CHISLEHURST SCHOOL FOR GIRLS

Policy Document

Policy Name: **Admissions Policy 2022-2023**
Date of Last Review: February 2021
Date of Next Review: January 2022
Most Recent Updates: February 2021

(Includes: Appeals processes)

SLT Responsible: DF
Other Staff Contribution:

Admissions Policy – 2022-2023

1 Open Admissions

The Governors are committed to a continuing policy of open admission to the school where all of the places are awarded without any selection or discrimination.

Students with a Statement of Special Educational Needs 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 2022 for Year 7 will be 224 students and is inclusive of students with a statement of special educational needs 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 places, of which 50 will be allocated to external students.

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

A **Looked After Children (Children in Public Care)** - A 'looked-after' child is a child who is in care to a Local Authority, or who is provided with accommodation by that authority in the exercise of their social services functions. These children must still be 'looked after' when the child starts school unless 'B' applies. They are also children who were previously looked after and immediately after being looked after became the subject to an adoption, residence or special guardianship order.

B **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, and in every case, the child should be living in the same family unit 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) and siblings of Year 12 students who are attending a two-year course. However, siblings of Year 13 students will not be accepted.

C **Children of Members of Staff**

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

and/or

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

D **Children, who at the time of application are attending:**

- one of the Bromley School Collegiate (BSC) Primary Schools

Alexandra Junior	Leesons Primary
Balgowan Primary	Manor Oak Primary
Biggin Hill Primary	Midfield Primary
Burnt Ash Primary	Perry Hall Primary
Castlecombe Primary	Pickhurst Primary
Chelsfield Primary	Red Hill Primary
Crofton Junior	St Mary Cray Primary
Darrick Wood Junior	Tubbenden Primary
Farnborough Primary	Valley Primary
Green St Green Primary	Warren Road Primary
Hayes Primary	Wickham Common Primary
Highfield Junior	Worsley Bridge Primary

E **Proximity** - Any remaining place 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. 'Home' being where the child normally resides as their only or principal residence. 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. 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. The waiting list will be maintained in the order of the over-subscription criteria. However, children directed via the Fair Access Protocol will take precedence over any child already on the waiting list, and this includes admitting children over the published number.

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.

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:

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

3 Timetable

Applications for admission to Year 7 in September 2022 should be made, in writing, using the appropriate *Common Application Form*.

4 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.

5 Appeals (Year 7 and post 16)

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 Panel.

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.

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 Headmistress, 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.

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 2022 and receive *The Appeals against Admissions Form*. Forms should be returned to the Clerk to the Appeals Committee during April 2022. 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 2022, 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.

6 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.

7 Late Applications

Late applications after 1st March 2022 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.

Number of applicants received for entry in September 2021: 610