

## **ADMISSION ARRANGEMENTS FOR ENTRY SEPTEMBER 2019**

Approved by the Local Governing Body:	<b>6<sup>th</sup> November 2017</b>
To be reviewed by the Local Governing Body:	<b>Autumn term 2020</b>

**Responsible Person(s): Headteacher**

# **Admissions Arrangements for Orchard Park High School for September 2019**

Orchard Park High School is an academy in the Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admissions Arrangements, in accordance with and pursuant to the Admissions Policy of the Greenshaw Learning Trust.

These Admissions Arrangements is the responsibility of the Headteacher.

The Arrangements were approved by the Local Governing Body on: **6th November 2017**.

The Arrangements are due for review by: **Autumn Term 2020**.

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Orchard Park High School is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

# Admissions Arrangements for Orchard Park High School

## 1 Admissions for entry to Year 7, September 2019

Orchard Park 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.

In addition, the school requires a Supplementary Information Form (SIF) to be completed and returned directly to the school by 31<sup>st</sup> October. The SIF can be obtained from the school's website at: [www.orchardparkhigh.co.uk](http://www.orchardparkhigh.co.uk)

Orchard Park High School has a Published Admissions Number of 180 students in Year 7.

### 1.1 Banding Tests

All applicants for entry into Year 7 will be required to sit the Banding Tests: a Non-Verbal Reasoning Test (NVRT) and a Verbal Reasoning Test (VRT).

Testing will take place on **1<sup>st</sup> and 8<sup>th</sup> December 2018** Students will be invited by the school to take the ability tests by email/letter sent to the address stated on the Common Application Form.

Following testing, applicants will be allocated to one of nine ability bands based on the outcome of the tests. Places will then be allocated to students against the ability band in which the applicant is placed by the test score. The number of places available in each ability band will be determined by matching the percentage of places in each band to the ability profile of the applicants for places that year.

Further information and FAQs can be found on the school's website at: [www.orchardparkhigh.co.uk](http://www.orchardparkhigh.co.uk)

### 1.2 SEN / EHCP

Pupils with a statement of Special Education Needs or an Education, Health and Care Plan that names the school will be allocated a place before other applicants are considered.

The number of places available in each band will be reduced by the number of children with a statement that has named the school falling into that band.

### 1.3 Oversubscription

The school has 180 places available in Year 7. Where the number of applications for admission is greater than the Published Admissions Number, the following criteria will be applied to determine those children that will be offered places within each band.

#### 1.3.1 Priority One: 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 the definition in section 22(1) of the Children Act 1989), and for the purposes of these admissions arrangements includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

Such students will be given top priority in each band before subsequent oversubscription criteria are applied.

### **1.3.2 Priority Two: Exceptional medical or social reasons**

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 against a set of criteria and determined by a committee of the Board of Trustees established for this purpose.

(Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.)

### **1.3.3 Priority Three: Children of permanent staff**

Children of a member of staff who has been employed at Orchard Park High School for two or more consecutive years; **or** who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Places will be allocated in order of the proximity of the child's home address in accordance with Priority Four.

### **1.3.4 Priority Four: Proximity to the school**

Children living closest to the school, where distance from the school is calculated by straight-line distance from the main gate of the school to the child's home address at the closing date for applications. Where a child lives for part of each week at different addresses, the 'home' address shall be that address where the child spends the majority of the week.

Note: Home address is the address at which the child lives with a parent or registered guardian who is the main carer, defined as the parent eligible to receive Child Benefit and Child Tax Credit, or if this does not apply the address where the child spends the majority of the school week (Monday to Friday).

### **1.3.5 Tie-break**

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, random allocation will be used as a tie-break to decide who has highest priority for admission. This process will be independently verified.

### **1.3.6 Unallocated places**

If at the end of this process there are unallocated places in any band these will be filled by unallocated applicants from the next nearest band(s) on an alternate basis (i.e. if the first child is from a band above, then the next will be from the band below), using the oversubscription criteria set out.

#### **1.4 Notification and Acceptance of Offers**

Notification of offers will be sent to parents/carers by the Home Local Authority on National Offer Day.

Written acceptance of the offer of a place should be received by the Home Local Authority by the closing date as determined in the offer letter.

An offer found to have been gained fraudulently will be withdrawn.

#### **1.5 Late Applications**

Application forms received after the closing date will be considered after those that are received on time unless exceptional circumstances apply.

#### **1.6 Waiting lists**

Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. If there is no-one on the waiting list from the band that has a vacancy, the place will be allocated to a child from a neighbouring band on an alternate basis (i.e. if the first child is from a band above, then the next will be from the band below).

The waiting list for Year 7 will be kept open until 31st December of the first Year of admission.

### **2 In-Year Applications**

All applications made during the academic year (in-year applications) including applications outside of the normal year of entry for Years 7, 8, 9, 10 and 11, must be made to the Home Local Authority. The school is part of the Local Authority's coordinated admissions process for children who are applying outside of the normal admission round.

In-Year Applications should be completed by the parent and submitted to the borough, the borough then notify the school of the application and notify the parent directly of the outcome. The school then advises the Home Local Authority of the outcome.

Waiting lists will not be held by the school for In-Year Applications in Year 8, 9, 10 or 11 or for In-Year admissions for Year 7 after 31st December of the first year.

### **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 head teacher 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 Appeals

Parents/carers have a statutory right of appeal to an Independent Appeal Panel if a place is not offered.

Appeals will be heard by the Independent Appeals Panel established by the Greenshaw Learning Trust to hear the appeal. The Panel will decide whether to uphold or dismiss the appeal. Where a Panel upholds the appeal the school is required to admit the child.

Appeals for entry to year 7 in September 2019 must be received by **Friday 26th April 2019**.

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