



## **Admissions Policy for 2024 – 2025**

### **Main School 11 - 16**

Published by the Trustees of The Burgate School



L E A R N I N G F O R L I F E

**THIS POLICY IS FOR STUDENTS JOINING AT THE START OF YEAR 7 AT AGE 11+ IN SEPTEMBER 2024 ONWARDS, LATE APPLICATIONS FOR YEAR 7 PLACES AND FOR ADMISSIONS DURING THE SCHOOL YEAR FOR STUDENTS JOINING YEARS 7 – 11 INCLUSIVE.**

### General Principles

The Burgate School is an 11 – 18 mixed comprehensive school which converted to an Academy in May 2011. This means that we have greater autonomy and the freedom to innovate and raise standards. We are the only secondary comprehensive school in Fordingbridge and have a linked sixth form. We have a separate admissions policy for the Sixth Form.

The planned Published Admissions Number [PAN] for September 2024 and subsequent years will be 190.

With regard to the main school admissions round to Year 7 the school participates in the Hampshire Authority (LA) scheme and all deadlines must be adhered to by applicants. Parents need to complete a Year 7 application form, available from the home local authority in which the family lives, or apply online at [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions). The Trustees will adhere to the admissions arrangements determined by the County Council and ensure that the admissions arrangements and over-subscription criteria are complied with. Parents applying within the main round for a Year 7 place on behalf of children who are educated at home or in a fee paying school should also complete an application via their home local authority.

The main principle of admission to The Burgate School is to maintain its character as a comprehensive school, which provides education for the children in Fordingbridge and the surrounding area; that as many children as possible attend their parents' preferred school; that siblings as far as possible can attend the school together; that children can benefit from the natural progression from their junior schools in the local area.

The policy aims to be clear, fair and objective and complies with all relevant legislation. The policy will apply to all admissions from 1 September 2024.

As required by law, the school will give top priority to applications on behalf of children in public care [Children in Care] and previously looked after children.

### Oversubscription Criteria

The LA will consider first all those applications received by the published deadline of **midnight on 31 October 2023**. Notifications to parents offering a place will be sent by the County Council on the first working day after **1 March 2024**. Late applications will be considered after all on time applications, unless exceptional circumstances merit earlier consideration.

For the main admissions round, all preferences will be considered simultaneously and ranked in accordance with the admissions criteria. If more than one school can offer a place, allocation will be based upon the highest available preference.

If the school is oversubscribed, places will be offered in the following priority order. Places for late applications will be allocated using the same criteria.

1. **Children** who are **looked after or previously looked after**, 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.
2. **For applicants in the normal admissions round only.** Children who have a serious health, physical or psychological condition which makes it essential that the child attends The Burgate School rather than any other. Appropriate evidence must be provided by the registered Health Practitioner with the relevant expertise.
3. Children of members of permanent staff employed at the school.
4. Children living within the school's catchment area who at the time of application, have a sibling on roll at the school and will still have a sibling attending the school at the time of admission. This includes students in the Sixth Form. See definitions.
5. Children living within the school's catchment area who attend one of the five cluster schools:

Breamore Primary School  
Fordingbridge Junior School  
Hale Primary School  
Hyde Primary School  
Western Downland Primary School.

6. All other children living within the school's catchment area. See definitions.
7. Children living outside the school's catchment area who will have a sibling attending the school at the time of admission. This includes the Sixth Form. See definitions.
8. Children living outside the school's catchment area, who at the time of application, attend one of the five named cluster schools. See definitions.
9. All other children living outside the school's catchment area. See definitions.

### **Tie-Breaker**

If the school is oversubscribed from within any of the above categories, children living closest to the school will have priority. If The Burgate School is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer The Burgate School have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. If it is still not possible to decide between two applicants who are equidistant, then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the Hampshire County Council's website.

### **Students with Statements of Special Education Needs or an EHCP**

The Trustees will admit any student whose Education Health and Care (EHCP) names the school. Where possible such children will be admitted within the PAN.

## **Multiple Births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

## **In- Year Fair Access Placements by the Local Authority**

The Local Authority must ensure that all students are placed in schools as quickly as possible. It may therefore sometimes be necessary for a student to be placed by a Local Authority, or a local placement panel acting on behalf of the authority, in a particular school, even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the Local Authorities In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

## **Admission of Children outside their Normal Age Group**

Parents may seek and be offered a place for their child outside of their normal age group. Decisions will be made based on the circumstances of each case and in the best interests of the child concerned.

## **Waiting List**

When all places have been allocated, a waiting list will be operated by the school. Any places that become available will be allocated according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Hampshire Fair Access admissions will take priority over the waiting list. Parents may keep their child's name on the waiting list for as long as they wish.

The waiting list will be reviewed and revised -

- each time a child is added to or removed from the waiting list;
- when a child's circumstances affect their priority.

In year waiting lists (Years 7-11) will be maintained until 31 August 2025. All parents of 'waiting list' children will be contacted in July 2025 prior to this date. If no contact is possible through the contact details on the original application form, the student will be removed from the waiting list on 31 August 2025. Should parents wish their child to be considered for a place at the school in the following school year they should complete and submit a fresh in-year application in the August preceding the new school year. The Burgate School Admissions Officer will send a decision letter within the first 10 days of the new term.

Waiting lists for Academic Year 2025/2026 will be established in September 2025.

## **Appeals**

The parents of pupils whose applications are unsuccessful will have the right to appeal to an Independent Appeals Panel. Details of this procedure will be sent on receipt of a written request to the Admissions Officer at The Burgate School.

## Definitions and Details

### Parent

By parent we mean anyone with parental responsibility. This can be by natural parent, guardian, foster parent, adoptive parent, or carer.

### Staff

By staff we include those who have been employed at the school for two years or more at the time of application, or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident stepparent.

### Sibling

'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, stepbrother or stepsister, foster brother or foster sister living as one family unit with their parent(s). It will also be applied to situations where a full or half brother or sister are living at separate addresses.

### Catchment area

The catchment area is a geographical area from which children may be afforded priority for admission to a particular school. A map of the school's catchment area can be viewed on the Hampshire County Council website at [The Burgate School and Sixth Form | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/the-burgate-school-and-sixth-form).

### Permanent Residence

Proof of residence will be required. Proof of residence could include a recent utility bill, a solicitor's letter confirming exchange of contracts, a signed tenancy agreement, an official letter declaring a relocation date with evidence of a future home address or other suitable evidence as listed within the [address guidance](#) on the Hampshire School Admissions website. Where an applicant is moving to or within Hampshire, proof of a new address must be provided as well as evidence that the applicant will be living at the new address before their child's expected start date. The offer of a place may be withdrawn if proof of residency is not met.

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 residence 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. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be 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 the child's current school, the address registered for child benefit and the address registered with the child's GP.



### Children or families with an exceptional medical and/or social need

Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends The Burgate School above any other. Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical/social need and supporting evidence is submitted with the application.

'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements.

Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend The Burgate School. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend The Burgate School. Evidence must confirm the circumstances of the case and must set out why the child should attend The Burgate School and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at The Burgate School and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at The Burgate School above any other.

### Looked after or previously looked after children

This criterion provides a priority for children who are looked after or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those 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. 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).

*Section 46 of the Adoption and Children Act 2002 defines an adoption. 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). 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 22 April 2014 is deemed to be a child arrangements order.*

### In Year Admissions

If you wish to apply to The Burgate School during the academic year please contact the Admissions Officer.

The admissions criteria above will still apply.

Date ratified by The Trustees: Dec 2022

Date for revision: November 2023



## **Admissions Policy for 2024 – 2025**

### **Sixth Form 16 – 18**

**Published by the Trustees of The Burgate Sixth Form**



**ADMISSIONS POLICY [YEARS 12 and 13] AGE 16 – 18**  
**THE BURGATE SIXTH FORM [2023 - 2024]**

**THIS POLICY IS FOR STUDENTS JOINING AT THE START OF YEAR 12 AT AGE 16+ IN SEPTEMBER 2024 ONWARDS, LATE APPLICATIONS FOR COLLEGE PLACES IN YEAR 12 AND FOR ADMISSIONS DURING THE COLLEGE YEAR FOR STUDENTS JOINING YEAR 13.**

### **General Principles**

The Burgate Sixth Form is a 16-18 mixed college which converted to an Academy in May 2011. This means that we have greater autonomy and the freedom to innovate and raise standards. The Sixth Form has access to accommodation and facilities within The Burgate School.

Admission to the Sixth Form is open to all students in Year 11 at The Burgate School and to external applicants. Providing the entry requirements below are met, the former are entitled to admission, but they are still required to complete the online application form.

The planned published admission number (PAN) for external applicants joining Year 12 in 2023 is 80. This figure may be exceeded in the event that this and the number of internal students transferring into Year 12 is less than the overall figure for the year group.

The main principle of admission to The Burgate Sixth Form is to maintain its character as a provider of Level 3 courses for students living in Hampshire, Wiltshire and Dorset who meet the academic entry requirements for the college and the courses upon which the students wish to enrol.

Trustees 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 first Friday in December each year and provisional places will be offered by the end of the last college day in January. In exceptional circumstances both of these dates may be extended at the discretion of Trustees. Places for sixth form are confirmed after the GCSE results are published in August; entry to the college is dependent upon the students having the grades required for the course of study. There is no guarantee that an applicant who meets the requirements of any course will automatically be offered a place on her/his preferred choices.

### **Admissions Criteria and Entry Requirements**

Students will normally be admitted to The Sixth Form at the age of 16+.

In all categories students must meet the academic requirements for the course(s) requested. Each applicant to the Sixth Form will be expected to have at least six GCSEs at grades 4 or above, including English and Mathematics, to follow a course of at least three Level 3 qualifications in our Sixth Form. In addition to this, applicants will be expected to have at least grade 6 at GCSE in their chosen A level subjects, where applicable.

If a Level 3 course is oversubscribed applicants will be rank ordered according to their GCSE grades and places will be offered to the more suitably qualified students who have applied by the published deadline. Late applicants for oversubscribed courses will be rank ordered separately.



We do not cater for part time students at The Burgate Sixth Form. All students are expected to follow a full-time curriculum of at least three Level 3 qualifications, unless there is a specific medical reason why the student is unable to undertake full-time study. This equates to a minimum of 540 guided learning hours per year.

If the Sixth Form is oversubscribed, places will be offered in the following priority order:

1. Students who are looked after or previously looked after, including those students 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.
2. Students who have a serious health, physical or psychological condition which makes it essential that they attend The Burgate School and Sixth Form rather than any other. Appropriate evidence must be provided by the registered Health Practitioner with the relevant expertise. See definitions
3. Students of members of permanent staff employed at the school. See definitions
4. Students living within the catchment area for the Burgate School and Sixth Form who at the time of application, have a sibling on roll at the school and will still have a sibling attending the school at the time of admission. This includes the Sixth Form. See definitions.
5. All other students living within the catchment area of The Burgate School and Sixth Form. See definitions.
6. Students living outside the catchment area of The Burgate School and Sixth Form who will have a sibling attending the school at the time of admission. This includes the Sixth Form. See definitions.
7. Other students living outside the catchment area of The Burgate School and Sixth Form. See definitions.

### Entry into Year 13

Entry for new applicants into Year 13 will depend upon compatibility as determined by the course requirements; examination board requirements; the availability of places within teaching groups and the applicant's GCSE results as above. Evidence of GCSE or equivalent results is necessary.

### **Definitions and Details**

The Burgate Sixth Form is also referred to as the "college" in this document. We have very strong curriculum links and teaching and support staff in common with The Burgate School, Fordingbridge. The trustees and leadership team are responsible for the 11-18 educational institution, which encompasses both the school and the college.

### Parent

By parent we mean anyone with parental responsibility. This can be by natural parent, guardian, foster parent, adoptive parent, or carer.

### Staff

By staff we include those who have been employed at the school for two years or more at the time of application, or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident stepparent.

### Sibling

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#### Extraordinary Cases

Where a student has been unable to complete six GCSEs (either due to medical reasons or due to the fact that their school does not enter students for GCSEs) it will be at the discretion of the college whether to offer a place. An interview will be required and where appropriate it will be necessary to show a portfolio of work.


#### Late applicants

Students who apply after the published deadline will be considered independently as late applicants to The Burgate Sixth Form and will be offered a place according to the published criteria.

#### Information from parents and students

If parents or students give information in order to secure a place, which subsequently proves to be false, the Trustees reserve the right to withdraw the offer of a place.

Proof of GCSE results will be required from applicants who did not attend The Burgate School in Year 11.



If you wish to apply to the Sixth Form during the academic year please contact our Admissions Officer on: [admissions@burgate.hants.sch.uk](mailto:admissions@burgate.hants.sch.uk)

Date ratified by the Trustees: Dec 2022

Date of revision: November 2023