CENTRAL FOUNDATION GIRLS’ SCHOOL

(Voluntary Aided)

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| **Policy Title** | **Admissions Policy** | **Version No** | 4 |
| **Rationale** | As a Rights Respecting School, CFGS places the UNCRC at the heart of the school’s culture and ethos in order to improve students’ well-being and develop every student's talents and abilities to their full potential. This policy is designed to ensure that the rights and principles inherent in the UNCRC are respected.  Transferring to a secondary school is an exciting and significant time for a child in her school career. It can also be a time when both students and their parents need support and information.  This policy is designed to help you look at the selection criteria that Central Foundation Girls’ School adopts. The selection criteria are in line with the London Borough of Tower Hamlets Community Secondary School Admissions policy | | |
| **Policy Statement** | Firstly, children with a statement of special educational need naming the school must be offered a place, unless there are particular reasons why the school is unable to so. The place will be provided in the appropriate band (See note 1).  A quarter of the total places available at this school are allocated to each of the four bands. If any of these are oversubscribed in any band, the admission criteria below will be used (in descending order of priority) to allocate places:   1. Children in public care (looked after). (See note 2) 2. Students who have a strong medical or social reason to attend the school applied to. This can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application. The reports must be received by **31st October 2016**. These applications will be considered by the Primary / Secondary Transfer Committee. (See note 3) 3. Female students living nearest to the school who are the first born of their sex . The number of children admitted under this category will reflect 25% of the intake of the school in each band. 4. Students who have a sister at the school at the time of admission. (See note 4) 5. Students who live nearest to the school by the shortest walking route. (See note 5)   **Note 1:** Parents of children with statements of special educational need should note that Tower Hamlets LA seeks to ensure that students with statements do not, at secondary transfer time, become unduly concentrated in a few schools. Experience indicates that this can  compromise the efficient education of children and the efficient use of resources. This means that if any particular school receives a large number of applications for students with statements, some of these may be refused. All applications for students with statements will be considered by the Special Educational Needs Panel.  **Note 2:** Confirmation of a child’s looked after status will be required.  **Note 3:** Applications under this category are considered by the Primary to Secondary Transfer Committee, comprising a Headteacher, a member of the Attendance and Welfare Service and a school governor. The Committee will decide whether the application should be given priority under this category.  **Note 4:** Sibling refers to a sister, half-sister, adopted sister, step sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address. The address used should be the one that the child usually lives at and attends school from.  **Note 5:** Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use to the school, using a computerised digitised map.  **Exceptional Medical or Social Reasons**  Where there is a very strong medical or social reason for attending a particular school priority may be given for admission. Parents must complete the relevant section on the transfer form and attach medical and/or social reports signed by a doctor or social worker to the form. These reports must be received by the closing date on 31st October 2015. The application will be considered by the Primary / Secondary Transfer Committee.  **Confirmation of Address**  Parents may be required to provide acceptable independent proof of their child’s address. They must make sure that the application form they complete is accurate and to contact Pupil Admissions or tell their child’s headteacher if there are relevant changes after it is submitted.  Places may be withdrawn if false information is entered on the application form. Parents who do not provide evidence of their child’s address as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted.  When parents live separately, the address used should be the one that their child usually lives at and attends school from. If a child lives equally with both parents at different addresses, it is the parents’ responsibility to make this clear on the application form. Parents may be asked to provide acceptable proof that this is the case.  **Siblings in the same year group transferring**  Where two or more siblings are in the same year group (e.g. twins), and it is the parent’s wish that the siblings should attend the same school, if one sibling can be offered a place at a school,  the other will automatically be offered so as not to separate them. | | |
| **Monitoring & Review** | Annually by Governors | | |
| **Links to other policies** | Home School Agreement | | |
| **Staff Responsible** | Governors and Headteacher | | |
| **School Group Responsible** | Governors | | |
| **Date approved by Curriculum Committee** | **Sept 2016**  **Review Date Sept 2017** | | |

