

# **Greenshaw Learning Trust**

## **Admissions Policy**

**May 2018**

For all schools in Greenshaw Learning Trust the Trust is the admissions authority.

Each school will have its own admission arrangements, and these arrangements must be in accordance with the School Admissions Code 2014, the School Admissions Appeal Code and this policy.

In implementing this policy and associated admissions arrangements the local governing body, Headteacher and school staff must take account of any advice given to them by the GLT Head of Admissions, the GLT Executive Headteacher and/or Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this Policy, the appropriate GLT Head of Admissions or the GLT Executive Headteacher should be consulted.

### ***Applicability***

This Trust Policy and accompanying Arrangements apply to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust.

### ***Approval and review:***

This Policy was agreed by the Board of Trustees on 23 May 2018.

### ***The responsible officer for this policy:***

The GLT Head of Admissions, Marlene Francis  
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***This Policy is due for review by:*** May 2019.

# **Greenshaw Learning Trust Admissions Policy**

**May 2018**

## **1 Introduction**

The Greenshaw Learning Trust, including all the schools and services within the trust, their governors and staff, must abide by this Trust Admissions Policy.

This Trust Admissions Policy applies to all schools and service units in the Greenshaw Learning Trust and over-rides any existing or school-approved policies where they differ.

For all schools in Greenshaw Learning Trust the Trust is the admissions authority.

The Trust as the admissions authority must set a Published Admission Number (PAN) for each relevant age group (reception, year 7 and/or year 12) at each school in the Trust. The Trust must notify the Local Authority if it intends to increase the admission number.

(The admissions authority may admit above its admissions number; such a change must be notified to the Local Authority, but does not constitute a change in PAN.)

It is the responsibility of the local governing body and Headteacher of each school to ensure that this Admissions Policy and associated Arrangements are adhered to by the school and the staff employed by it.

In implementing this policy and associated arrangements the local governing body, Headteacher and school staff must take account of any advice given to them by the GLT Head of Admissions, the GLT Executive Headteacher and Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this Procedure, the appropriate GLT Head of Admissions or the GLT Executive Headteacher should be consulted.

## **2 The admissions arrangements**

Each school will have its own admission arrangements, and these arrangements must be in accordance with the School Admissions Code 2014, the School Admissions Appeal Code and this policy.

The admissions arrangements will be drawn up and reviewed by the school, approved by their local governing body and approved by the Board of Trustees in accordance with this policy; determined arrangements will be published on the school and the Trust website.

Schools are expected to coordinate their admissions arrangements with the appropriate local scheme in cooperation with their home local authority and / or local schools.

Applications are made in October for following year admissions to secondary schools, and in January for same year admissions to primary schools, using the Common Application Form of the

parents' home authority. Offers are made by the home local authority on or about 1 March for secondary schools and on or about 16 April for primary schools.

The admissions arrangements must state the Published Admission Number (PAN) for the school at each of reception, year 7 and/or year 12 as appropriate.

All children with a statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) plan that names the school must be given a place.

The admissions arrangements must set out oversubscription criteria for each relevant age group, that will be applied if there are more applications than places, and the order in which the criteria will be applied. Those criteria must be described in the arrangements, in order of priority, and in accordance with the Schools Admissions Code 2014.

### **2.1 Oversubscription criteria:**

- a) The highest priority must be given to Looked After Children or previously Looked After Children.
- b) Where a priority is given to students who have a social and medical need, the admissions arrangements must define how that need is to be evidenced. Applications will be assessed against a set of criteria and determined by a committee of the Board of Trustees established for this purpose.
- c) Where the school had arrangements in place in 1997/98 to offer a proportion of places on the basis of a selective eligibility test, which may continue as a criterion, as long as the proportion of places allocated by selection does not exceed the lowest such proportion that has been used since 1997/98.
- d) Where the school had arrangements in place in 2007/08 and every subsequent year to offer a proportion of places on the basis of aptitude, as defined in the Schools Admissions Code 2014 that may continue as a criterion, as long as no more than 10% of admissions are allocated in the basis of aptitude.
- e) Priority may be given to students who will have a sibling at the school at the time of admission.
- f) Priority may be given to children of members of staff of the school.
- g) The admissions arrangements may give priority to pupils at a named feeder school or schools or linked infants, junior or primary school, where those schools are selected on reasonable grounds.
- h) The admissions arrangements may use an ability test to allocate all applicants to an ability band and then apply the distance criteria i) to applicants in each ability band.
- i) Any remaining places will be offered in order of proximity measured in a straight line from the centre of their home address to the defined 'admissions node' or 'nodes'; the primary node will normally be the main entrance to the school site or the school building; an alternative or

additional admissions node may be defined at an appropriate and recognisable geographical location.

- j) Under e), f), g) and h) if the number of places available is exceeded, places will be offered on the basis of proximity as defined in i).

## **2.2 Model Definitions:**

- a) Where a priority is given to students who will have a sibling at the school:
- Sibling means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parent/carer's partner, who is living as part of the same family unit at the same address, Monday to Friday.
  - Siblings in Year 6 at the time of an application to start Reception in September 2019 will not qualify as a sibling. Where a sibling is in Years 11 or 12 at the time of application to start year 7 in September 2019, 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 in to the following academic year.
- b) Where a priority is given to children of members of staff, member of staff means a person who is member of staff at the school and has been:
- employed at the school for two or more consecutive years; **or**
  - recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) Home address means the applicant's normal place of residence. Where there is shared parental responsibility, home address will be the home address of the parent who has parental responsibility for the greater share of the period Monday to Friday. If there is a genuine equal share custody arrangement between the two parents, home address will normally be the address of the parent who is claiming Child Benefit for the child.

The address to be used will be the child's address at the closing date for applications; subsequent changes of address may be considered in exceptional circumstances and with appropriate evidence.

## **2.3 Application:**

There must be a clearly defined tie breaker of the form: '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 discretion is exercised in the application of the admissions criteria, the decision on whether or not to offer a place will be made by a committee of the Board of Trustees established for this purpose, on the advice of the headteacher of the school, the executive headteacher of the Trust and the Trust admissions officer.

Attendance in a nursery or children's centre attached to the school does not give priority for a place in the Reception class of that school, and a separate application must be made for entry into Reception class.

An offer found to have been gained fraudulently will be withdrawn. This may also be the case

where the child has started the school.

The arrangements should also describe arrangements for:

- a waiting list for where there are more applicants than places available, maintained in accordance with the oversubscription criteria.
- Mid-term admissions;
- Applications for students outside of the normal age group;
- 6<sup>th</sup> form admissions.

### **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.
- 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.
- The decision will be made by a committee of the Board of Trustees established for this purpose.

### **4 6<sup>th</sup> form admissions**

For schools with a 6<sup>th</sup> form, the entry criteria for entry at year 12 must be described.

These entry criteria may include academic criteria that must be the same for internal and external applicants.

In the case of oversubscription, the highest priority must be given to Looked After Children or previously Looked After Children who meet the academic entry criteria.

The admissions arrangements must give oversubscription criteria for 6<sup>th</sup> form admissions.

Otherwise, we would expect oversubscription criteria to be the same as in 2 e), f) and i) above.

## **5 Appeals**

Parents/carers have a statutory right of appeal against the Trust's decision to refuse admission, under the School Standards & Framework Act 1998.

Appeals regarding admission to the 6<sup>th</sup> form can be made by the student or the student's parents/carers; if an appeal is lodged by both, both appeals will be heard together.

Appeals will be heard by an 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 should be made to the GLT Head of Admissions c/o the school.

## **6 Statutory requirements on review process**

### **a) Amendments and consultation**

If a change is proposed, the Trust must consult on the proposed arrangements. (An increase in PAN does not in itself require consultation.) If no changes have been consulted on for 7 years, the Trust must consult on the admission arrangements in any case.

The proposed arrangements must be consulted on for a minimum of 6 weeks between 1 October and 31 January. For entry in September 2020, arrangements must be consulted on between 1 October 2018 and 31 January 2019.

### **b) Determination and publication**

All admissions arrangements must be 'determined' (i.e. formally agreed) by the Trust annually. Arrangements must be determined by the Board of Trustees before 28 February of the year before they come into effect.

Once determined, the admissions arrangements for each school, must be published on the Trust website for the whole of the school year in which offers are made and notified to the 'appropriate bodies' by 15 March. Arrangements must be notified and published before 15 March of the year before they come into effect.

### **c) Objections**

Objections to admissions arrangements made after determination must be referred to the Schools Adjudicator by 15 May.

### **7 GLT admissions arrangements review process**

The review of admissions arrangements should normally follow the process below. In exceptional circumstances when this timetable cannot be adhered to, the school must agree a process with the GLT Head of Admissions and must comply with the requirements above.

Admissions arrangements should be reviewed by the school annually to establish if any amendments should be proposed. For entry in September 2020, arrangements should be reviewed in summer term 2018.

If no changes are being considered no further action is required.

If a change is being considered, the school must consult with the GLT Head of Admissions as well as with the governing body and/or chair of governors and/or designated governor.

The proposed amended arrangements should then be considered by the governing body (or chair of governors or designated governor if the governing body has so authorised). For entry in September 2020, arrangements should be considered in summer term 2018.

Once agreed by the governing body (or chair etc.), the proposed amended arrangements should be recommended to the Board of Trustees.

The proposed arrangements should be approved by the Trustees before going out to consultation. For entry in September 2020, proposed arrangements should be approved for consultation at or before the October 2018 Board meeting.

The proposed arrangements should then be consulted on for a minimum of 6 weeks which must take place between 1 October and 31 January in the determination year.

Following consultation, any responses to the consultation and any further amendments arising therefrom should be considered by the GLT Head of Admissions in consultation with the Executive Headteacher of the Trust, the Headteacher of the school and chair of governors or designated governor, and if necessary, a member of the Board of Trustees.

The proposed admissions arrangements, amended if necessary following the consultation, should be agreed between the school's headteacher and GLT Executive Headteacher, and then agreed ('determined') by the Trustees at or before the February Board meeting.

The determined admissions arrangements for each school in the Trust will be published on the GLT website and the appropriate school website before 15 March.