

# Greenshaw Learning Trust Admissions Policy

**Draft July 2021**

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 2021, the School Admissions Appeal Code and this Policy.

In implementing this Policy and associated admission arrangements the Governing Body, Headteacher and school staff must take account of any advice given to them by the GLT Head of Admissions, the Chief Executive Officer and/or Board of Trustees.

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

## ***Applicability***

This Trust Policy applies 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 July 2021.  
This Policy is due for review by: July 2022.

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

The GLT Head of Admissions

- Marlene Francis, [mfrancis@greenshawlearningtrust.co.uk](mailto:mfrancis@greenshawlearningtrust.co.uk), 020 8715 1078

# Greenshaw Learning Trust Admissions Policy

*July 2021*

## 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 the Greenshaw Learning Trust the Trust is the admissions authority.

It is the responsibility of the Governing Body and Headteacher of each school to ensure that this Admissions Policy and the associated admission arrangements are adhered to by the school and its staff.

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 Chief Executive Officer and Board of Trustees.

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

## 2 The admission arrangements

### 2.1 Statutory requirements

Each school will have its own admission arrangements, and these arrangements must be in accordance with the School Admissions Code 2021, the School Admissions Appeal Code and this Policy.

- For schools in an academy trust, the Trust is the admissions authority
- If a change is proposed to the admission arrangements, the admissions authority must consult on the proposed admission arrangements for a minimum period of 6 weeks between 31<sup>st</sup> October and 30<sup>th</sup> January.
- Where no changes to the admission arrangements are proposed, the admission arrangements must be consulted upon every 7 years.
- An increase in PAN does not in itself require consultation.
- The admission arrangements must be 'determined' by the admissions authority before 28 February of the year before the year in which they come into effect.
- Once determined, the admission arrangements must be notified and published before 15 March of the year before they come into effect, and remain 'published' for the whole of the school year in which offers are made.

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

## 2.2 Greenshaw Learning Trust determination and review procedure

Each school in the Greenshaw Learning Trust will have its own admission arrangements that will be approved (determined) by the Board of Trustees.

The school's admission arrangements must be maintained and reviewed in accordance with this Policy and with the School Admissions Code 2021 and the School Admissions Appeal Code.

The school's Headteacher will coordinate their school's admission arrangements with the appropriate local scheme in cooperation with their Home Local Authority and / or other local schools.

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 and the GLT Head of Admissions.

The admission arrangements must be reviewed annually in accordance with the following process and the GLT Admissions Arrangements Review Procedure. (Dates given as an example for admission arrangements for admission in September 2022.)

- The Headteacher must review the admission arrangements for 2022/23 in the summer term 2020 and consult with the GLT Head of Admission where any changes are proposed.
- The proposed admission arrangements including any proposed changes must be agreed by the Governing Body before the end of the summer term 2020 for recommendation to the Board of Trustees.
- The Board of Trustees must approve the proposed admission arrangements for 2022/23 before the end of October 2020.
- Where the admission arrangements have been changed, or after 7 years in which they have not been changed, the Trust will consult on them for a minimum period of 6 weeks between 31<sup>st</sup> October 2020 and 30<sup>th</sup> January 2021.
- The proposed admissions arrangements that have been consulted upon and the responses to the consultation must be reported to the Board of Trustees in January or February 2021.
- The Board of Trustees must determine the admission arrangements before 28 February 2021, even where no changes have been made.
- Once 'determined', the admission arrangements must be published on the school's website and the GLT website.

Where a school joins the Greenshaw Learning Trust with pre-existing determined admission arrangements they will apply until their first review, which will take place under this Policy.

## 2.3 Published Admission Number

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

The Board of Trustees will set the Published Admission Number (PAN) for each relevant age group (reception, year 7 and/or year 12) at each school in the Trust each year.

The Trust must notify the school's Local Authority if it intends to increase the admission number. An increase in PAN does not in itself require consultation on the admission arrangements.

The Headteacher may admit above a school's PAN. Where a Headteacher intends to do so they must notify the GLT Head of Admissions and the school's Local Authority; but it does not constitute a change in PAN.

## **2.4 GLT school admission arrangements**

The admission arrangements of each school in the Greenshaw Learning Trust must, for applications for each of reception, year 7 and/or year 12 as appropriate:

- i. Give a place to all children who have an Education, Health and Care Plan (EHCP) that names the school.
- ii. 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 2021 and this Policy.

The admission arrangements must describe arrangements for:

- Applications for a place in a nursery class (if applicable).
- Deferred entry arrangements for Reception.
- Applications for students outside of the normal age group.
- Sixth Form admissions
- In-Year/Mid-term admissions.
- Waiting lists for where there are more applicants than places available, maintained in accordance with the oversubscription criteria.

The admission arrangements must explain:

- How to make an application and how offers are notified.
- The right of appeal and the appeals process.

## **3 Admissions - priorities and oversubscription criteria**

The admission arrangements of each school in the Greenshaw Learning Trust must give priority for admission in accordance with this Policy as set out below.

### **3.1 Education Health and Care Plan (EHCP)**

Students who have an Education Health and Care Plan (EHCP) that names 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 an EHCP that has named the school.

### 3.2 Oversubscription criteria

If the school receives more applications than there are places available, the following criteria will be applied in this order (for definitions, see section 3.4).

- a) The highest priority must be given to Looked After Children and to previously Looked After Children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order (residency order) or special guardianship order, including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b) The next highest priority must be given to students who have *an* exceptional social and/or medical need, the admission arrangements must define how that need is to be evidenced. Applicants will be required to submit the Trust's Social and Medical Form and submit it along with the Common Application Form to their Home Local Authority/the Trust by the relevant closing date.

Applications will be assessed against the evidence and determined by a Committee of the Board of Trustees established for this purpose, with the advice of the Headteacher and the GLT Head of Admissions.

- c) The next highest priority must be given to children of members of staff of the school.
- d) The next highest priority must be given to students who will have a sibling at the school at the time of admission.
- e) *Optional:* Priority may be given to pupils at a named feeder school or schools or a linked infants', junior or primary school, where those schools are selected on reasonable grounds.
- f) *Optional:* Priority may be given to students living within a designated area / area of prime responsibility where such arrangements are agreed with the Local Authority and/or local schools.
- g) *Optional:* Where the school had arrangements in place in 1997/98 to offer a proportion of places on the basis of a selective eligibility test that may continue as a criteria, as long as the proportion of places allocated by selection does not exceed the lowest such proportion that has been used since 1997/98.
- h) *Optional:* 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 criteria, as long as no more than 10% of admissions are allocated on the basis of aptitude.
- i) Any remaining places will be offered in order of proximity, based on the straight line distance from the centre of the students' home address to the school's 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 recognizable geographical location. The distance will be calculated using the Home Local Authority's computerized system.

The inclusion in a school's admission arrangements of any of e), f), g) and/or h), and/or of an alternative or additional admissions node in i), or any other criterion, will require prior consultation with the GLT Head of Admissions and approval from the Board of Trustees.

If PAN is reached within any of the criteria a) to h), then places will be offered in accordance with the distance criteria at 3.2 i).

### **3.3 Tie breaker**

The admission arrangements must include a 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 there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust shared service who is independent of the school's admissions process.

### **3.4 Definitions**

Throughout this Policy and in the admission arrangements of Greenshaw Learning Trust schools, the following definitions apply.

a) Looked After Children:

Schools must use the definition set out by their Home Local Authority.

b) Parent:

Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

c) Sibling:

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit as their sibling, at the same address, Monday to Friday, at the time of the application.

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.

Siblings in Year 6 at the time of an application to start Reception will not qualify as a sibling.

Where a sibling is in Years 11 or 12 at the time of application to start year 7, they will be deemed as being in the school at the time of admission, unless the parent has specifically stated that they will not be continuing into the following academic year.

NOTE: Schools with nursery classes must set out the definition of a sibling within their criteria.

d) Staff:

Member of staff means a person who is a 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.

e) Home address:

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the Home Local Authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an

official letter that declares a relocation date and the address.

f) Distance:

Distance is the straight-line distance, calculated using the computerized system of the school's Local Authority.

## 4 Applications

### 4.1 Nursery

Applications for admission to nursery must be made directly to the school.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

The admission arrangements must state how and when applications should be made.

*Model:*

Applications must be made on a form that can be obtained from the school office or via the school's website XXXXXXXX.

When the nursery is over-subscribed, applications will be prioritized in accordance with the oversubscription criteria at section 3, in the following age bands in this order:

1. Children who have reached the age of 3 years before 1 September of the year before admission.
2. Children who have reached the age of 3 years between 1 September and 31 December of the year before admission.
3. Children who have reached the age of 3 years between 1 January and 31 March of the year of admission.

Attendance at the school's nursery does not give priority for a place in the school's Reception class.

There is no right of appeal against a decision not to offer a nursery place.

### 4.2 Reception

Applications for admission to primary schools are made in January of the year of admission, using the Common Application Form of the parents' home Local Authority.

The admission arrangements must state how and when applications should be made.

*Model:*

**School name** is part of **Local Authority's name** Co-ordinated Admissions Scheme.

Applications for admission to Reception at **name of school** must be made in January of the year of admission, to the child's Home **Local Authority** on their Common Application Form, and naming **name of school** as a preference on the form.

The Common Application Form must arrive no later than 15 January.

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.

### **4.3 Deferred entry (Reception)**

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school for which it was made.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their Home Local Authority.

Parents should contact the Headteacher to discuss their request.

### **4.4 Applications for students outside of the normal age group**

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

For primary schools; Parents may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- they were born in the summer (1 April to 31 August)
- Parents do not think they're ready to start in the September after they turn 4.

The Headteacher will decide whether or not the 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 in the normal way. The request for later admission should accompany the submission of the Common Application Form to Home Local Authority. This enables the application to be processed and a school place secured in

the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made by a Committee of the Board of Trustees established for this purpose, with the advice of the Headteacher and the GLT Head of Admissions.

#### **4.5 Year 7**

Applications for following year admissions to secondary schools are made in October, using the Common Application Form of the parents' Home Local Authority.

The admission arrangements must state how and when applications should be made.

*Model:*

**School name** is part of **Local Authority's name** Co-ordinated Admissions Scheme. Applications for admission to Year 7 at **name of school** must be made in October of the year before admission, to the child's Home **Local Authority** on their Common Application Form, and naming **name of school** as a preference on the form.

The Common Application Form must arrive no later than 31<sup>st</sup> October.

#### **4.6 Year 12 / Sixth Form admissions**

Applications for Sixth Form must be made directly to the school.

The admission arrangements must state the total number (PAN) of places available in Year 12 for both internal and external students; the minimum requirement for entry to the Sixth Form; and how and when applications should be made.

The application process must be clearly set out in the Sixth Form prospectus and made freely available to all students on request and on the school website.

*Model:*

Year 11 students currently studying at **name of school** and students in the appropriate age range 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.

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.

#### **4.7 Late applications**

The admission arrangements must describe the procedure for late applications, as determined by the Home Local Authority.

#### **4.8 Notification and acceptance of offers**

The admission arrangements must outline the process and timetable for the notification and acceptance of offers

*Model:*

Notification of offers for admission **to reception and year 7** will be sent to parents by their Home Local Authority. Offers are made by the Home Local Authority on or about 1 March [for secondary schools] / on or about 16 April [for primary schools]. Written acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

Notification of offers for admission **other than to reception and year 7** will be sent to parents by the school. Written acceptance of the offer of a place must be sent to the school to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently will be withdrawn. This may also be the case after the child has started at the school.

#### **4.9 Waiting lists**

If the school is oversubscribed a waiting list will be held for Reception / Year 7 until 31<sup>st</sup> December.

Parents wishing to remain on the waiting list after 31<sup>st</sup> December should write to the school by 31<sup>st</sup> December stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritized according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

#### **5 In-year / mid-term admissions**

The admission arrangements must state how applications should be made and how the form can be obtained – including on the school website, and the address it should be returned to. Paper copies must be made available.

*Model:*

*If applications are managed by the school:* To apply for a place at XXXXXX school other than at the specified dates of entry, parents should contact the school to obtain the In-Year Admission Form. The In-Year Admission Form should be completed and returned to the school.

*If the school is part of a LA scheme:* **School name** is part of **Local Authority's name** Co-ordinated Admissions Scheme for In-Year / Mid-Term Admissions. Applications for admission to Year 7 after 1<sup>st</sup> September 202X and for admission into Years 8 to 11 in 202X/202X, must be made to

the **Local Authority in which the school is situated** on an In-Year application form. If you wish to apply for a place at **name of school**, you must name the school as one of your preferences on the application form.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria shown in Section 3 and without regard to the date the application was received or when a child's name was added to the waiting list.

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; for example, when new families move into the area or when other families who had not previously named **name of school** as a preference, ask to go on the waiting list after the initial allocation date.

## 6 Appeals

The admission arrangements must state the process and deadlines for submitting an appeal as determined by GLT Head of Admissions.

Parents have a statutory right of appeal against the decision not to offer a place at a school at reception, year 7 or year 12, under the School Standards & Framework Act 1998.

If a student is refused admission to the 6<sup>th</sup> form, parents and the student have the right to appeal either jointly or separately; 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.

Parents 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, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.