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## Admissions Policy 2019-20

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This document sets out the admission arrangements for Stanley Park High for entry in **2019/20**.

### 1. Proposed Admission Numbers

Stanley Park High will admit 210 children to Year 7 in September 2019.

### 2. Admissions and Oversubscription Criteria (Excluding Sixth Form)

If Stanley Park High is over-subscribed for any year group (excluding sixth form), applications for entry in **2019/20** will be ranked against the following factors:

- i) Looked after children or previously looked after children (see section 6)
- ii) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school (see section 7).
- iii) Where a sibling is already in the main school at the time of admission (see section 8)
- iv) Straight line distance between the child's home address and the main school (see section 9)

Please note children with an Education, Health & Care Plan naming a particular school will be admitted before all other applicants. Admission numbers (see section 1) will be adjusted to take this into account before the remaining places are offered to other applicants.

Where oversubscription occurs in categories (i)-(iii) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (iv), and home to school distance is equal, lots will be drawn. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

### 3. Post-16 Admissions to Stanley Park High 2019-20

Applications should be made directly to the school.

Year 11 students currently at Stanley Park High and students in the appropriate age range studying elsewhere may apply to Stanley Park High for their Post 16 studies. Whilst the entry criteria for external applicants are the same as those for our current Year 11 students, there are only 50 places available for external applicants. Additional places may be available depending on the level of uptake of places by our

current students. Where there are more external applicants than places, applicants will be considered according to the academic qualifications that the student currently holds.

The minimum requirement for joining Stanley Park High at Post 16 is 5 GCSEs at Grade 5 or above, preferably including Maths and/or English. Courses which carry GCSE equivalency will be counted as 1 GCSE regardless of the course studied. For example a BTEC First Award at Pass, Merit or Distinction will count as 1 GCSE at Grade 5. All students who do not obtain a Grade 4/5 in Maths or English will be required to study these subjects during Year 12 and resit the GCSE qualification if appropriate. There are also specific requirements for individual subjects which are outlined in the Post 16 course brochure, this is typically a minimum of a Grade 6 at GCSE in the same or a closely related subject.

Continuation onto Year 13 courses will be dependent on results obtained at the end of Year 12. If students have not successfully met the minimum entry requirements for an A2 subject or attendance has not been met then consideration will be made for progression into Year 13.

The Post 16 course brochure and application form can be downloaded from our website. Applications should be returned to the school by the end of December 2018. Late applications will be considered but the full range of subjects cannot be guaranteed as individual courses may be full

#### **4. In-Year / Mid-Term**

Applications for Stanley Park High outside the normal points of entry to Year 7 and Year 13 should be made to the London Borough of Sutton.

#### **5. Admission of Children Outside Their Normal Age Group**

Children are educated in school with others of their age group. However, parents may request that their child is admitted outside their age group. The School Admissions Code requires admission authorities to determine if such requests are agreed.

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 teachers 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 pupils and how the needs of these pupils 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.

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 by an Admission Authority or if the parent changes their mind. Parents will be informed of the outcome of their request prior to offer day.

#### **6. Looked After Children or Previously 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 definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, a child arrangements order, or special guardianship order, immediately following having been looked after.

## **7. Professionally Supported Medical Reasons or Exceptional Social Reasons**

Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; it will be considered if the evidence provided demonstrates that the child must attend a particular school and cannot reasonably attend an alternative school.

Applicants will not be individually advised if their application has been prioritised under this criterion.

## **8. Siblings**

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.

Where a sibling is in Years 11 or 12 at the time of application to start year 7 in September **2019**, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing in to the following academic year.

Pupils in an SEN base provision within a school will qualify as siblings to those applying for mainstream provision at the same school.

## **9. Straight Line Distance**

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The point within the school to be used in any distance calculation will be the main entrance to the school building. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team.

The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child, however all available evidence will be considered.

The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority of any change of address.

Please note:

- The home Local Authority will act as the gatekeeper for all applications and will check all addresses appropriately.
- The School will also make checks as appropriate

## **10. Waiting lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with statements of special educational need will take priority over children on a waiting list.

Waiting lists for entry in September **2019** will be maintained strictly in accordance with the admissions criteria for the school until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to the School by 31 December **2019**, stating their wish and providing their child's name, date of birth and the name of their current school.

Applications for Year 7 from 1 September **2019** and for other year groups will be considered through the mid-term admission process. For mid-term applications, children with statements of special educational need, those to be admitted through the borough's Fair Access Protocol, looked after children and previously looked after children (see section 6) will take priority over children on a waiting list. Waiting lists are then held according to the remaining admissions criteria for the school.

Mid-term waiting lists will be reviewed at the end of each academic year; Parents wishing to remain on the waiting list after this time must write to the School by 1 September 2019, stating their wish and providing their child's name, date of birth and the name of their current school.

## **11. Appeals**

Applicants who are not offered their first preference school will be given a right of appeal for all schools of a higher preference than the school offered. Outcome letters will give details of how to lodge an appeal.

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Drafted by TY

Approved by Chairs Committee February 2018

This policy is approved annually.