



## GREENWICH FREE SCHOOL

### Admissions arrangements for entry in September 2013

#### **Admissions to the Greenwich Free School:**

1. The Greenwich Free School is a publicly funded, co-educational, non-denominational, secondary Free School and will have an agreed admission number of 100 pupils who will begin Year 7 (seven) in September 2013.
2. The Governing Body of the Greenwich Free School is the Admissions Authority for the Greenwich Free School and holds responsibility for the admissions of pupils.
3. All applications for places at the School will be considered in accordance with the arrangements set out below.

#### **Application Form**

4. For admissions in September 2013, the Greenwich Free School will be participating in Royal Greenwich's coordinated scheme for planned admissions. Further information about the coordinated scheme is available at <http://www.royalgreenwich.gov.uk/admissions>. Applications to the Greenwich Free School are made on the Common Application Form provided by the Local Authority in which you live.

#### **Fair Banding**

5. Like many state-maintained schools in Royal Greenwich, the Greenwich Free School operates a Fair Banding System in order to ensure our intake is as comprehensive as possible.
6. If your child attends a Royal Greenwich primary school and is due to transfer to a secondary school in September 2013, he or she will have taken tests for maths and reading in June 2012 and will have been placed in one of the five bands (1a, 1b, 2a, 2b and 3) depending on their score in tests. Those with the highest scores will be in a band 1a and those with the lowest, in band 3.

7. The Greenwich Free School will reserve an equal number of places for children placed in each band. For the September 2013 intake, there will be:
  - a) 20% of places available for children placed in band 1a.
  - b) 20% of places available for children placed in band 1b.
  - c) 20% of places available for children placed in band 2a.
  - d) 20% of places available for children placed in band 2b.
  - e) 20% of places available for children placed in band 3.
  
8. You will be asked to find out from your child's primary school which band they have been placed into. If your child has not yet been tested you will be asked to submit your child's raw scores for SATS Reading, Maths A and Maths B; and their teacher-assessed National Curriculum Level for Reading and Written Maths. We will use this information to place your child into one of the bands. If no or inadequate information is provided your child will be placed in band 2a.

#### **Over-subscription Criteria**

9. After the admission of pupils with a statement of special educational needs where the school is named on the statement, if there are more applicants than places available within a band, priority within each band will be given in the following order to:
  - a) Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.<sup>1</sup>
  - b) Children whose acute, established and documented medical or social needs justify a place at the school.<sup>2</sup>
  - c) Children who have a sibling (full, half, step, fostered or adopted brother or sister) resident at the same address already attending the school at the time of admission.<sup>3</sup>
  - d) Other children based on home to school distance.

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<sup>1</sup> A looked after child is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, as defined in section 22 of the Children Act 1989.

<sup>2</sup> The Governing Body will decide whether this condition applies and parents will be responsible for providing supporting evidence from social workers, doctors, health advisors and other professionals of why the need means the child should be given a place at the Greenwich Free School rather than at any other local school. Parents will be responsible for submitting medical evidence and clearly identifying the implications for the child if they were not given a place at the Greenwich Free School

In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live the nearest to the school. Should two applicants live an equal distance from the school, the offer of a place will be decided by drawing lots.

10. Distance from home to school is measured in a straight line from a single fixed point in the centre of the home address to the main entrance of the school (the main entrance to the Adair House site). If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.
11. The aim of the fair banding policy is to ensure that the intake is as comprehensive as possible. In order to achieve that aim, if any one band is under-subscribed, all students falling into that band will be admitted and vacancies will be filled by unallocated applicants, alternating between lower and higher bands, taking a child first from the nearest lower band and then from the nearest higher band in turn, in accordance with their ranking against the over-subscription criteria. If more than one band is under-subscribed, vacant places will be allocated in a carousel system, filling one place in the highest under-subscribed band, followed by filling one place in the next highest band, and so on, in accordance with the preceding provisions of this paragraph.

#### **Offer of places**

12. Letters informing applicants of the outcome of their application will be sent by your home local authority by first-class post or email on 1<sup>st</sup> March 2012.
13. For information on communicating acceptance of a place, please see <http://www.royalgreenwich.gov.uk/admissions> if Greenwich is your home local authority. If Greenwich is not your home local authority, please see the information provided by your home local authority.
14. Any application forms received after the application deadline will be considered late applications and will be dealt with after all applications received on time. All late applicants will be offered an opportunity to be placed onto the waiting list for their ability band. Ability banding for late applicants will operate in accordance with paragraphs 6 - 8.

15. All applicants who applied by the deadline who are not offered places will also be offered an opportunity to be placed on the waiting list for their ability band.
16. If, after all applications are received before the deadline have been offered places, there remain vacant places, these will be offered to children on the waiting list in accordance with the over-subscription criteria for each band set out in paragraph 9, not all in the order in which applications are received or added to the list. If there are no children on the waiting list in the correct band, places will be allocated between bands in accordance with paragraph 11 above.
17. Vacancies occurring after the 1<sup>st</sup> of March 2013 but before the 31<sup>st</sup> August 2013, will be offered to children on the waiting list at the time the vacancy occurs in accordance with the over-subscription criteria for each band set out in paragraph 9, not in the order in which applications are received or added to the list. If there are no children on the waiting list in the correct band, places will be allocated between bands in accordance with paragraph 11 above.

#### **Appeal procedure**

18. Parents whose applicants for places are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. All appeals should be lodged within one month of receiving notification that an application has been unsuccessful.
19. The Appeal Panel will be independent of the Greenwich Free School. The determination of the Appeal Panel will be binding on all parties. The School shall prepare guidance for the parents about how the appeals process will work and provide parents with named contact who can answer any enquiries parents may have about the process. The School may, if it chooses, enter into an agreement with the Local Authority or any other organisation for it to recruit, train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked. Full details of the procedure are available from the School.

#### **Twins and same-year siblings**

20. Where applicants are received from twins, triplets or same-year siblings, the following procedure will be followed. If one child is selected for a place within their band the

twin/triplet/same-year sibling will be considered to have fulfilled criteria 9c in their own band and be ranked accordingly. If the twin/triplet same-year sibling qualifies for their own band under the criteria of 9a or 9b, the highest criteria shall apply.

#### **Other admissions (in-year or casual admissions)**

21. Applications for the vacancies that arise outside the normal annual admission round for Year 7 will be considered at any time of the year. Information and Application Forms may be obtained from the School. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the over-subscription criteria for each band set out in paragraph 9. If there are no applicants on the waiting list in the correct band, places will be offered to the applicants in accordance with paragraph 11. Unsuccessful in-year applicants will be allowed to request that their name be added to the waiting list and will be advised of their right to appeal against the decision not to admit them.

#### **Evidence in relation to applications and offers**

22. The person making the application must have parental responsibility for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required. Proof of parental responsibility may comprise a letter from HM Revenue & Customs confirming receipt of Child Benefit or Child Tax Credits.

23. The child's principal home address is where the child resides as the only or main residence during the term time. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with their GP, and the address of the parent who is in receipt of the Child Benefit or Child Tax Credits for the child if eligible for those benefits. If you are applying through the Royal Greenwich coordinated scheme for admissions this must be a Royal Greenwich address. If you live in another borough you must apply through that Borough's coordinated admissions scheme.

24. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is provided on the application form or is otherwise used to gain entry to

the School, the offer of a place will be withdrawn and an appeal offered. The Governing Body will accept the following documents as proof of address.

- a) Confirmation that the applying parent is liable for Council Tax at the principal home address given on the application form
- b) Bank statements, utility bills or credit card bills in the name of the applying parent indicating they reside at the principal home address given on the application form
- c) A tenancy agreement (the tenancy period must extend beyond the start of the academic year in which the child starts secondary school)
- d) Evidence of the exchange of contracts confirming the sale or purchase of a new property

The governing Body reserves the right to seek verification from the local authority in which the home is situated.

25. Applicants who change their place of permanent residence before the 31<sup>st</sup> August 2013 must inform the Governing Body of the move and provide proof of the new address no later than four weeks after the date of the move.

26. An offer of a place may be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

27. At its discretion, the school may refuse admission to the applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

28. The school will consult and co-ordinate its arrangements, including over the rapid re-interrogation of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with Royal Greenwich Local Authority Fair Access Protocols for securing school places for the unplaced children.

29. The children for whom the application is made must normally be in Year 6 at the time of their application being made. The Governing Body reserves the right not to consider applicants from children whose age would normally place them in any other year group than Year 7 in September 2013. For admission to other years, the application should be to join the year group

that would be appropriate for the child's chronological age. In very exceptional circumstances, the Governing Body will consider on a case-by-case basis, applications for younger or older children providing that the application is supported by the child's primary Head Teacher and/or an educational psychologist confirming:

- a) In the case of younger children, that the child is academically outstanding and sufficiently physically and emotionally mature to cope with the demands of secondary school.
- b) In the case of older children, that the child has a learning delay or difficulty and their social maturity is well below that of his or her peers.

### **Sixth Form provision**

30. The Greenwich Free School intends to offer sixth-form provision from its third year of operation – the academic year 2014-15. Admissions arrangements for the sixth-form entry are, therefore, outside the scope of this academic policy for the academic year 2013-14.