



THE GREENWICH FREE SCHOOL

Admissions arrangements for entry in September 2012

Admission 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 either 75 or 100 pupils who will begin Year Seven in September 2012.
2. The Governing Body of the Greenwich Free School is the Admissions Authority for the Greenwich Free School and holds responsibility for the admission 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 entry in September 2012, applications to the Greenwich Free School will be made on a separate Application Form to the Common Application Form provided by the Local Authority in which you live.¹
5. An application to the Greenwich Free School may be made *in addition* to the six preferences you will indicate on the Local Authority Common Application Form.
6. The Greenwich Free School Application Form may be obtained from www.greenwichfreeschool.co.uk from 9 January 2012. You can also request a Form to be sent to you by leaving a message for our Admissions Team on 07926 637903 or by writing to:

Greenwich Free School
8 Grove House
Blackheath Grove
London
SE3 0DG

7. To be considered in the first round of applications, the application form must be received by midnight on Friday 17 February 2012.
8. You can complete the Application Form online at www.greenwichfreeschool.co.uk. You can also submit your Application Form by e-mail to admissions@greenwichfreeschool.co.uk, or by posting it to the address given on the Application Form.

Fair banding

9. Like many state-maintained schools in Greenwich, the Greenwich Free School operates a Fair Banding system in order to ensure our intake is as comprehensive as possible.

¹ This is because the Department for Education only approved this year's Free Schools to open significantly after the main secondary school admission cycle. From next year, Greenwich Free School will participate in the normal Local Authority coordinated admissions arrangements

10. If your child attends a Greenwich primary school and is due to transfer to secondary school in September 2012, he or she will have taken tests for maths and reading in June 2011 and will have been placed in one of five bands (1a, 1b, 2a, 2b and 3) depending on their score in the tests. Those with the highest scores will be in band 1a and those with the lowest in band 3.
11. The Greenwich Free School will reserve an equal number of places for children placed in each band. For the September 2012 intake, there will be:
 - a. 20% places available for children placed in band 1a.
 - b. 20% places available for children placed in band 1b.
 - c. 20% places available for children placed in band 2a.
 - d. 20% places available for children placed in band 2b.
 - e. 20% places available for children placed in band 3.
12. You will be asked to find out from your child's primary school which band they have been placed into. If this is not known, the Greenwich Free School will ask the Local Authority for the band your child has been placed in as soon as your application is received. By submitting an application, you are consenting to the Local Authority sharing this information with the Governing Body of the Greenwich Free School. If your child has not 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.

Over-subscription criteria

13. 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.²
 - b. Children whose acute, established and documented medical or social needs justify a place at the school.³
 - 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 admission⁴
 - d. Other children based on home to school distance.

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 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.

14. Distance from home to school is measured as a straight line from a single fixed point in the centre of the home address to the main entrance of the school. 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.
15. If the school's permanent site has not been determined by the closing date for applications, the Governing Body will use as the main entrance to the school referred to in paragraph 14:
 - a. If possible, the main entrance to the proposed location of the permanent school site.

² A looked after child is a child who is either 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

³ The Governing Body will decide whether this condition applies and parents will be responsible for providing supporting evidence from social workers, doctors, health visitors 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 to be given a place at the Greenwich Free School

⁴ This criteria will not apply to children applying for the September 2012 intake except where paragraph 27 applies

- b. If 15a is not feasible, the main entrance to the proposed location of the temporary school site.
16. If any band is undersubscribed all students falling into that band will be admitted and remaining places in the band will be filled from unallocated applicants from the next nearest bands, taking a child first from the lower band and then from the higher band in turn in accordance with their ranking against the over-subscription criteria.

Offer of places

17. Letters informing applicants of the outcome of their applications will be sent by first-class post on 1 March 2012.
18. Applicants to whom places are offered will be required to inform the Governing Body of their decision whether to accept or reject the offer by Midnight on Friday 9 March 2012.

Late applications, waiting list and vacancies occurring after initial offers have been made

19. Any application forms received after midnight on Friday 17 February 2012 (the 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 paragraph 10.
20. 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.
21. If, after all applications 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 13, 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 offered to applicants from the next nearest bands, taking a child first from the lower band and then from the higher band in turn in accordance with their ranking against the over-subscription criteria.
22. Allocation of vacant places to children on the waiting list will take place on Saturday 10 March 2012.
23. Vacancies occurring after 10 March 2012 but before 31 August 2012, will be offered to children on the waiting list at the time the vacancy occurs in accordance with the oversubscription criteria for each band set out in paragraph 13, 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 offered to applicants from the next nearest bands, taking a child first from the lower band and then from the higher band in turn in accordance with their ranking against the over-subscription criteria.

Appeal procedure

24. Parents whose applications for places are unsuccessful will be given an 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 filed within one month of receiving notification that an application has been unsuccessful.
25. 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 parents about how the appeals process will work and provide parents with a 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 will be sent to parents with the decision letter.

Children with statements of Special Educational Needs

26. The Greenwich Free School will admit any statemented pupil whose statement names the Greenwich Free School and for whom the School has agreed to be named in the statement.

Twins and same-year siblings

27. Where applications 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 13c in their own band and be ranked accordingly. If the twin/triplet/same-year sibling qualifies for their own band under criteria 13a or 13b, the highest criteria shall apply.

Other admissions (in-year or casual admissions)

28. Applications for vacancies that arise outside the normal annual admission round for Year 7 will be considered at any time during 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 oversubscription criteria for each band set out in paragraph 13. If there are no applicants on the waiting list in the correct band, places will be offered to applicants from the next nearest bands, taking a child first from the lower band and then from the higher band in turn in accordance with their ranking against the over-subscription criteria. The Greenwich Free School will be opening in phases, which means only Year Seven in-year applicants may apply for a place in the academic year 2012/13.

Conditions of applications and offers

29. 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 will normally comprise a letter from HM Revenue & Customs confirming receipt of Child Benefit or Child Tax Credits.
30. The child's principal home address is where the child resides as the only or main residence during 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 and the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child.
31. 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.

32. Applicants who change their place of permanent residence before 31 August 2012 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. If the applicant's principal home address changes before 31 August 2012, the Governing Body reserves the right to withdraw the offer of a place if the child's new address would not qualify them for a place under the oversubscription criteria listed in

paragraph 13. If applicants move to a new address and fail to inform the Governing Body, this will be considered to be providing misleading information and the provisions of paragraph 29 shall apply.

33. At its discretion, the school may refuse admission to 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.
34. The school will consult and co-ordinate its arrangements, including over the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with Greenwich Local Authority Fair Access Protocols for securing school places for unplaced children.
35. The child for whom the application is made must normally be in Year 6 at the time of the application being made. The Governing Body reserves the right not to consider applications from children whose age would normally place them in any year group other than Year 7 in September 2012. 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 headteacher and 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

36. The Greenwich Free School intends to offer sixth-form provision from its third year of operation – the academic year 2014-15. Admissions arrangements for sixth-form entry are, therefore, outside the scope of this admissions policy for academic year 2012-13.