



Carshalton Boys Sports College

Policy	Admission Policy
Policy Number:	FG1
Review Date:	January 2017
Approved by the Governing Body Committee:	October 2015
Next Review Date:	October 2018

Admission arrangements for entry in 2018/19

1. Purpose

- To provide a framework within which parents can understand the admissions process and procedures.
- To develop, implement and maintain clear systems that can be understood by all stakeholders.
- To promote the school as a school serving the needs of our local community.

2. Responsibilities

The Principal has:

- Delegated the role of Admissions Administration to the School Admissions Officer.
- Delegated the role of Appeals Committee to an independent committee of individuals who receive training to ensure that they carry out their duties impartially. Carshalton Boys Sports College participates in the Pan-London Co-ordinated Admission Scheme for admission to Year 7.

This document sets out the admission arrangements for Carshalton Boys Sports College.

3. Proposed Admission Numbers for entry in to Year 7 in 2018/19

Carshalton Boys Sports College 240

4. Children with a Statement of Special Educational Needs/Education, Health and Care Plan

4.1 Children with a Statement of Special Educational Needs/Education, Health and Care Plan that names the school will be allocated a place before other applicants are considered. In this way, the number of places available, as set out in section 5, will be reduced by the number of children with a statement/EHCP that has named the school.

5. Admissions and oversubscription criteria

5.1 Applications for Year 7 must be made by 31 October 2017, in accordance with Sutton's coordinated scheme, and places at Carshalton Boys Sports College will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank their preferences (up to six) and these will be considered under an equal preference system. When Carshalton Boys Sports College is oversubscribed for Year 7, applications will be ranked against four factors which will be considered in the following order:

5.1.1 **Looked After Children.** (Supporting evidence of status will be required from a Social Worker).

5.1.2 Where there are supported **medical reasons or exceptional social reasons** why a child should attend a particular school. (Refugees and Asylum Seeking

children may be included under this criterion), depending on individual circumstance. Supporting evidence of status, where applicable, will be required from a social worker, health visitor, housing officer or other relevant council officer).

- 5.1.3 Where a **sibling** is attending the school at the time of application. Where a sibling is in Years 11 or 12 at the time of application to start Year 7 in September 2018 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 the following academic year.

Please see section 6 for further guidance on the definition of sibling.

If within this category there are more applicants than places available, any remaining places will be offered on the basis of proximity of the child's home address to the school (please see paragraph 5.1.4).

- 5.1.4 Remaining places will be offered on the basis of **proximity** of the child's home address to the school. The point within the school to be used in any distance calculation will be the main entrance to the school building. 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.

Please see section 7 for further guidance on the definition of home address and the date that the home address applies.

- 5.2 Mid-term applications for Year 7 after the 12 September 2018 and for years 8, 9, 10 and 11 will be ranked and considered using the criteria in the order they are shown above.

6. Mid-term admissions

- 6.1 Pre-existing waiting lists and applications for Year 7 that are received after 1 September 2018 and applications for Years 8 to 11 will be considered in accordance with Sutton's coordinated scheme on mid-term admissions. Only in exceptional cases will Carshalton Boys Sports College consider admitting a student to a year group that is not the applicant's chronological year group. Each case will be considered and approved by the Principal.

7. Waiting Lists

- 7.1 Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria (detailed above) and without regard to the date the application was received or when a child's name was added to the waiting list.
- 7.2 The remaining waiting lists for Year 7 admission will be kept open until the end of the Autumn term 2018. Parents wishing to remain on the list after this date must write to Sutton Local Authority by 31 December 2018 stating their wish and providing the child's name, date of birth and the name of their current school. After 31 December 2018, parents whose children are not already on the waiting list but who wish them to be so must apply for mid-term admission through the Admissions Department at the London Borough of Sutton. Waiting lists for other year groups will be reviewed at least once a year.
- 7.3 In addition, those students that the school is directed to take by the Local Authority and students admitted to the school under the Fair Access Protocol will take precedence over any students on the waiting list.

8. Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

8.1 Where two or more applicants share a priority for a place, e.g. where two children live equidistant from Carshalton Boys Sports College, the school will draw lots to determine the rank position of each child. 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.

9. Sibling

9.1 Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother 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.

10. Home Address

10.1 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 be the address of the parent who is claiming Child Benefit for the child. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team. Any offer of a place under this criterion is conditional on the child being resident at the address provided.

10.2 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 16 December 2018 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, 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.

11. Sixth Form Admissions (200 students)

11.1 Year 11 currently at Carshalton Boys Sports College and pupils (both male and female) in the appropriate age range currently studying elsewhere may apply to join the Sixth Form. Details of courses offered in the Sixth Form and application form are available from the school and from the school website. Applications must be submitted by 31st December 2018. Entry requirements for specific subjects vary, but students must have a minimum of 5 GCSEs at grade A* - C, or equivalent 9 - 5 grades, including English and Mathematics to follow an A Level programme or 5 A* - C, or equivalent 9 - 5 grades and at least a grade C/5 in Maths and B/6 in English to following a BTEC Level 3 package. We also work in partnership with Crystal Palace FC, which offers the opportunity (depending on success at trials) for students to follow an academic programme alongside a directed sporting programme.

12. Appeals

12.1 If you are not offered a place for your child at Carshalton Boys Sports College, you have the right, by law, to appeal against this decision to an independent body called an Appeal Panel. This is explained in Section 94 of the School Standards and Framework Act (which is known as the 1998 Act). The Appeal Panel will consist of at least three people who are especially appointed by Carshalton Boys Sports College. They are independent of the school and each panel must consist of:

12.1.1 At least one lay member. The lay member has no personal experience in education, that is, in the management of any school or in the provision of education at any school.

12.1.2 At least one person who has experience in education and who is familiar with local schools and educational conditions, or who is a parent of a registered pupil at another school.

12.1.3 Further members can be from either of the above categories, one of which will Chair the appeal.

13. The Clerk to the Appeal Panel

13.1 The Clerk to the Appeal Panel is not a member of the panel but is there to take notes of the hearing and to advise on the procedure and conduct of the appeal. The Clerk also writes to all parties after the appeal, informing them of the Appeal Panel's decision.

14. School Representative

14.1 The Principal, or delegated member of staff or member of the Governing Body, will be present to put the case for Carshalton Boys Sports College, to explain why the school cannot admit your child.

To get an appeal form you can telephone Carshalton Boys Sports College on 020 8714 3100 or write to the Administration Manager at Carshalton Boys Sports College, Winchcombe Road, Carshalton, Surrey, SM5 1RW providing the child's full name, date of birth, the parents name address and contact telephone number.

Please see Sutton's Pan-London Secondary Scheme for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.

Related documents: Admission form and Appeals Policy

Admission Arrangements must be consulted on annually if changes are proposed or every seven years if no changes are proposed.