CHISLEHURST SCHOOL FOR GIRLS

Policy Document

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(Includes: Appeals processes)

SLT Responsible: ASI
Other Staff Contribution: MFR

1. Open Admissions

Chislehurst School for Girls is a single sex comprehensive secondary academy located in the London Borough of Bromley. It is part of Inicio Educational Trust, along with Bullers Wood School for Girls and Boys.

The Board of Trustees delegates the task of determining the admission arrangements each year to the Governing Body of the School. The School's admission arrangements are implemented by a committee of three Governors, known as the Admission Committee, who will make all admission related decisions on behalf of the Governing Body/Board of Trustees.

Students with an Education, Health Care Plan (EHCP) are dealt with through a separate process. Governors will admit those students who name Chislehurst School for Girls on their Statement, once this process has been undertaken.

2. General Principles

The published admissions number in September 2026 for Year 7 will be 224 students and is inclusive of students with an EHCP that are admitted to the school pursuant to the school being named in Part 4 of their statement. The admission number for Year 12 will be 200, the same will be for Year 13. The closing date for Year 12 is the second Friday of the autumn term.

3. Oversubscription Criteria

In the event of the number of applications exceeding the number of places available, places will be allocated to girls in the following order:

3.1. Looked After Children (Children in Public Care)

A LAC is a child who is (a) in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions.
Or
a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted).

3.2. Siblings

A 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 living at the same address, The elder sibling must still be on roll at this school when the younger child starts school. Sibling applications will only be accepted for siblings of students in Years 7-10; siblings of students in Year 11 whose parents have confirmed their commitment to the student continuing into Year 12 (written confirmation will be required).

3.3. Children of Members of Staff

i. Where the member of staff has been directly employed by the school for two years, at the time at which the application for admission to the school is made; and/or

ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3.4. Proximity

Any remaining places will be offered in accordance with the distance measured in a straight line from the front door of the child's permanent home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority, whether it be in the Borough of Bromley or neighbouring boroughs. 'Home' being where the child normally resides as their only residence or split residence with the other parent/ guardian. The child's home address is the address where they live and sleep for more than 50% of their time from Sunday to Thursday night. It will usually be the address at which they are registered with their GP, dentist and/or opticians and will usually be (but not always) where the Child Benefit, Child Tax Credit (if eligible) is claimed at the time of admissions/application. Addresses involved in child-minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility.

Any child not offered a place, will be placed on a waiting list and will have the statutory right of appeal.

4. The Waiting List:

On behalf of the School, The Local Authority generates a waiting list for children who are unsuccessful in gaining a place for all year groups throughout the school year. The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy. Children placed at the School under the Local authority's Fair Access Protocol will take priority over children on the waiting list. The Local Authority maintains the waiting list until the 31st December of each school year of admission.

Those wishing to appeal, should register their intention of doing so, by sending a letter addressed to the Chair of Governors, c/o Chislehurst School for Girls within 14 days of being informed that their child has not been allocated a place.

Each added student will require the waiting list to be re-ranked again in accordance to the published oversubscription criteria.

5. Normal Age for Admission

The age of transfer of students from the primary to the secondary stage of education, shall be that employed for the time being. Students in Bromley normally transfer to secondary schools in September at the age of 11.

6. Requests for Admission Outside Normal Age Group:

6.1.Parents have a right to request that their child is admitted to a year group other than their normal year group at the School. This may be to a year group above or below, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, rather than an exhaustive list).

6.2.However, parents do not have an absolute right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Admission Committee (on behalf of the Board of Trustees), in order to decide whether or not to agree the request in principle, or refuse the request, taking into account the factors set out below.

6.3.Parents are strongly encouraged to make their requests in a timely manner, well ahead of any application deadlines, so that they can obtain a decision in principle enabling them to make informed decisions when they subsequently apply for admission.

6.4.Decisions regarding admissions outside of the normal age range are made by the Admission Committee on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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 will also take into account the views of the Headteacher of the School and, where provided, the Headteacher of the child's current or previous school(s).

6.5. .Parents should make their requests with any supporting documents to the School marked for the attention of the Clerk to the Admission Committee. Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group, as set out above.

7. Tie breaker:

Where two or more children are equal distanced from the school, places will be randomly allocated by drawing of lots.

8. Year 12/13

The school will make available sufficient places in Year 12 to allow for the transfer of all Year 11 students who meet the published entry criteria for the courses they wish to study. Places will be allocated in the following priority order; admissions will be closed the second Friday in September.

1. Looked after and former looked after young people who meet the published criteria (see definitions in admission criteria for Year 7).
2. Students transferring from Year 11 Chislehurst School for Girls who meet the published criteria.
3. External applicants who meet the published criteria.

9. Timetable

Applications for admission to Year 7 in September 2025 should be made, in writing, using the appropriate *Common Application Form*.

10. In-year Admissions

All in-year admissions and waiting lists are co-ordinated by the Local Authority. Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list, and this includes admitting children over the published admission number.

11. Appeals (Year 7 and Sixth Form)

11.1. All applicants have a statutory right of appeal in the event of Chislehurst School for Girls being unable to offer a place in a specific year group. This appeal will be made to the School's Admissions Committee.

11.2. Appeals for Admission (based upon and to be read in conjunction with the School Admissions Appeals code)
The Governors will make arrangements to enable the parents of a child to appeal to an independent Appeal Panel against any decision by, or on behalf of, the Governors which refuses the child admission to the school.

11.3. The Appeal Panel will be determined by the Governing Body on an annual basis and will, usually, consist of two lay members and one person from the community, independent of the school (should one member of the panel be unable to attend or withdrew, the panel would need to postpone the hearings until a third person is present.) The clerk will provide an independent and impartial advice and will notify each party of the order of the proceedings in advance of the hearing. The Chair will be responsible for the conduct of the hearing and will explain the role of the clerk and of the panel. The Headteacher or a nominee, may, if she sees fit, attend and present the case for not offering a place to the Appeal Panel. Parents are entitled to attend the Appeal Panel and/or be represented. The conduct of the appeal hearing will follow normal practice in these matters. The decision of the Appeal Panel will be sent, in writing, to the parents, Chairman of Governors and the Headmistress. The Appeal Panel's decision that a child should be admitted, is binding on the Local Authority or the Governing Body by whom, or on whose behalf, the decision under appeal was made. Details of admissions and appeals arrangements will be published each year.

11.4. Unsuccessful applicants may appeal against the School's decision to the Appeals Against Admission Panel. Parents who express a wish to appeal will be contacted in March 2026 and receive *The Appeals against Admissions Form*. Forms should be returned to the Clerk to the Appeals Committee during April 2026. Notice of the Appeal hearing date will be sent to the appellant at least 10 school days before the hearing; Appeals will be heard by the Appeals Panel during June 2026, and new deadlines would be given should the appellant need to submit further evidence. Appellants will receive notice of their decision in writing (within five school days wherever possible)

Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list, and this includes admitting children over the published admission number.

12. Transfer of Other Ages

Whenever an application is received for a student to join the school at a time other than when transferring from the primary stage of education, the Governors will, in the event of over-subscription, apply in order, the principles set out above under Section 2. Parents have the right to Appeal as described under Section 3.

The criteria for Year 12 students who wish to enter the Sixth Form will be published in the appropriate Year 12 brochure in September of each year and shall be based upon entry requirements for courses.

Admissions for Years 7-11 will be dealt with in line with the local co-ordinated admissions scheme.

13. Late Applications

Late applications after 1st March 2026 should be made to the Local Authority and will be maintained in order of the over-subscription criteria. Any student not offered a place will be placed on a waiting list and will have the statutory right of appeal.