



GREENWICH FREE SCHOOL

Admissions policy for admission to Years 7 from September 2017

Date	Review Date	Owner	Governance
Jan 2016	Oct 2017	Admissions Panel	Admissions Panel

Admissions to the Greenwich Free School at Year 7

1. The Greenwich Free School is a publicly funded, co-educational, non-denominational, secondary Free School and will have an agreed admission number of 100 pupils who will begin Year 7 each September.
2. The Governing Body of the Greenwich Free School is the Admissions Authority for the Greenwich Free School and holds responsibility for the admissions of pupils.
3. All applications for places at the School from **September 2017** onwards will be considered in accordance with the arrangements set out below.

Application Form

4. The Greenwich Free School will participate in Royal Greenwich's coordinated scheme for planned admissions. Further information about the coordinated scheme is available at <http://www.royalgreenwich.gov.uk/admissions>. Applications to the Greenwich Free School are made on the Common Application Form provided by the Local Authority in which you live.

Fair Banding

5. Like many state-maintained schools in Royal Greenwich, the Greenwich Free School operates a Fair Banding System in order to ensure our intake is as comprehensive as possible.
6. The Greenwich Free School has adopted the Royal Borough of Greenwich's fair banding process. Pupils are placed into one of 3 bands using teacher assessment. For the purpose of placing a pupil in a band GFS will use the following descriptors:
 - exceeding national standards,
 - working at national standards,
 - working towards national standards.
7. GFS will therefore use three ability bands and distribute places as follows:
 - 40% Band 1,
 - 40% Band 2 and
 - 20% Band 3.

Royal Greenwich, the maintaining authority, will obtain a teacher assessment for each applicant child from their current primary school.

Over-subscription Criteria

8. *First priority will go to children with a statement of special educational needs (SEN) or an education, health and care plan (EHCP) naming the school, and will take one of the places available for the ability band in which they are placed.*
9. After the admission of pupils with a statement of special educational needs, in accordance with paragraph 9, if there are more applicants than places available within a band, priority within each band will be given in the following order to:
 - a) Looked after children and previously looked after children.¹
 - b) Children whose acute, established and documented medical or social needs justify a place at the school.²
 - c) Children with a sibling living at the same address attending the school at the time of the child's admission. Sibling means a full/half/step brother or sister. ²
 - d) Other children based on home to school distance.
10. In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live the nearest to the school. Should two applicants live an equal distance from the school, the offer of a place will be decided by drawing lots. *Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school.*
11. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.
12. The aim of the fair banding policy is to ensure that the intake is as comprehensive as possible whilst being representative of the Borough. In order to achieve that aim, if any one band is under-subscribed, all students falling into that band will be admitted and vacancies will be filled by unallocated applicants, alternating between lower and higher bands, taking a child first from the nearest lower band and then from the nearest higher band in turn, in accordance with their ranking against the over-subscription criteria. If a band is undersubscribed, it will be offered to the next applicant in an adjacent band.

¹ As defined in section 22 (1) of the Children Act 1989. Because this Act applies to England and Wales, a child has to be looked after – or have been previously looked after – by an English or Welsh local authority in order to be given highest priority. To be considered 'previously looked after,' a child has to have been looked after immediately before they were adopted or became subject to a child's arrangement or special guardianship order. In addition, to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. Because this Act didn't come fully into force until December 2005, it's not possible for a child to have been adopted under that Act prior to then.

² The Governing Body will decide whether this condition applies and parents will be responsible for providing supporting evidence from social workers, doctors, health advisors and other professionals of why the need means the child should be given a place at the Greenwich Free School rather than at any other local school. Parents will be responsible for submitting medical evidence and clearly identifying the implications for the child if they were not given a place at the Greenwich Free School

² This does not include siblings attending the School's Post 16 provision once open.

Offer of places

13. Letters informing applicants of the outcome of their application will be sent by your home local authority by first-class post or email on National Offer Day.
14. For information on communicating acceptance of a place, please see <http://www.royalgreenwich.gov.uk/admissions> if Royal Greenwich is your home local authority. If Royal Greenwich is not your home local authority, please see the information provided by your home local authority.
15. Late applications will be considered after all applications received on time. All late applicants will be offered an opportunity to be placed onto the waiting list for their ability band. Ability banding for late applicants will operate in accordance with paragraphs 6 - 8.
16. All applicants who applied by the deadline who are not offered places will also be offered an opportunity to be placed on the waiting list for their ability band.
17. If, after all applications are received before the deadline have been offered places, there remain vacant places, these will be offered to children on the waiting list in accordance with the over-subscription criteria for each band set out in paragraph 10, not all in the order in which applications are received or added to the list. If there are no children on the waiting list in the correct band, places will be allocated between bands in accordance with paragraph 12 above.
18. Vacancies occurring after 1 March but before 31 August (of the year of entry), will be offered to children on the waiting list at the time the vacancy occurs, in accordance with the over-subscription criteria for each band set out in paragraph 10, not in the order in which applications are received or added to the list. If there are no children on the waiting list in the relevant band, places will be allocated from other bands in accordance with paragraph 13 above.

Appeal procedure

19. Parents whose applicants for places are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. All appeals should be lodged within one month of receiving notification that an application has been unsuccessful.
20. The Appeal Panel will be independent of the Greenwich Free School. The determination of the Appeal Panel will be binding on all parties. The School shall prepare guidance for the parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The School may, if it chooses, enter into an agreement with the Local Authority or any other organisation for it to recruit, train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked. Full details of the procedure are available from the School.

Twins and same-year siblings

Additional children may be admitted under very exceptional circumstances. This will be in instances where children are twins and children from multiple births when one of the children is the 100th child admitted.

Other admissions (in-year or casual admissions)

21. Applications for the vacancies that arise outside the normal annual admission round for Year 7 will be considered at any time of the year. Information and Application Forms may be obtained from the School. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the over-subscription criteria set out in paragraph 9.

From September 2017, ability bands for constructing the waiting list no longer apply. We will hold a single waiting list for each year group, in admission criteria order as set out in paragraph 10 above. All year group waiting lists will be maintained until the end of each academic year. If you would like your child's name to remain on the waiting list for the following academic year you will need to re-apply in the July of the proceeding academic year. Unsuccessful in-year applicants will be allowed to request that their name be added to the waiting list and will be advised of their right to appeal against the decision not to admit them.

Evidence in relation to applications and offers

22. The person making the application must have parental responsibility for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required. Proof of parental responsibility may comprise a letter from HM Revenue & Customs confirming receipt of Child Benefit, Child Tax Credits, a child arrangements or court order.
23. The child's principal home address is where the child resides as the only or main residence during the term time. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with their GP, and the address of the parent who is in receipt of the Child Benefit or Child Tax Credits for the child if eligible for those benefits. If you are applying through the Royal Greenwich coordinated scheme for admissions this must be a Royal Greenwich address. If you live in another borough you must apply through that Borough's coordinated admissions scheme.
24. Proof of residence during the coordinated Admissions process for students in Year 6 to Year 7 will be checked by the Local Authority. GFS will ask for proof of address if an applicant is applying directly to the school as an in-year admission. If false or misleading information is provided on the application form or is otherwise used to gain entry to the School, the offer of a place will be withdrawn and an appeal offered. The Governing Body will accept the following documents as proof of address.
- a) Confirmation that the applying parent is liable for Council Tax at the principal home address given on the application form
 - b) Bank statements, utility bills or credit card bills in the name of the applying parent indicating they reside at the principal home address given on the application form
 - c) A tenancy agreement (the tenancy period must extend beyond the start of the academic year in which the child starts secondary school)
 - d) Evidence of the exchange of contracts confirming the sale or purchase of a new property

The governing Body reserves the right to seek verification from the local authority in which the home is situated.

25. Applicants who change their place of principle residence must inform the Governing Body of the move and provide proof of the new address no later than four weeks after the date of the move.
26. An offer of a place may be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.
27. At its discretion, the school may refuse admission to the applicants who have been permanently excluded from two or more other schools. The ability to refuse admission runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.
28. The school will act in accordance with Royal Greenwich Local Authority Fair Access Protocols for securing school places for the unplaced children over the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round.
29. The children for whom the application is made must normally be in Year 6 at the time of their application being made. Applicants who would like to request for their child to be educated outside their normal age group must make an application for a school place. The Governing Body will make a decision based on the individual merits of the case; they will take into account parental views, information about the child's academic, social and emotional development; their medical history and the views of a medical professional if applicable, and whether they have previously been educated outside their normal age group. The Governing Body will write to advise parents of the decision regarding the year group the applicant's child should be admitted to and the reasons for the decision. Should the Governing Body decide not to agree to your request there is no formal right to appeal.