



ADMISSIONS POLICY

ADMISSIONS FOR SEPTEMBER 2017 AND IN-YEAR ADMISSIONS FOR 2016-17

Year 7

From 2017 Dunraven School will admit 218 students for each new year group that enters the school in Year 7.

All applicants seeking admission through the Year 7 secondary transfer process are required to take a standardised test in verbal reasoning, non-verbal reasoning and numeracy set by GL Assessment (formerly National Foundation for Educational Research). On the basis of the results of these tests, applicants will be placed in one of five ability bands. Places will be offered in the following proportions:

Band 1.1	20%
Band 1.2	20%
Band 2.1	20%
Band 2.2	20%
Band 3	20%

Where there are more applicants than places available in any ability band, places will be allocated according to the following criteria, which are stated in order of priority:

1. **Looked after children:** applicants who are in the care of a Local Authority or provided with Local Authority accommodation by that Authority and children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order). (According to the Children Act 1989 and/or the Adoption and Children Act 2002)

2. **Siblings:** applicants with another child from the same family already at the School who is expected to be on roll in September 2017.

"Sibling" is defined as a full, half or step brother or sister living at the same home address (see definition below). It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must be expected to be on the roll of the school at the time of admission.

3. **Medical and/or social reasons:** applications must be professionally supported. Medical reasons **must** be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons **must** be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications **must** set out the particular reasons why Dunraven School is the most suitable school and what difficulties would occur if the child had to go elsewhere. Any such applications will be considered objectively by the Admissions Committee of the school based on the evidence provided. Application under this criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

4. **Children of staff at the school:** applications for children of staff at the school. The member of staff must be employed by Dunraven Educational Trust for a minimum of 0.6fte (21 hours support staff / 16.5 hours teaching staff) and have been employed at the school for at least 3 years at the time of submitting the application (ie, their employment must have started no later than September 2013).

5. **Distance:** proximity of the child's home to the School, measured along the shortest walking route lit by street lighting, with those living nearest accorded the highest priority.

Distance is taken as proximity from the home address (see definition below) to the school. It is measured using the shortest lit walking route, from the front door of the home address (as identified by the mapping software) to 94-98 Leigham Court Road, London SW16 2QB. Distance measurements are calculated using industry standard software widely used throughout the UK by many admission authorities. It is based on Ordnance Survey mapping.

"Home address" is the address at which the child should live permanently and full time as the principal residence. It does not include short term rental or lease and does not include the address of a relative or carer, unless they have legal custody of the child. Where parents have **shared responsibility** for a child and the child lives for part of the week with each parent, the distance from Home to the School will be taken as the Home measured as nearest to the School (proof of joint custody/shared living arrangements must be provided).

In the eventuality of insufficient applicants for places in any band, unfilled places will be offered to the next band.

Tie-breaker: In the event that two applicants fall at the exact same position at the cut-off point in a Band (who cannot be separated by the above oversubscription criteria), the place will be allocated by drawing lots.

Application Forms: Applications to the school are made using the Common Application Form **and** the school's own Supplementary Information Form. Parents applying to Dunraven **must** complete both forms to be considered for a place at Dunraven School.

In all the above criteria, documentary proof of residence will be required at the time of offer. Normally this will be a current Council Tax Bill. Any false or deliberately misleading information given may render the application invalid or lead to the offer of a place being withdrawn.



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Reception

Dunraven Primary School will admit 60 students for each new year group that enters the school in Reception.

Where there are more applicants than places available, places will be allocated according to the following criteria, which are stated in order of priority:

1. **Looked after children:** applicants who are in the care of a Local Authority or provided with Local Authority accommodation by that Authority and children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order). (According to the Children Act 1989 and/or the Adoption and Children Act 2002)

2. **Siblings:** applicants with another child from the same family already at the School who is expected to be on roll in September 2017.

"Sibling" is defined as a full, half or step brother or sister living at the same home address (see definition below). It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must be expected to be on the roll of the school at the time of admission.

3. **Medical and/or social reasons:** applications must be professionally supported.

Medical reasons **must** be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons **must** be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications **must** set out the particular reasons why Dunraven School is the most suitable school and what difficulties would occur if the child had to go elsewhere. Any such applications will be considered objectively by the Admissions Committee of the school based on the evidence provided. Application under this criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

4. **Children of staff at the school:** applications for children of staff at the school. The member of staff must be employed by Dunraven Educational Trust for a minimum of 0.6fte (21 hours support staff / 16.5 hours teaching staff) and have been employed at the school for at least 3 years at the time of submitting the application (ie, their employment must have started no later than September 2013).

5. **Distance:** proximity of the child's home to the School, measured along the shortest walking route lit by street lighting, with those living nearest accorded the highest priority.

Distance is taken as proximity from the home address (see definition below) to the school. It is measured using the shortest lit walking route, from the front door of the home address (as identified by the mapping software) to the entrance of Dunraven Primary School in Mount Nod Road. Distance measurements are calculated using industry standard software widely used throughout the UK by many admission authorities. It is based on Ordnance Survey mapping.

"Home address" is the address at which the child should live permanently and full time as the principal residence. It does not include short term rental or lease and does not include the address of a relative or carer, unless they have legal custody of the child. Where parents have **shared responsibility** for a child and the child lives for part of the week with each parent, the distance from Home to the School will be taken as the Home measured as nearest to the School (proof of joint custody/shared living arrangements must be provided).

Tie-breaker: In the event that two applicants fall at the exact same position (who cannot be separated by the above oversubscription criteria), the place will be allocated by drawing lots.

Application Forms: Applications to the school are made using the Common Application Form for your home Local Authority. Applicants wishing to be considered under any of the priority oversubscription criteria of *Looked After Children*, *Siblings*, *Medical and/or social reasons* and *Children of staff at the school*, **must** also complete the school's own Supplementary Information Form (SIF) to be returned direct to Dunraven School, along with any supporting evidence.

In all the above criteria, documentary proof of residence will be required at the time of offer. Normally this will be a current Council Tax Bill. Any false or deliberately misleading information given may render the application invalid or lead to the offer of a place being withdrawn.



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Late Applications – Year 7 Secondary Transfer Process

Late applications may be made to the school and will be considered after all on-time Banded applicants have been considered for a place.

Late Applications – Reception Admissions Process

Late applications may be made to the school and will be considered after all on-time applicants have been considered for a place.

Waiting List

Any child not offered a place will be offered the opportunity to go on the Waiting List. Following the respective Secondary and Primary National Offer Days waiting lists are maintained with applicants ranked in order according to the admissions criteria. The Waiting List for the Year 7 secondary transfer round will remain banded until 31 December 2017 and will include a sixth unbanded list of applicants who did not sit the admission test. **After 31 December 2017 the Waiting List is no longer maintained. If you wish to remain on the Waiting List after that date you must notify the school in writing.**

Fair Access Protocol: Children who are the subject of a direction by a Local Authority to admit or who are allocated in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

Appeals

Any child not offered a place at the school will have the statutory right of appeal. Appeals against an admissions decision are heard by an Independent Admissions Appeal Panel established under the School Admissions Appeals Code. An appeal against a refusal of a place must be made within 20 school days of the date of the refusal letter. An Appeals Panel will hear appeals for admission in June/July 2017.

Deferred entry to the Primary Phase

Where a child is offered a place at Dunraven in Reception:

1. this is a full-time place from the September following the child's fourth birthday;
2. the child's parent/guardian can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made;
3. where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/guardians may seek a place outside their child's normal age group (in line with the School Admissions Code). The decision of the school will be made on the basis of the circumstances of each case and in the best interests of the child.

- **Primary Phase:** Parents/guardians applying for an out-of-year group place in our primary phase must apply under the school's Social/Medical criterion and must submit professional documentation to support this request, stating clearly why it is felt admission to a different year group is in the child's best interests. The Admissions Committee along with the Head of Primary and the Principal will then decide whether such an out-of-year group place will be offered.
- **Secondary Phase:** Parents/guardians applying for an out-of-year group place in our secondary phase must apply under the school's Social/Medical criterion and must include a letter of confirmation from the child's current school, together with any other professional documentation to support this request, stating clearly why it is felt admission to a different year group is in the child's best interests. The Admissions Committee along with the Head of Secondary and the Principal will then decide whether such an out-of-year group place will be offered.

In either phase, an application must be received in the correct year in the relevant admissions round. If the request is granted, then the child's application will be processed for a place in the year group agreed by the Governors' Admissions Committee.

If a place is NOT offered and no offer is made for the child to attend the school in any other year group, then the parents/guardian will be given the right of appeal. However, if a place is offered in the school, regardless of year group, then there is no right of appeal.



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In-Year Admissions

Families who seek admission, other than through the Reception or the Year 7 co-ordinated admission processes, are able to make In-Year Applications. You must complete an In-Year Application Form to be returned direct to the school. Note that the primary phase will only have Reception, Year 1, Year 2 and Year 3 in 2016-17 academic year.

Families will be notified in writing, of the outcome of their application and have the statutory right of appeal if a place is refused. A request should be made in writing direct to the school if Families wish their child's name to be placed on the Waiting List. If a place becomes available the known applicants for that year group are sorted using the criteria given above. **Each In-year Application made to the school is only valid for the academic year in which it is made.**

Admission into Year 12

For the academic year 2017-18 there will be up to 30 places for external candidates for admission to Year 12.

Those students attending Dunraven achieving the minimum academic entrance requirement and assessment of suitability for chosen courses will transfer to the sixth form.

The following are the minimum entrance requirements for all applicants to Dunraven Sixth:

6 GCSEs graded A*-B including English Language and Mathematics

Meeting the entry requirements for the particular courses. Please see specific course requirements in the current prospectus.

An assessment of suitability for an A level course will be made from information about expected performance at GCSE which will be sought from each applicant's current School. Those candidates, whose applications best indicate suitability for sixth form study, will be invited to attend a course guidance meeting at the School.

Conditional offers will be made subject to places being available on chosen courses, and where subject specific entry requirements for these courses are likely to be met.

Where there are more external applicants than places available the following criteria will apply after the admission of children with a statement/EHC plan which names the school:

Looked After Children who meet the minimum entrance requirements (see definition on p1)

Ranking of predicted or actual GCSE average point scores.

Appeals into Year 12

Appeals against an admissions decision are heard by an Independent Admissions Appeal Panel in line with the School Admissions Appeals Code.