

## **ADMISSION ARRANGEMENTS FOR ENTRY SEPTEMBER 2021**

Approved by the Local Governing Body:	<b>December</b>
To be reviewed by the Local Governing Body:	<b>Summer Term 2020</b>

**Responsible Person(s): Headteacher**

# **Admission Arrangements for Orchard Park High School for September 2021**

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 Admission Arrangements, in accordance with and pursuant to the Admission Policy of the Greenshaw Learning Trust.

These Admission Arrangements is the responsibility of the Headteacher.

The Arrangements were approved by the Local Governing Body on:

The Arrangements are due for review by: **summer 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.

# Admission Arrangements for Orchard Park High School

## 1 Admission for entry to Year 7, September 2021

Orchard Park High School is part of the Pan London co-ordinated admission 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.

Orchard Park High School has a Published Admissions Number of 150 students in Year 7.

### 1.1 SEN / EHCP

Pupils with an Education Health Care Plan (EHCP) 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 pupils with an EHCP that named the school.

### 1.2 Oversubscription

The school has a Published Admission Number (PAN) of 150 for entry into Year 7. Where the number of applications for admission is greater than the PAN, the following criteria will be applied to determine those children that will be offered a place.

#### 1.2.1 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 admission arrangements includes a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order.

#### 1.2.2 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 the set 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.) Only in exceptional circumstances the Admission Authority may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application. But in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

#### 1.2.3 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.

### **1.2.4 Siblings**

Students who have a sibling at the school, up to and including Year 11, 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.

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

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

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

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).

### **1.2.6 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, the child to be allocated will be selected by the drawing of lots.

Lots will be drawn by a senior officer of The Greenshaw Learning Trust who is independent of the school admissions process.

## **1.3 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.

## **1.4 Late Applications**

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

## **1.5 Waiting list**

Where there are more applicants than places available, the waiting list will be maintained according to the oversubscription criteria shown in Section 1.2 and without regard to the date the application was received or when a child's name was added to the waiting list.

The waiting list for Year 7 admission will be kept open until the end of the Autumn Term 2021. Parents/carers wishing to remain on the list after this date must write to the school by 31<sup>st</sup> December 2021 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 2021 parents/carers, whose children are not already on the waiting list but wish them to be so, must apply for an In-Year admission through their Home Local Authority. Waiting lists for other year groups will be reviewed at least once a year.

Positions 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

## **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 to 11, must be made to the Local Authority in which the school is situated. Orchard Park High School is part of Croydon's coordinated admissions process for children who are applying outside of the normal admission round.

In-Year Applications should be completed by the parent/carer 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 be maintained for each year and reviewed at least once 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.

## **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 under the School Standards & Framework Act 1998 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.

Appeals for entry in September 2021 must be received by Friday 23<sup>rd</sup> April 2021 at the latest if these are to be heard by the Independent Appeals Panel by Friday 25<sup>th</sup> June 2021. Appeals received after Friday 23<sup>rd</sup> April where possible, will be heard by Friday 25<sup>th</sup> June; 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 [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk) or Head of Admissions, The Greenshaw Learning Trust, Grennell Road, Sutton. SM1 3DY.