

The Woodroffe School Admissions Policy

1. The Woodroffe School has foundation status, and is a mixed non-denominational Comprehensive School for students aged 11 - 18.
2. The school's Governing Body is the Admissions Authority.
3. The Published Admission Number (PAN) for Year Groups: 7, 8 and 9 is 174; 10 and 11 is 168. For admission to Years 12 and 13 there is a separate Sixth Form Admissions Policy.
4. Where a student lives with parents with shared responsibility, either home can be eligible under the catchment criteria (see *footnote 7*). This only applies if the child lives in the Woodroffe catchment 50% or more of the time. Otherwise the catchment offering does not apply.
5. A key element of a co-ordinated scheme is the single determination of school preferences indicated by parents, particularly when an applicant could potentially be offered more than one place. All parents are given the opportunity to express a preference for at least three schools on the Common Application Form and the preferences are to be ranked.
6. As the Admission Authority the Governing Body have adopted **a ranking system** in terms of preferences in that all three preferences will be treated as equal. Where more than one place can potentially be offered, the single offer will be for the school the parent ranked the highest. The appropriate Admissions Policy is applied to the allocation of places, when a school is over-subscribed.
7. Where all parental preferences for places at the school can be satisfied, all students seeking a place will be admitted.
8. Where there are too few places available (see *footnote 1*) to satisfy all preferences, places will be allocated according to the following priority order:
 - i. students who are looked after by the Local Authority and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order (see *footnotes 2, 3, 4 and 5*);
 - ii. students who can demonstrate an aptitude in the Visual Arts (see *footnote 6*);
 - iii. students living within the school's catchment area and who will have a sibling attending the school at the time of admission (see *footnotes 7 and 8*);
 - iv. students living within the school's catchment area (see *footnote 7*);
 - v. students living outside the school's catchment area who have a sibling attending the school at the time of admission (see *footnote 8*);
 - vi. students who were attending one of the Woodroffe School's five recognised maintained feeder schools as at the deadline date during the previous year (see *footnote 9*).
 - vii. the children of teachers and support staff with at least two year's continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage (see *footnote 10*)
 - viii. students living outside the catchment area (see *footnote 7*)
9. If too few places are available to satisfy preferences expressed within any of the priority order categories above, places will be allocated on the basis of the student's closeness to the preferred school (defined by straight line measurement using a Geographical Information based system which identifies the centre of the building of the home address and the centre of the school building and calculates the distance between the two locations).

10. In the event that the Governing Body is unable to distinguish between applications despite applying the priority categories above, lots will be drawn by an **independent person nominated by the Local Authority** to determine the final place(s).
11. For parents who meet the deadline for the first round of allocations, letters advising the outcome of applications will be sent in accordance with the Local Authority co-ordinated scheme.
12. Governors will be sympathetic to the situation of parents/guardians who have children of multiple births (twins, triplets, etc.) in relation to the allocation of places for their children at the preferred school.
13. Students who fail to gain a place after the criteria in paragraph 8 above have been applied will be placed on a waiting list (see *footnote 11*). They will be ranked in descending order using the Admissions Policy. If a place subsequently becomes available it will be allocated to the next child on the waiting list or a higher ranking late applicant.
14. For Years 7, 8 and 9 the PAN is 174. For Years 10 and 11 the PAN is 168. All 'In-Year' applications should be addressed to the Development Officer at the school who will process the application in close liaison with the Local Authority. Once the PAN for a Year Group has been reached no additional students will be admitted unless imposed on the school by an Independent Appeal Panel or through the Local Authority's In Year Fair Access Protocol, Children in Care Protocol or, as directed by the Local Authority.
15. The admission of children with Educational Health and Care Plans (formerly Statements of Special Educational Needs) is covered by Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of Statemented students is given in the Special Needs Code of Practice 2014.
16. If the Governors are unable to offer a place at the school parents have the right of appeal to an Independent Appeal Panel established under the Provisions of the Education Act. All appeals should be addressed to the Clerk to the Independent Appeals Panel, PO Box 64, Axminster, EX13 9AQ. If preferred, appeal forms can be emailed to the school via npayne@woodroffe.dorset.sch.uk Receipt of email will be acknowledged and forwarded onto the Clerk who will then contact appellants directly.

NB. *It is important to note that the school is closed during school holidays, therefore it is advised not to email your appeal form to the school during those times.*

Footnotes

1. *The places available are defined as the Published Admissions Number (PAN) for the school for that year of entry. In the case of the Woodroffe School this is 174 for Years 7, 8 and 9 and 168 for Years 10 and 11.*
2. *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 (ref Section 22 (1) of the Children Act 1989,*
3. *Section 46 (Adoption Orders) of the Adoption and Children Act 2002 applies.*
4. *Section 8 of the Children Act 1989 defines a "residence order" as an order settling the arrangements to be made as to the person with whom the child is to live.*
5. *A "Special guardianship order" is defined under Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

6. *Priority will be given to 17 students who can demonstrate an aptitude for Visual Arts, measured by the school's aptitude test. Entry forms will be available from The Woodroffe School during the Summer Term and the test will be held during the Autumn Term. Parents will be notified by the school of their child's test mark and their position in relation to other participants. They will allow sufficient time for this information to be taken into consideration by parents prior to completion of the Year 7 Admission Form which they have to submit to their Local Authority by the deadline date specified.*

7. *The school's catchment area is defined as follows:*
 - (i) **in Dorset:**
 - Lyme Regis (town of)*
 - Charmouth*
 - Catherston Leweston*
 - Stanton St. Gabriel*
 - Wootton Fitzpaine*
 - Whitchurch Canonorum*
 - Marshwood*
 - Bettiscombe*
 - Thorncombe*
 - Pilsdon*
 - Parish of Broadwindsor (Western half)*

 - (ii) **in Devon:**
 - Uplyme*
 - Raymonds Hill*
 - Hunters Lodge*
 - Cooks Lane (east of the junction with Pidgeon Hill)*
 - Both sides of Crewkerne Road*



Fig. The Woodroffe School Catchment Map as defined by Dorset LA.

8. *The term sibling(s) also includes stepbrother/sister/foster sibling(s) living in the same family unit who are living in the same household whose parents are co-habiting. In the case of statutory school age children, to qualify as a sibling an application for a Sixth Form place needs to have been made and there must be a reasonable expectation that this application will be successful in order for the sibling link to be considered.*
9. *The five recognised feeder schools for THE WOODROFFE SCHOOL are:*
- St Michael's Primary School, Lyme Regis*
Mrs Ethelston's Primary School, Uplyme
Charmouth Primary School
Marshwood Primary School
St Mary's Primary School, Thorncombe
10. *Members of both the teaching and support staff must have completed two year's continuous service with **The Woodroffe School** as at the date of application (In Year) or relevant closing date under the Local Authority Co-ordinated Scheme (normal transition year of entry) and who still intend to be employed at the school 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 or civil partnership at the time of application or deadline.*
11. *Waiting lists remain current for one term. Parents who wish their child to remain on a waiting list need to contact the school in writing **at the end of each term** to confirm their wish to remain on the waiting list for the following term.*