

## Content

- 1. Admissions for September 2019 Entry: Year 7**
    - 1.1 Oversubscription
    - 1.2 Notification and Acceptance of Offers
    - 1.3 Late Applications
    - 1.4 Waiting Lists
    - 1.5 Appeals
  - 2. Mid Term Admissions to Years 7 to 11**
  - 3. Applications for students outside of the normal age group**
  - 4. Admission to the Sixth Form**
    - 3.1 Internal Candidates
    - 3.2 External Candidates
  - 5. Useful Background Information for Parents**
- 

### **1. Admissions for September 2019 Entry: Year 7**

Greenshaw High School is an academy within the Greenshaw Learning Trust and the Greenshaw Learning Trust is the admission authority for the school. The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admissions Policy of the Greenshaw Learning Trust.

Greenshaw High School is part of the Pan London co-ordinated admissions scheme for secondary admissions. Parents must complete their Home Local Authority (LA) Common Application Form (CAF) and return it to their Home Local Authority by the closing date. Sutton's CAF is available on-line at [www.sutton.gov.uk/education/admissions](http://www.sutton.gov.uk/education/admissions). If you wish to apply for a place at Greenshaw you must name the school as one of your preferences on the CAF.

Open Evening information and admission criteria are also available online via [www.sutton.gov.uk/education/admissions](http://www.sutton.gov.uk/education/admissions). The school also produces an electronic prospectus which is available from our website: [www.greenshaw.co.uk](http://www.greenshaw.co.uk) and at the Open Evening held in the first half of the Autumn Term.

#### **1.1. Oversubscription**

The school has 314 places available in Year 7, which includes Statemented students.

Places for Year 7 September entry will be allocated so that the total number allocated under priorities 1, 2, 3, 4, 5 and 6, including any Statemented children, offered places is no more than 314, unless further spaces are released as described in priority 6.

Children with a Statement of Special Educational Needs that name the school will be allocated a place before other applicants are considered. In this way, the number of places offered, as set out below will be reduced by the number of children with a Statement that has named the school.

In the event of oversubscription, the following admissions criteria will be applied in the following order:

**Priority 1: Looked After Children**

Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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).

**Priority 2: Medical & Social**

Children with exceptional medical reasons or exceptional social reasons for attendance at this school rather than at any other, and where applicants can show that this school is the most suitable to meet their stated needs, why no other local school could meet those needs, and what the difficulties would be if they had to attend other schools. Applications must be supported by written evidence from a Doctor, Social Worker or Borough School Attendance Officer, which will be assessed by the Admissions Committee of The Greenshaw Learning Trust (the Admissions Authority) against a set of criteria. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.)

**Priority 3: Academic Ability Test**

Up to 60 students will be admitted based on the outcome of the Selective Eligibility Test (SET). If you wish to be considered for a place under this criterion, you must register on-line to sit the test in addition to naming Greenshaw High School on the Common Application Form.

**Test Date: Tuesday 18 September 2018.**

An on-line application form to sit the Eligibility Test must be completed and submitted no later than **Friday 17 August 2018.**

All students will be invited to attend the Eligibility Test if they complete the on-line application in full.

Parents/carers will be notified of the outcome of the test via email on 26<sup>th</sup> September 2018. If your child scores enough marks to be considered for a selective place, you must name the school as one of your preferences on the CAF in order to constitute a valid application. However, success in the test does not automatically mean that your child will be offered a place at the school, because each year there are more children who pass than there are places available.

**Priority 4: Children of permanent staff where:**

- The member of staff has been employed at Greenshaw High School for two or more consecutive years; **or**
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

In order of the proximity of their home address to Greenshaw High School, with the closest having the highest priority.

**Priority 5: Siblings**

Students who have a sibling at the school, up to and including Year 13, at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Where a sibling is in Year 11 or Year 12 at the time of application, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing into the following academic year.

**Priority 6: Distance**

The remaining places will be offered on the basis of proximity to Greenshaw, measured in a straight line from your home address.

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

**1.2 Notification and Acceptance of Offers**

Notification of offers of places will be sent to parents/carers by the relevant LA on National Offer Day. Written acceptance of the offer of a place should be received by the home LA by the closing date as determined in the offer letter.

**1.3 Late Applications up to National Offer Day**

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. If you are unsure whether your circumstances would be regarded as a 'good reason', you can contact your home LA for further advice.

## 1.4 Waiting Lists

Where there are more applicants than places available, the waiting list will be maintained according to the oversubscription criteria shown in Section 1.1 and without regard to the date the application was received or when a child's name was added to the waiting list.

The waiting lists for Year 7 admission will be kept open until the end of the Autumn Term 2019. Parents/carers wishing to remain on the list after this date must write to the school by 31<sup>st</sup> December 2019 stating their wish and providing the child's name, date of birth and the name of their current school. After 31<sup>st</sup> December 2019 parents/carers, whose children are not already on the waiting list but wish them to be so, must apply for Mid-Term Admission through their Home Local Authority. Waiting lists for other year groups will be reviewed at least twice a year.

Your son/daughter's position on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named Greenshaw High School as a preference, ask to go on the waiting list after the initial allocation date.

## 1.5 Appeals

Parents/carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Appeals for entry in September 2019 must be received by **Friday 26<sup>th</sup> April 2019** at the latest if these are to be heard by the Independent Appeals Committee by Friday 28<sup>th</sup> June 2019. Appeals received after Friday 26<sup>th</sup> April where possible, will be heard by Friday 28<sup>th</sup> June 2019; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents/carers wishing to appeal must send a written request for an Appeals Pack to [mfrancis@greenshawlearningtrust.co.uk](mailto:mfrancis@greenshawlearningtrust.co.uk) or;

Head of Admissions  
The Greenshaw Learning Trust  
Grennell Road  
Sutton  
SM1 3DY

## 2. Mid-Term Admissions for Years 7 to 11

Greenshaw High School is part of Sutton's Co-ordinated Admissions Scheme for Mid-Term Admissions. Applications for admission to Year 7 after 1<sup>st</sup> September 2019 and for admission into Years 8 to 11 in 2019/2020, must be made to the London Borough of Sutton on a mid-term application form. If you wish to apply for a place at Greenshaw High School, you must name the school as one of your preferences on the application form.

Waiting lists will be maintained for each year and reviewed at least twice a year, and will be based upon the admissions criteria used for the original Year 7 entry for that cohort. For the new Year 7 intake, the waiting list will be reviewed at the end of the Autumn term.

Parents/carers have a statutory right of appeal if a place cannot be offered. An appeal form is available from The Greenshaw Learning Trust upon receipt of a written request. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 school days.

### **3. Applications for students outside of the normal age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The headteacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

### **4. Admission to the Sixth Form**

Greenshaw High School have 250 places available in Year 12 for both internal and external students.

Year 11 students currently studying at Greenshaw and students in the appropriate age range currently studying elsewhere may apply to join the Sixth Form.

All prospective candidates will be given, on request, the appropriate information related to courses and the process of application. Where assistance is requested in regard to the completion of the application it will be provided.

The minimum requirement for entry to the Sixth Form is 5 GCSEs at either grade 6 or above and/or grade B or above, to include at least a grade 5 or above in both mathematics and English Language.

If a candidate has attained grades that meet the minimum requirements for a course they will be offered a place in the Sixth Form.

If a course is deemed to be full, the decision as to which students will be offered a place on that course will be made on the basis of the academic qualifications that the student currently holds.

The application process is clearly set out in the Sixth Form prospectus and is freely available to all students on request.

If a student is refused admission, parents/carers and the student have the right to appeal either jointly or separately. If the appeal is lodged separately, both appeals will be heard together.

## **5. Useful Background Information for Parents**

Number of Applications Received

The total number of applications considered for Greenshaw High School for the September 2018 intake was 2164.

The breakdown of offers made for 2018 is as follows:-

4 Statemented

0 Social/Medical criteria

2 Looked after children

2 Staff Child

60 students based on the Ability Test

88 students with brothers or sisters at the time of allocation

158 students considered under the distance criterion

*\*Please note that children with a Statement of Special Educational Needs are given overall priority for a place. They have a different Secondary Transfer procedure, but the number of children with a Statement is shown above.*

### **Distance Information**

Distance offered for the last three years:-

2018: 1.334km

2017: 1.228km

2016: 1.610km

### Appeals Information

The table below summarises the secondary school appeals for the previous three years:-

2017: 9 appeals lodged by parents/carers

2016: 12 appeals lodged by parents/carers

2015: 11 appeals lodged by parents/carers