1 Home Address**

Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met. Where a child lives part of the week with one parent and part of the week with another member of the family, the home address of parents will be considered to be the residence where the child spends at least 3 nights of the school week each week. (*See definition ii*).

#### **6.2 Overseas Students**

We are only able to accept admissions from overseas students, i.e. those born outside of the UK, where all visa requirements are met so as to provide entitlement to public services including education. Proof of visa eligibility will be required. Refugee and families with "settled status" (post BREXIT) will be treated in accordance with UK law.

#### **6.3 Parent**

By parent we mean parent/guardian, foster parent, adoptive parent or carer.

#### **6.4 Sibling**

Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses. We do not include cousins within our definition of sibling.

### **Definitions**

- (i) *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). An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. An 'arrangement order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- (ii) *The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.*

## **7.0 In-Year admissions**

- 7.1 The Admissions Authority of the School will deal with admissions to the Sixth Form during the academic year and those, which are submitted later than the deadlines given above. Admission may be restricted by group size for practical subjects.

## **8.0 Information from parents and students**

- 8.1 If parents or students give information in order to secure a place, which subsequently proves to be false, the governors reserve the right to withdraw the offer of a place. Proof of GCSE results will be required from applicants who did not attend The Arnewood School in Year 11.

## **9.0 Unsuccessful applications**

- 9.1 The parents of students and/or the students themselves whose applications are unsuccessful will have the right to appeal to an independent admissions appeal committee. Parents who wish to exercise this right should do so in writing within 15 school days of receiving the letter indicating that a place has not been offered. The letter should be addressed to the Clerk to The Arnewood School's local governing body and sent to The Arnewood School, Gore Road, New Milton, BH25 6RS.
- 9.2 Parents will also be asked whether they wish their child's/children's names to be kept on a waiting list, so that a place can be offered if a vacancy arises. Such offers will adhere to this policy.

## **10.0 Over-subscription**

- 10.1 If there is over-subscription in categories 2, 3, 4 or 5, applications will be prioritised using the distance tiebreaker defined below:
- Tie breaker – In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to The Arnewood School using a straight-line distance from the main entrance of the school on Gore Road to the main door of the residence, with those living nearest to the school being given priority. Apartments in the same block will be treated equally with the measurement taken to the main entrance of the block. If after applying the distance tie-breaker there are more applications than places available from the apartment block furthest away, a further tie-breaker of Random Allocation will be used for the applications from this block.