

Admission Arrangements for Academic Year 2017/2018

Statement by the Admission Authority.

Introductory statement

The Charter School East Dulwich will enable 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 East Dulwich 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.

PRINCIPLES

- To provide an open and accountable admissions procedure that is in line with current legislation.
- To recognise that the core values of the school as an inclusive school with Free School 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

- The Headteacher has delegated the role of Admissions Administration to the School Admissions Officer.
- The Headteacher has delegated the role of Presenting Officer to the Appeals Committee to the Deputy Headteacher with responsibility for admissions procedures.
- 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.

Application process

All parents applying for a place at The Charter School East Dulwich must complete the Common Application Form, available from their Local Authority.

Admission numbers

The Charter School East Dulwich has a Year 7 admission number of 120 pupils for 2017-18. The size of the temporary school site and its buildings are not able to admit more than 120 students in any year group.¹ In future years, once the Sixth Form is open, the school will also admit students for entry in Year 12. The date of opening and planned admissions number for the Sixth Form will be announced at a later date.

The Charter School East Dulwich will accordingly admit up to this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Charter School Educational Trust will offer places at The Charter School East Dulwich to all those who have applied.

Oversubscription criteria

When The Charter School East Dulwich is oversubscribed, after the admission of children with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.²
2. Children with a sibling already enrolled in The Charter School East Dulwich.
3. Children with exceptional medical, psychological or social needs which are best met by The Charter School East Dulwich.
4. Other children living closest to the school.

¹ It is the intention of the Trust to increase the number of pupils admitted, over time, up to the eventual full size of the school of 240 pupils per year group.

² 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).

Evidence required to meet oversubscription criteria

Evidence of sibling already enrolled in the school: the family must provide evidence of the sibling's identity and address with the application. Further evidence may be sought before an offer is made. The school will require the family to produce the sibling's short birth certificate or adoption certificate after an offer of a place has been made. The sibling must be living at the same permanent address. The sibling must be enrolled in The Charter School East Dulwich when the child applying would be admitted to the school, not just at the time of application. Only siblings at The Charter School East Dulwich will be taken into account, and not any siblings at The Charter School, Red Post Hill. The two schools are entirely separate and have independent admissions arrangements. A sibling will include a full brother or sister (with the same two parents), a half brother or sister (with one parent in common), a step brother or sister (with different parents but with one parent of each child who are married to the other), an adopted brother or sister, a foster brother or sister, the children of a parent's partner where the parent and their partner are co-habiting, or any other child of the family, but in all cases the sibling must be being brought up with the applicant child as a sibling within the same core family unit, and their main residence must be at the same address as the child for whom the application is made. For the avoidance of doubt, other children within the family (for example, cousins) who live at the same address because several members of the child's extended family (for example, aunts and uncles) also live there, will not be regarded as siblings for the purpose of this priority. A parent will include the natural or adoptive father or mother, the foster father or mother, or the legal guardian or person with parental responsibility for the child and with whom the child lives.

Evidence of exceptional, medical, psychological or social needs: at least two registered health professionals (e.g. doctors, psychologists or social workers) must provide evidence of the needs and the specific reasons why The Charter School East Dulwich is the most suitable school to meet those needs. The family must explain the specific difficulties which would be caused if the child had to attend another school. This evidence must be provided at the time of application.

Evidence of home address: the family must provide evidence of the child's home address with the application. The school will require the family to produce a council tax bill or a utility bill. Further evidence may be required as appropriate should an offer of a place be made. The child's home address is the place where they live permanently and all of the time. It does not include short-term rented accommodation. If the child has shared care and lives at more than one address, for example with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. A business address or the address of a parent with whom the child does not live, a relative or a child minder

must not be given. Failure to provide evidence of home address/sibling identity to the school's satisfaction at any stage will result in the offer of a place being withdrawn.

Tie-break

If there is a tie in any of the above criteria, then the child living closest to the school will be given priority. The distance from each child's home to the school will be measured on a straight-line basis using the computerised Geographical Information System (GIS). A centroid (centre point) supplied by Ordnance Survey determines the start point of the home address. The finish point is the nodal point at the Jarvis Road entrance to the site. Distance is measured in metres and centimetres (if two applicants live the same number of metres away from the school) and on a straight-line basis. If the child lives in a block of flats, the centroid for the block will be used. If there is more than one application from the same block of flats, the lowest door closest to the centroid will take priority. Random allocation by an independent person will decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases. If children of multiple birth (for example twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Children of UK Service Personnel and other Crown Servants

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application. The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

For further information, please contact Children's Education Advisory Service.

Late applications

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside their normal age group

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 medical, health, educational or other professionals who support the request.

The request will be considered by the academy on the basis of the circumstances of each case and in the best interests of the child to whom the request relates. The academy will take into account the parents' views, the views of the Headteacher of the academy, information about the child's academic, social and emotional development, the child's medical history and the views of the child's medical or health professionals (where relevant), whether the child has previously been educated outside of his or her normal age group, and whether the child would naturally have fallen into a lower age group if it were not for being born prematurely. Parents should therefore take these factors into account when writing their request and considering what supporting documentation to attach to their request.

Where the academy agrees to a request for admission of a child outside of his or her normal age group, the academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission will then be considered with all other applications in the usual way, applying the oversubscription criteria as necessary. The academy will not discriminate against a child because it has been agreed that they may be admitted outside of their normal age group.

Where the academy refuses a request for admission of a child outside of his or her normal age group, the academy will write to the parents confirming the decision and clearly setting out the reasons for it. The application for admission into the child's normal age group will then be considered in the usual way, applying the oversubscription criteria as necessary. Where the child is not offered a place in his or her normal age range, the parents have a statutory right to appeal against the refusal in the usual way. Where the child is offered a place in his or her normal age range, there is no statutory right to an admission appeal, however it is open to the parents to submit a complaint to the academy in accordance with its published Complaints Policy.

Waiting lists

The Charter School Educational Trust will operate a waiting list for each year group. Where in any year The Charter School East Dulwich receives more applications for places than there are places

available, a waiting list will operate until the 31 December. This will be maintained by The Charter School Educational Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should appeal to the Admissions Officer (Appeals) at The Charter School East Dulwich within 20 school days, counting from the day after the date of the letter confirming that their application was unsuccessful. Further information on how to appeal and the appeals process is available from the Clerk to the Appeals at The Charter School East Dulwich.

Notes

The map below identifies the nodal point at the Jarvis Road entrance of the site which will be used to measure distance from the home address to the school.

