



**Queen Elizabeth's School  
Wimborne, Dorset, BH21 4DT**

## **School Admission Arrangements – 2023/24 (including Sixth Form)**

### **Introduction**

These Admission Arrangements comply with the requirements of the 2021 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by Wimborne Academy Trust (the Admission Authority). If at any time, the Academy Trust should propose to alter its policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code. Admission decisions are delegated to an Admissions Committee composed of at least three Academy Members.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Transferring to Year 9 in September 2023 (the 'normal admissions round')
- 3.0 - Applying For A Place In The Sixth Form
- 4.0 - Changing School (the 'In-Year' application process)
- 5.0 - Applying The Oversubscription Criteria
- 6.0 - Lodging An Appeal
- 7.0 - Key Contact Details

Appendix A: Glossary and Definitions

Appendix B: In-Year Application Form

Appendix C: School Catchment Map

Appendix D: Sixth Form Academic Entry Requirements

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01202 885233 or email: [admissions@queenelizabeths.com](mailto:admissions@queenelizabeths.com)

It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school.

[www.queenelizabeths.com](http://www.queenelizabeths.com)

Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the issue cannot be resolved locally, it may be escalated to the Office of the Schools Adjudicator.

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<b>1.0</b>	<b>General information</b>
1.1	The School
	Queen Elizabeth's is a popular high performing Year 9 – 13 academy with a wholly inclusive approach to school admissions. Places are prioritised for the local community and siblings before offering across the wider area.
1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	The child
	A child of statutory school age who resides within the UK has a right to receive an education. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.
1.4	The home address
	<p>For admission purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person who has legal responsibility for this child. The home address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>.</p> <ul style="list-style-type: none"> <li>• A legal 'exchange of contract' which confirms the purchase of the property.</li> <li>• A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property.</li> <li>• Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</li> <li>• For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.</li> </ul>
1.5	Siblings
	The oversubscription criteria set out in section 4.2 of these admission arrangements prioritise applications for children with a sibling attending the school (in years 9-11) at the time of application.

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	<p>If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.</p>
1.6	<b>Waiting lists (applies for years 9-11)</b>
	<p>When an admission application is refused, because the year applied for is full, and the parents' make a request, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to compliance with the oversubscription criteria. Each time a child's name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent informs the school in writing to remove his/her child's name.</p>
1.7	<b>Misleading or false information</b>
	<p>Should the Admission Authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.</p>

<b>2.0</b>	<b>Transferring to Year 9 in September 2023 (The 'normal' admissions round)</b>
2.1	<b>The Published Admission Number (PAN)</b>
	<p>The PAN for Year 9 (the year of entry to the school) is 390. This is the number of places that can be provided according to the resources available in order to ensure the efficient delivery of education and the efficient use of resources. If 390 or fewer reception applications are received for September 2023, every applicant will be offered a place for their child, without condition. If more than 390 applications are received, the Admission Authority will apply the oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to the PAN. Further places will only be offered where there is sufficient resource available to enable this.</p>
2.2	<b>Ensuring an 'on time' application</b>
	<p>For a child to transfer to Year 9 in September 2023 the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority (the authority in whose area the child resides). In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on 31 October 2022. The CAF may be</p>

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	<p>completed and submitted using the home local authority's procedure. Full details about the application process and information about the schools in the local authority area are explained in the Prospectus document, which each local authority must make available in September annually.</p> <p>For families living in <b>Dorset</b>, the home local authority is <a href="#">Dorset Council</a></p> <p>For families living in <b>Bournemouth, Poole, and Christchurch</b> the home local authority is <a href="#">BCP Council</a></p> <p>For families living in <b>Wiltshire</b>, the home local authority is <a href="#">Wiltshire Council</a></p>
<b>2.3</b>	<b>Late applications</b>
	<p>Local authorities will continue to coordinate 'normal admission round' Year 9 applications until 31 August 2023. However, if an application is submitted to the home local authority after the initial application deadline of 23.59 hours on <u>31 October 2022</u>, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.</p>
<b>2.4</b>	<b>Notifying the application decision</b>
	<p>Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 1 March 2023, according to the procedure and date set out in the home local authority's Prospectus.</p>
<b>2.5</b>	<b>Education Health and Care plan</b>
	<p>A Year 9 place will be provided for any child who has an agreed Education Health and Care Plan (EHCP) which names Queen Elizabeth's School as the education provider. Depending on when the EHCP is issued, the place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.</p>

<b>3.0</b>	<b>Applying for a place in the Sixth Form</b>
<b>3.1</b>	<b>Application procedure</b>
	<p>A young person may apply for their own Sixth Form place and/or the parent may apply on his/her behalf.</p> <p><b>Internal applicants</b>  Students on roll in Year 11 at Queen Elizabeth's School who wish to continue their education in the Sixth Form will be allocated a place in Year 12 for September 2023, providing they achieve the Sixth Form academic entrance requirements. Students will be asked to complete the Sixth Form Application Form.</p>

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	<p><b><u>External applicants</u></b></p> <p>Students who are on roll in Year 11 at another school and wish to transfer to the Sixth Form at Queen Elizabeth's School <u>must</u> complete and submit the Sixth Form External Application Form available on the school website: <a href="http://www.queenelizabeths.com/sixthform">www.queenelizabeths.com/sixthform</a> or from the Sixth Form Office at the school: gglover@queenelizabeths.com</p>
3.2	<p>The Published Admission Number (PAN) - applying for external applicants only</p>
	<p>The PAN for admission to the Sixth Form is 50. This is the number of places that will be offered for external candidates, although it may be possible to make further places available if resource permits this and external applicants meet the minimum academic entry requirements. The overall number of places available (internal and external) in Year 12 is 240.</p>
3.3	<p>Oversubscription</p>
	<p>In the event that more external applications are received than places are available within the published Admission Number, the oversubscription criteria set out in section 5.2 of these admission arrangements will be applied for every application received in order to identify a priority for the offer of available places.</p>
3.4	<p>Timetable</p>
	<ol style="list-style-type: none"> <li>1. A Sixth Form open evening will be held during the second half term and this will be advertised in the local press. A Prospectus, course handbooks and the Sixth Form Application Form will be made available at the open evening.</li> <li>2. Completed application forms must be submitted directly to the School to arrive by 4.30 pm on 30 January 2023.</li> <li>3. Decision letters will be issued to external applicants during April 2023 (at this stage, offers will be provisional, subject to achieving GCSE Sixth Form entrance requirements).</li> <li>4. Final confirmation of offers will be notified in writing as soon as possible following the outcome of examination results</li> <li>5. In the event of oversubscription (more external applications than places available) a waiting list of those students refused admission to year 12 will be maintained until 31 December 2023.</li> </ol>
3.5	<p>Late applications</p>
	<p>External applications for places in the Sixth Form, received later than 4.30pm on 30 January 2023 will not be processed until all 'on time' applications have been administered and decisions notified during April 2023, at which time there may no longer be places available. Late applications will then be processed according to the order in which they arrive at the school.</p>
3.6	<p>The right of appeal</p>
	<p>Where a young person is refused admission to the Sixth Form, the applicant will have the right to appeal this decision in accordance with the instructions set out in the decision letter.</p>

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3.7	Entry Criteria for Sixth Form Courses
	The minimum entrance requirements for admission to the Sixth Form are set out in the Sixth Form Prospectus. These requirements apply equally for internal and external applicants and evidence of examination results must be provided before the offer of any provisional place will be confirmed.

<b>4.0</b>	<b>Changing school – This 'in-year' application process applies for any year group</b>
4.1	The Admission Limit
	For each year group other than the years of entry (years 9 and 12), the Admission Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure 'the efficient delivery of education and the efficient use of resources' taking into account factors such as available budget, accommodation, the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.
4.2	Submitting an in-year application
	An In-Year application may be submitted at any time but will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant. In these circumstances, an application may be considered further in advance, where the application includes official confirmation of a posting to the area and sets out the Unit postal address or a Quarters address and a relocation date.  The In-Year application form is available on the school website (Appendix B) or a paper copy can be provided by the School Office. This must be completed and returned directly to the school.
4.3	Applying for a year group other than the relative age (Retained or Accelerated place)
	The In-Year application will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admission Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admission Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.

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4.4	The In-Year admission decision
	On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources'. The admission decision will be notified to the applicant in writing within ten school days of receipt of the application form.
4.5	Accepting the offer of a place
	Where a place is offered, the parent (or student in the case of Sixth Form) will be asked to confirm acceptance in writing, by letter or email, within ten school days of receipt of the offer letter. The place will then remain available for the remainder of six school weeks from the date of this letter. If the child concerned is not attending school within this time frame, the Admission Authority will write to the applicant requesting an update and may, depending on the circumstances, withdraw the offer.
4.6	Applying the Fair Access Protocol
	Where it has not been possible to offer a place, the Admission Authority will consider the application against the criteria set out in the Dorset County Council Local Authority Fair Access Protocol (FAP), which is published on this authority's website. If the child concerned satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then decide to engage with the family in order to identify a suitable educational placement.
4.7	Children issued with an Education Health and Care plan
	If a child has an Education Health and Care Plan (EHCP) in place, which names a particular education setting, the parent(s) should consult the local authority that issued the EHCP <u>before</u> applying for the child to change schools.

<b>5.0</b>	<b>Applying the Oversubscription Criteria</b>
5.1	Oversubscription
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Authority will assess every application against the oversubscription criteria set out in section 5.5 in order to identify a priority for the offer of any available place(s). The oversubscription criteria will also be applied in order to rank names on a waiting list.
5.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> <li>1. A 'looked after child' or a child who was previously looked after. 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). A previously looked after child is (1) a child who was looked after by a local authority in England but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order or (2) a child who appears 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.</li> </ol>

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	<ol style="list-style-type: none"> <li>2. Children with a sibling on roll at Queen Elizabeth's School in years 9 -11 at the time of application, who will still be on roll at the time of admission and who live at the same address for more than 2.5 school days per week.</li> <li>3. Children who, at the time of application, live within the designated Queen Elizabeth's School catchment area or with a confirmed move to a home address within this catchment.</li> <li>4. Children on roll in Year 8 at one of the following feeder Middle schools at the time of application: <ul style="list-style-type: none"> <li>● Allenbourn Middle School</li> <li>● St Michael's CE Middle School</li> <li>● Cranborne Middle School</li> <li>● Emmanuel CE VA Middle School</li> </ul> </li> <li>5. Children on roll in Year 8 at one of the following feeder Middle schools at the time of application: <ul style="list-style-type: none"> <li>● Lockyer's Middle School</li> <li>● Broadstone Middle School</li> <li>● Ferndown Middle School</li> </ul> </li> <li>6. Children of staff newly appointed in order to fill a demonstrable skills shortage.</li> <li>7. Children not satisfying a higher criterion.</li> </ol>
5.3	Prioritising applications by distance measurement
	<p>In the event of oversubscription (more applications received than places available), the admission application ranking exercise (described in section 4.1) will apply and this may indicate that the Admission Number/limit is reached part way through a particular criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower placed criteria will be determined according to the straight line distance measured between each child's home and the school. This will determine a priority order for the applications.</p> <p>Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates for Queen Elizabeth's School and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.</p>
5.4	Applying a tie-breaker
	<p>Where two or more distances are exactly the same and it proves necessary to rank the relevant applications in order to identify a priority for the offer of any available place(s), the order of priority will be determined by the drawing of lots. This will take place at the school and be supervised by a person entirely independent of the Admission Authority and the school.</p>



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<b>6.0</b>	<b>Lodging an appeal</b>
6.1	The legal right to an appeal hearing
	The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school, or a young person whose Sixth Form application is refused, is legally entitled to appeal that decision. The refusal letter issued by the Admission Authority will explain how to complete this process using the appeal form, which is available to download from the school website or can be requested from the School Office.
6.2	The basis on which an admission application may be refused
	The Admission Authority can refuse to admit a child where a further admission would <i>'prejudice the efficient delivery of education or the efficient use of resources'</i> .
6.3	The appeals timetable
	An appeals timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal hearing must take place as well as the administrative timeframe within which the Admissions Authority undertakes to process any appeal lodged with the school.
6.4	Complaints about the administration of the appeals process
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the <u>appeal process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint should be raised with the Academy Trust Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency.

<b>7.0</b>	<b>Key contact details</b>
<b>The School</b>	<p>Queen Elizabeth's School Blandford Road Wimborne Minster Dorset BH21 4DT</p> <p>Telephone: 01202 885233 School website: <a href="http://www.queenelizabeths.com">www.queenelizabeths.com</a> Email: <a href="mailto:admissions@queenelizabeths.com">admissions@queenelizabeths.com</a></p>
<b>The Office of The Schools Adjudicator</b>	<a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>



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<b>The Education Funding Agency</b>	<a href="https://www.gov.uk/government/organisations/education-funding-agency">https://www.gov.uk/government/organisations/education-funding-agency</a>
<b>The Department for Education</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>