

## GENERAL INFORMATION

<b>School Type:</b>	<b>11-18 mixed comprehensive school</b>		
<b>School Roll:</b>	<b>Main School (Years 7 – 11) on roll</b>	<b>1313</b>	
	<b>Sixth Form on roll:</b>	<b>244</b>	
	<b>Total:</b>	<b>1557 (as at Census May 2025)</b>	

**Admissions Authority:** HISP Multi Academy Trust

## APPLICATION TO HIGHCLIFFE SCHOOL

### Year 7 September New Intake Admissions

The co-ordinated admission scheme requires parents to apply for a place (**New Intake only**) at Highcliffe School using the common application form (electronic or paper) available from your Local Authority. Applications for Year 7 starting in September 2026 must be submitted by 31<sup>st</sup> October 2025. The Admissions Booklet published by the Local Authority (BCP) will contain information on how to complete the application forms on-line, the dates for notification to Parent(s)/Carers(s) of admission decisions and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates please contact the LA or the school.

Any applications received after 31<sup>st</sup> October 2025 will be considered as a late application and will not be considered until after offers are made on 1<sup>st</sup> March 2026, or the first working day thereafter, unless exceptional circumstances merit consideration alongside 'on-time' applications.

Notifications to parents offering a secondary school place will be sent out on 1<sup>st</sup> March 2026 or the first working day after.

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

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

Telephone: 01425 273381

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

## Sixth Form Admission

Application forms and prospectus are available from the Sixth Form Office or online via the school's website [www.highcliffesixth.com](http://www.highcliffesixth.com)

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

## ADMISSION POLICY 2026-2027

Students will be admitted at age 11, and In Year, without reference to ability or aptitude. The normal age of transfer into Highcliffe School in September 2026 is 11, where the child reaches that age between 1<sup>st</sup> September 2025 and 31<sup>st</sup> August 2026.

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

The Academy Trust has agreed that the school's admission number for September 2026 is 264. Should the school be oversubscribed (i.e. receive more applications than places available), places will be allocated in accordance with criteria set out below (see Agreed Admission Criteria). The Academy Trust will only agree to exceed the admission number where exceptional circumstances apply or as part of the LA's In Year Fair Access protocol.

### OVER-SUBSCRIPTION

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

### AGREED ADMISSION CRITERIA

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

Explanatory Notes

- i. Parents choosing Highcliffe School have made their application on the understanding that Highcliffe is an 11-18 school
- ii. The admission of children with an Education, Health and Care Plan is covered by Sections 324 to 328 of, and schedule 27 to, the Education Act 1996. Where Highcliffe School has been named in the child's Education, Health and Care Plan this will count towards the school's admission limit. Highcliffe School has an expectation to be consulted prior to this being determined. Guidance on the admission of these students is given in the Special Educational Needs and Disability Code of Practice.
- iii. The term 'looked after' children, relates to children who have a care order (full or interim) or who are accommodated under Section 22 of the Children Act 1989. For those children who were previously looked after but became subject to an adoption, residence or special guardianship order – a copy of the adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child will be required.
- iv. A sibling means children living as brothers and sisters, including half-siblings, step siblings, adoptive siblings and other children, such as foster children, in the same family unit and relates to all year groups provided by the school.
- v. In line with the Schools Admissions Code, 'Children of teachers, teaching support staff and administrative support staff with a minimum of two years' continuous service at the school or who have been recruited/retained to fulfil a skill shortage at the date of application (in year) or relevant closing date under the LA coordinated scheme (normal year of entry), and intend still to be employed at the time of the child's admission'. The term 'children' includes full, half, step adopted and those non-blood related but resident through marriage, civil partnerships and single family co-habitation arrangements at the time of application or deadline.

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

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

The home address is considered to be the main permanent residence where the family/child spends all or the majority of their time - only one address can be used on the application form. You may be asked for evidence of your address. Where a child's time is evenly divided between the parents, parents must agree which address they would like considered for the purposes of the application. In the event of a dispute, in the absence of a relevant Court Order, the Admission Authority will make a judgement about which address applies, taking into account the address registered with child's current school, child benefit and the address registered with the child's GP.

In England and Wales, if parents were married to each other at the time of the child's birth, or have jointly adopted a child, both have parental responsibility. If parents were not married, the mother always has parental responsibility. The father has parental responsibility only if he has jointly

registered the birth with the mother (since 1<sup>st</sup> December 2003); if he has a Court Order; or has a Parental Responsibility agreement. The School Admissions Team may seek legal advice if there is any doubt and documentary evidence may be required. Should both parents have parental responsibility, only one application will be considered. Unless a court order rules otherwise, the application must be made by the parent who has day to day care of the child for the majority of the school days/weeks. Where this is unclear or disputed, or where care is split equally and there is no agreement between the parents, the application must be made by the parent at the address identified on the child's registered health service General Practitioner (GP) record as at the closing date where relevant (proof may be required). If separated parents reside at the same address, they should reach agreement on the application to be submitted or obtain a Court Order, but in the absence of either of these the Local Authority will allocate a place at the nearest school with places available.

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

### **WAITING LISTS**

**The waiting list operates in accordance with the published admission criteria for over-subscription.**

If you wish your child to attend Highcliffe School but there are no places available, you may have your child's name placed on a waiting list, following receipt of a formal application.

The waiting list for the **Intake Year** ie; new admission for Year 7 in September is held only for one academic year (31<sup>st</sup> August). Parents will need to complete a new in-year application during the last half of the summer term in order to keep their child on the waiting list from 1<sup>st</sup> September of the new academic year.

The waiting lists for **In Year** applications, will be held for that academic year only and parents will need to complete a new in-year application during the last half of the summer term in order to keep their child on the waiting list from 1<sup>st</sup> September of the new academic year.

If your child is refused a place at the school you have the right to appeal to the Admissions Appeal Panel. Please write to the Clerk of the Admission Appeal Committee if you wish to do this and the school must then send you the appropriate information.

### **APPEALS**

Parents have the right of appeal to an Independent Appeals panel. Please contact the Admissions Officer if you wish to place an appeal.

### **Admission/Transfer of Children outside Normal Age Groups**

If a parent expresses an interest in applying for admission outside of the normal age group, they should contact the School to discuss their options in the first instance. After discussion with the School, if the parent wishes to pursue an application for admission outside the normal age group they will be asked to submit the standard application form but to forward a request to consider their child being educated outside their normal year group, along with any supporting evidence, to the school via [admissions@highcliffeschool.com](mailto:admissions@highcliffeschool.com). Reasons for the request being made should be clearly set out.

Supporting evidence may include, but is not limited to:

- A letter from Headteacher of current school confirming the child's current year group and reasons for child being outside normal year group.
- Reports and assessments from the child's current school, where this is available
- Existing professional reports and assessments e.g. educational psychology reports from the Local Authority where these are available
- Health information
- Other relevant information and documentary evidence.

Highcliffe School is its own Admissions Authority and the final decision on whether to allow delayed entry lies with the School after full and careful consideration. If the application is approved, parents should cancel any existing application will be cancelled and re-apply the following year (for delayed entry) or make an in-year application (for accelerated entry) within the published timeframes. At no point will offers be held in two year groups. Any applications made following this approval will not be given special priority over other applications in that year as the usual oversubscription criteria will apply. If the application is not approved, parents should note that although they have a statutory right to appeal the general admission decision, this right does not extend to the decision on whether to admit a child outside their normal age group.

### **TRANSPORT TO HIGHCLIFFE SCHOOL**

All **BCP** residents are responsible for their own transport arrangements, including costs.

For students who live in **Hampshire**, your child may qualify for free transport if they attend the nearest catchment school or one that is nearer to your home, and the distance (measured by the nearest available walking route) is more than three miles (these are the statutory walking distances prescribed by legislation). However, different walking distances apply in respect of children who are entitled to free school meals or whose parents receive the maximum level of working tax credit. For further information <https://www.hants.gov.uk/educationandlearning/schooltransport>

Where parents name the designated catchment school as one of their 3 preferences and a place is not available, assistance may be offered to the next closest school, where the walking distance criteria are met according to year group above.

***We aim to continue providing subsidised travel to those affected by the removal of the discretionary travel for students by HCC.***

If you live outside the area traditionally served by the school then you will be responsible for your own transport arrangements for getting your child to school, including costs.

### **MOVING TO THE AREA**

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

- advising that an exchange/completion date has been reached on a purchase and agreed with the parties concerned, or
- evidence of tenancy agreement, or

- a letter from an employer (including Crown Servants) confirming details of relocation to a specific address, or
- in the case of a family returning to a house they already own, evidence of a parent being required to return to work from distant parts, together with, for example, evidence of a tenant being given notice to quit.

### **CHILDREN FROM OVERSEAS**

All applications for a child from overseas will be considered in accordance with the relevant legislation at the time of application.

### **CONSULTATION**

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

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

Determined by the Full Governing Body 28<sup>th</sup> November 2024