



Admissions Policy 2022-23

These admission arrangements were agreed following consultation in 2018. The Board of Trustees have proposed no changes for admission in September 2022

The Trustees, as the Admissions Authority, are committed to comprehensive, non-selective education and propose to achieve this through the following criteria:

1. Admission to Rosendale Primary School

1.2 Planned Admission Number

The Planned Admission Number (PAN) for Rosendale Primary School is 90. The PAN refers to the number of children who may be admitted to the first year of entry in any academic year.

1.3 Transfer from a nursery class

Children who attend a nursery school class at Rosendale Primary School will not automatically transfer to the main school. Parent/carers must apply separately via Lambeth/home authority admissions.

2. Admission to The Elmgreen School

2.1 Planned Admission Number

The Planned Admission Number for The Elmgreen School is 180. The PAN refers to the number of children who may be admitted to the first year of entry in any academic year.

2.2. Common Application Form

Application to The Elmgreen School is through the Common Application Form via Lambeth or the home authority. There is no admission test or supplementary application form.

3. Admission to The Elmgreen School Sixth Form

There is no automatic transfer from Year 11 pupils enrolled at The Elmgreen School into Year 12. Those wishing to join The Elmgreen School Sixth from its Year 11 or from other schools must do so by application. The criteria for admission are identical for internal and external applicants.

This application form allows the student to provide up to 3 choices of A levels and/or vocational Level 3 combination courses. All applicants will be invited to a course discussion meeting to discuss their choice of course, career aspirations and likely suitability for courses. There will also be discussion about alternative courses

should their predicted grades not be achieved. This course discussion meeting and the information collected, other than the home address, will not be used in any way to make decisions about the offer of courses which will be solely by application of the criteria below, after gathering information from the applicant's current school on forecasts of grades. Application forms must be returned by the published closing date to be considered for the following year's entry. Late applicants will only be considered after all on-time applicants have been offered places.

To determine eligibility for admission, The Elmgreen Sixth Form has specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. The Elmgreen Sixth Form also has academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external applicants and will be published in the yearly prospectus and on the school's website.

Young people failing to meet the grades for their preferred course option will be offered alternative courses in line with their preferences if places are available.

Priority will be given to applicants who are looked after children or care leavers as defined in 4.1 below.

4. Oversubscription

The Trust will offer places up to and including the PAN for each school. Where there are more applicants than places then the following oversubscription criteria will apply. The criteria will also be applied in the event of their being oversubscription in applications for places in The Elmgreen School Sixth Form. These are ranked in order of priority:

4.1. Looked after children (LAC)

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after.

A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority.

4.2. Siblings

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. As a result siblings in the nursery or year 6 of a primary school, or year 11 at a secondary school will not be regarded as a sibling under this criterion. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of

the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

4.3. Children with Exceptional Medical or Social Needs

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. This criterion will also take into account where a parent/carer has a physical, mental or social need that is significant and demonstrable for their child to attend a specific school. This does not include childcare arrangements. The decision to prioritise on these grounds will be determined via MEDSOC panel, which is composed of members of the council's senior management as well as senior school staff. Documents from an appropriate professional (e.g. GP, consultant or social worker letter or report, not including general information from a website) must support these applications. However, any supporting evidence does not automatically mean that applicants will gain priority in this criterion as the decision to prioritise under this criterion will solely rest with the MEDSOC panel.

4.4 Children of staff at the school

4.4.1 Applications for children of staff at the school. A member of staff for the purposes of this criterion must be employed by the Trust for 0.6fte (16.5 hours teaching staff) and this employment must have been for at least 2 years at the time of submitting the application (i.e. their employment must have started no later than September 2019).

4.4.2 All such applications must be submitted to the MEDSOC Panel via an iCAF application submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers which identify all the above, priority will not be given.

4.4.3 This admission criteria does not apply for applications to post 16 provision where 3 to 3.3 apply.

4.5. Distance

Priority will be given on the basis of distance between the child's home and the school, measured by a straight-line. This measurement will be completed using a computerised mapping system.

This measurement will be from a point from the child's home as identified by the software to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will

normally be the address where child benefit is payable. If the parent making the application lives at a different address to the child, a letter of explanation should be attached. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

5. Other Arrangements

5.1. Tie Breaker

As a tiebreaker for all criteria, priority will be given to children living closest to the preferred school (measured by a straight-line) in accordance with the measuring information in criterion 5. However, in the case where children have exactly the same distance between their home and the school, Lambeth School Admissions will randomly allocate places as a tiebreaker.

5.2. Applications relating to twins, triplets or other multiple births

Where a parent/carer 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 admissions criteria, as per other children. Where the determining factor is based on distance, and these children have the same home to school distance, Lambeth School Admissions will randomly allocate places to determine the rank order.

Where there is one school place available and there is more than one sibling who is eligible for a place under the published admissions criteria, Lambeth LA will randomly allocate the place in order to determine who gets the offer. The parent can then determine whether to accept or reject the offer.

5.3. Admission of children outside their normal age group

In line with the School Admissions Code, parents/carers may seek a place for their child outside of their normal age group. For example some parents of summer-born children may not want to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year one.

Parent/carers who have a child being taught in a year 6 class during the academic year 2019/20 must submit an application with a letter from their child's primary school confirming that the child is being taught as a year 6 pupil together with any other supporting documents

The Trust will manage such request via the following process:

5.3.1 Parents/carers applying for an out-of-year group place must submit supporting

documentation (as per criterion 3 – Children with exceptional medical/social reasons with their application. The MEDSOC Panel will then decide (along with the relevant head teacher for the school concerned) whether such an out-of-year group place will be offered at the named school. This will allow this LA to comply with section 2.17 of the Code, where it states that “Admission authorities must make decisions 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. They must also take into account the views of the head teacher of the school concerned.”

- 5.3.2 This application **must** be received in the correct year in the relevant admissions round.
- 5.3.3 If the request has been agreed/accepted, the application will be withdrawn. The parent/carer must then submit an application for the admissions round that has been agreed (i.e. 2018/19), which must be received before the deadline of 15 January to be processed as an on time application. The child’s application will then be processed with all other applicants in the agreed round in accordance with the schools admissions criteria
- 5.3.4 If the request is not granted, and no offer is made for the child to attend the school in any other year group, then the parent/carer will be given the right of appeal. However, if another year group has been offered in the school then the right of appeal will not be offered.

6. Right to Object

- 6.1 Objections to the Admission Arrangements, once determined can be made to the Schools Adjudicator who may be contacted as follows:
Office of the Schools Adjudicator
Bishopsgate house
Feethams
Darlington
DL1 5QE
Tel: 01325 340 402
Email: osa.team@osa.gsi.gov.uk
<https://www.gov.uk/government/publications/objection-to-school-admission-arrangements>

Agreed by the Board of Trustees: May 2021

Next review: October 2023