

Admissions Policy 2026-2027



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Reviewed by: DMM/DRW

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Responsibility: Senior Leadership Team

Policy Held: Website - Smartlog/Information/Policies

The Woodroffe School Admissions Policy 2026 - 2027

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, 9, 10 and 11 is 174. 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. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see footnotes 2, 3, 4, 5 and 6);
 - ii. 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*);
 - iii. students living within the school's catchment area (see *footnote 7*);
 - iv. students living outside the school's catchment area who have a sibling attending the school at the time of admission (see *footnote 8*);
 - v. 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*);
 - vi. the children of teachers and support staff with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage (see *footnote 10*);
 - vii. 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, they will be informed by email or first-class post for those who made a postal application, 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, 9, 10 and 11 the PAN is 174. All 'In-Year' applications should be addressed to the Admissions Administrator 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 made via this link: [Appeal a school admission decision - Dorset Council](#)

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

7. The school's catchment is defined in the Interactive map of Secondary School Catchments and Dorset Schools which includes a postcode search.
<https://mapping.dorsetforyou.gov.uk/map?version=mylocal&lyrs=11928,2445>

A summary description is:

- (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)



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 include 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.*