

# THE CHARTER SCHOOL ADMISSIONS POLICY

## for the academic year 2017-2018

### AIM OF THE SCHOOL

The Charter School enables all students to develop the knowledge, skills and character so that they can be happy in life and be successful in higher education or the inspiring career pathway of their choice.

The Charter School was founded to serve the needs of families who live locally to the school and is intended to reflect the character of the community surrounding the school.

### PRINCIPLES

To provide an open and accountable admissions procedure that is in line with current legislation and departmental guidance.

To recognise that the core values of the school as an inclusive, comprehensive school with academy status serving the needs of the community should be reflected in the admissions procedures.

To recognise the school's duties with regard to admissions in law.

### PURPOSES

To provide a framework within which parents can understand the admissions process and procedures.

To develop, implement and maintain clear systems that can be understood by all stakeholders.

To promote the school as a school serving the needs of our local community

### GUIDELINES

#### Responsibilities

1. The Headteacher has delegated the role of Admissions Administration to the School Admissions Officer.
2. The Headteacher has delegated the role of Presenting Officer to the Appeals Committee to the Deputy Headteacher with responsibility for admissions procedures.
3. The Governors have delegated the role of Appeals Committee to an independent committee of individuals who receive training to ensure that they carry out their duties impartially.

### **ADMISSION ARRANGEMENTS TO THE CHARTER SCHOOL APPROVED BY THE SECRETARY OF STATE.**

Statement by the Admission Authority

#### **Introduction**

4. The Charter School was founded to serve the needs of families who live locally to the school and it reflects the character of the community surrounding the school.
5. All parents applying for a place at The Charter School must complete the Common Application Form, available from their Local Authority.
6. The Charter School changed status on **6<sup>th</sup> September 2010** and is now an Academy status school. The school first opened in September 2000 with a planned Year 7 entry of 180.
7. The Charter School has a Year 7 admission number of 180 pupils. The size of the school site and its buildings are not able to admit more than 180 students in any year group.

## **Procedures where The Charter School is over-subscribed.**

### **Allocation of Places**

8. The admissions criteria are published by the LA in the booklet "Starting Secondary School". This stipulates that if there are more applications than places to The Charter School, the school will allocate places in the following order of priority.

#### **i) Looked after children.**

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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). 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. 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).

**ii) Children with siblings** who are already on roll at The Charter School and will still be on roll at their date of entry\*

**iii) Children with exceptional medical, psychological or social needs** which mean that The Charter School is the most suitable school to best address their needs

The evidence should come from at least two registered health or social care professionals and should set out the particular reasons why The Charter School is the most suitable provision. Supporting evidence to substantiate that the child has an exceptional medical, psychological or social need must be provided at the time of application in a written format. This evidence must be less than 6 months old at the time of application and include letters from two registered doctors, psychologists or social workers, who are currently providing direct care/support/treatment to the child on an ongoing basis in their professional capacity, according to the stated medical, psychological or social need. Families need to explain difficulties that would be caused if their child had to attend another school. Any such applications will be dealt with on an individual basis by the Admissions Committee of the school.

**iv) Other children living closest to the school by the shortest straight line measurement\*\***

### **Procedures where The Charter School is over-subscribed: tie-breaker**

In an instance where two applications cannot otherwise be separated (ie, a tie-breaker), the distance measured would continue into further decimal places to determine the closer address. Subsequent to continuing into further decimal places, should the distance remain identical, lots will be drawn to determine which address will be offered the place.

9. In addition the admissions booklet makes clear that children with full statements of special educational needs or Education, Health and Care Plans are dealt with under a separate process by the Special Educational Needs section. These applicants will have priority over the above criteria, in accordance with the arrangements made with the applicant's home LA.
10. After an offer of a place has been made, all applicants will be required to produce at least three pieces of documentary proof of residence at the home address which include the council tax bill, child benefit letter and utility bill. A copy of the short birth certificate is requested on acceptance of the place. The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. Where a child has shared care and spends time with both parents/carers in separate homes and both have parental responsibility, the home at which the child spends the majority of school nights will be treated as the home address. The school is only able to accept this one address. (Proof of joint custody/shared living arrangements must be provided).

11. Failure to provide current proof of address to the school's satisfaction will result in an offer of a place being withdrawn. The documentary proof of residence as determined by the school must apply to this address. \*\*\*
12. The LA will write to the families of all applicants on or as close to 1<sup>st</sup> March annually giving details of the school to which the pupil has been allocated. Should a parent or carer wish to appeal they should write to the Admissions Officer (Appeals) at The Charter School. An appeal against the refusal of a place must be made to the Admissions Officer (Appeals) within 20 school days of the date of the refusal letter from the LA. Appeals against an admissions decision are heard by an impartial panel in line with the DfE Code of Practice on School Admissions Appeals as it applies to academies. The Admissions Officer will send the appeals to the Clerk to the Appeals who will inform appellants of their rights of appeal and the appeal procedures. The determination of the appeal panel is binding on all parties.

#### **Arrangements for Admission to The Charter School Sixth Form**

13. Admission to Year 12 at The Charter School Sixth Form is a separate and distinct point of entry. Entry to The Charter School Sixth Form is by application. Students for a Level 3 course of study, which includes A Levels and BTEC provision, will need to have gained a minimum of FIVE A\*-C grades at GCSE including English Language and Maths. Additionally individual subjects may request specific grades in specific qualifications to enable them to study a particular course. Up to 180 places overall will be available in Year 12 at our school. The published admission number (PAN) is 60, meaning up to 60 places are available to external candidates who meet the academic entry requirements and who are in Year 11 at the time of application. If fewer than 120 of the school's own Year 11 pupils who meet the academic requirements transfer into Y12, additional external places will be available up to the capacity of 180. (The 180 places in Year 12 is the Year 12 capacity)

#### **Procedures where The Charter School Sixth Form is over-subscribed.**

14. Priority is given to pupils already enrolled at The Charter School, where there are appropriate courses. In the event of oversubscription, priority will be given to 'external' applicants in accordance with the criteria set out below:

##### **i). Looked after children.**

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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). 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. 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).

**ii) Children with siblings** who are already on roll at The Charter School and will still be on roll at their date of entry\*

**iii) Children with exceptional medical, psychological or social needs** which mean that The Charter School is the most suitable school to best address their needs

The evidence should come from at least two registered health or social care professionals and should set out the particular reasons why The Charter School is the most suitable provision. Supporting evidence to substantiate that the child has an exceptional medical, psychological or social need must be provided at the time of application in a written format. This evidence must be less than 6 months old at the time of application and include letters from two registered doctors, psychologists or social workers, who are currently providing direct care/support/treatment to the child on an ongoing basis in their professional capacity, according to the stated medical, psychological or social need. Families need to explain difficulties that would be caused if their child had to attend another school. Any such applications will be dealt with on an individual basis by the Admissions Committee of the school.

**iv) Other children living closest to the school by the shortest straight line measurement\*\***

### **Procedures where The Charter School Sixth Form is over-subscribed : tie-breaker**

In an instance where two applications cannot otherwise be separated (ie, a tie-breaker), the distance measured would continue into further decimal places to determine the closer address. Subsequent to continuing into further decimal places, should the distance remain identical, lots will be drawn to determine which address will be offered the place.

15. There is a right of appeal to an independent appeal panel for unsuccessful applicants. This must be done in writing within 20 school days of the date of the refusal letter from The Charter School Sixth Form.

### **The Waiting List for The Charter School**

16. Subject to any provisions regarding waiting lists in the LA's coordinated admissions scheme, The Charter School will operate a waiting list. Where in any year The Charter School receives more applications for places than there are places available, a waiting list will operate. Waiting lists are kept by The Charter School until the end of the Autumn Term in the admission year. Parents need to confirm with the school after this time if they wish their child's name to remain on the waiting list. Placing a child on the waiting list does not affect the parent's right of appeal. The waiting list also applies to Sixth Form applicants.
17. Any parent may ask for her or his child's name to be placed on the waiting list for The Charter School. All responses to the offer of a school place must be made directly to the LA within the timescale stated in their "Starting Secondary School booklet". Documentary proof of the child's address will be required and checked by the school once the offer of a place is made\*\*\*. Where a place becomes vacant it will be offered to the child next on the waiting list. The priority on the waiting list is determined by the over-subscription priorities listed above.
18. The addition of a child to the waiting list will require the waiting list to be ranked again in line with the published oversubscription criteria. Looked after/previously looked after children and those allocated a place via the Fair Access Protocol must take precedence over those on a waiting list.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left The Charter School.**

19. Applications for places outside the normal round of admissions (in-year admissions) will be allocated in accordance with the school's published admissions criteria and processed as per Southwark's agreed protocol.

### **Admission of children outside their normal age range**

20. Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from a maximum of two current medical, health, or educational professionals who support the request.
21. A request for such an admission should be made on the Local Authority's request form, which is available from the Local Authority. The Local Authority will forward to The Charter School the details of every family when The Charter School has been named by the family. This request form is available on the Local Authority's website and must be completed in and in addition to the secondary application form.
22. Even if the school agrees to the parent/carer's request to admit the child outside of their normal age group, there can be no guarantee of a school place being available at The Charter School. This is dependent on whether the child fulfils the admissions criteria, oversubscription criteria and the number of applicants that year.
23. Parent/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. The right to appeal does not apply if the child is offered a place at the school but the place offered is not within the parent/carers preferred age group.

*\*Siblings are defined as whole, half or step-brother or step-sister resident at the same permanent home address, also legally recognised foster or adopted children living at the same permanent home address.*

*The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. Where a child has shared care and spends time with both parents/carers in separate homes and both have parental responsibility, the home at which the child spends the majority of school nights will be treated as the home address. As stated, all applicants will be required to produce at least three pieces of documentary proof of residence which include the council tax bill, child benefit letter and utility bill. The school is only able to accept this one address.*

***After offer**, as part of the standard Admissions process, the following documents are required as verification: the child's Short birth certificate.*

*In the case of adopted children, **the school** needs to view the adoption papers prior to an offer being made in order to establish whether the child has been previously looked after in order to rank them in accordance with this published oversubscription criteria.*

*\*\* An independent agency determines the distance using the computerised Geographical Information System (GIS). This system measures the distance from each applicant's home to the designated main entrance of the school (where the main drive pedestrian entrance joins Red Post Hill opposite Ardbeg Road) by the shortest straight line distance in metres. A centroid (centre point), supplied by Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority*

*\*\*\* If the Admission Authority has reason to suspect that a family does not live at the address stated, it will carry out an investigation. Should it be discovered that a parent is making a fraudulent claim the offer of a place will be withdrawn.*

**For Review** : Annually