



EDEN PARK
HIGH SCHOOL

ADMISSIONS 2017/2018 POLICY

Date of Last Review: January 2017

Date of Next Review: January 2018

Responsibility: Mrs E. Codling

Advisory Body Signature:



Admissions Number

Eden Park High School has an admissions number of 180 for entry in Year 7. The school will accordingly admit this number of students if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, Eden Park High School will offer places to all those who have applied.

Oversubscription Criteria

Where applications for admission to Year 7 exceed the 180 places available, after the admission of students with an Education, Health Care Plan (EHCP) naming Eden Park High School, the following criteria applies in the order set out, to determine which students to admit:

The Criteria are:

1. Looked After Children and previously Looked After Children (Children in Public Care).
2. Students entitled to Pupil Premium Grant (up to 20% of the 180 places on offer).
3. Proximity: distance will be measured in a straight line from the student's front door of their main home address (see below) to the main entrance of the school's permanent site on Balmoral Avenue, Beckenham. This distance will be determined using the Local Authority's computerised measuring system, with those students living closest receiving higher priority.

Further Information on Admissions

- **Looked After Children**

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 (see the definition in Section 22(1) of the Children Act 1989). This includes children who were previously looked after, but ceased to be so because they were adopted (or became subject to a children arrangements order, residence order or special guardianship order). The Government's definition of the criterion is that the child must have been adopted after December 2005 in order to fall within the definition of a previously looked after child. An adopted child must have been adopted under the Adoption and Children Act 2002. This Act did not come fully into force until December 2005, so it is not possible for a child to have been adopted under that Act prior to this date.

- **Pupil Premium Grant (PPG)**

This criteria includes all students who are entitled to the Pupil Premium Grant or the Service Premium. A student will be eligible for the Pupil Premium or the Service Premium if:

- The student is eligible for free school meals or ever has been in the last 6 years prior to admission to Eden Park High School.
- The student is admitted under oversubscription criteria 1: Looked After Children.
- One or both of the child's parents are currently serving in the United Kingdom's regular armed forces, or has served within the past 3 years at the time of application.
- One or both of the child's parents died while serving in the UK armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Applications under the PPG criteria must be accompanied by supporting documentary evidence. The evidence **MUST** be provided with the application form.

Supporting evidence for free school meals will include evidence of receipt of income support, child tax credit, job seekers allowance, employment support allowance (income based), guaranteed element of state pension credit and support under Part VI of the Immigration and Asylum Act 1999. Supporting documentary evidence of the Service premium will include pay slips of the serving parent(s), a letter from the parent(s) armed forces commander or other senior officer and/or evidence pension rights. Where the applications under this criteria exceed the 20% of places available, priority will be given according to the distance of the student's main home address to the main entrance. Those living closest to the main entrance will receive higher priority.

Where the application under the PPG criteria is not successful, the application will be placed into the next highest criteria and will be considered along with all of the other students falling within that criteria.

- **Proximity/Distance**

Any remaining places will be offered in accordance with the distance measured in a straight line from the front door of the students main home address (including flats) to the main entrance of the school's permanent site on Balmoral Avenue, Beckenham, using the Local Authority's computerised measuring system, with those living closer to Eden Park High School receiving the higher priority.

- **The Students Main Home Address**

The address given on the application form must be the student's main home address, which will usually be the address at which Child Benefit is claimed or if there is not entitlement to Child Benefit, then the address at which the child is registered with their General Practitioner (Doctor) will be used.

A business address: the address of a parent with whom the student does not live or a relative or a child minder does not qualify as the student's main home address.

Where a student lives for part of the week with each parent separately, the main home address will be deemed as the address at which the student lives for 51% or more of their time for Monday to Friday during school term time.

Where there is uncertainty over which address is the student's main home address, the address at which Child Benefit is claimed or if there is not entitlement to Child Benefit then the address at which the student is registered with the GP will be deemed to be the student's main home address.

- **Timetable**

Eden Park High School will comply with the timetable and procedures laid down in the Local Co-ordinated Admissions Scheme.

- **Admission of Children Outside their Normal Age Group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, Eden Park High School will make a decision on the basis of the case and in the best interests of the child taking into account the views of the Headteacher and any supporting evidence provided by the parent. The decision of the Headteacher is final. The process for requesting such an admission is to contact the School's Admission Officer.

- **Waiting Lists**

Eden Park High School will operate a waiting list where Eden Park High School receives more applications for places than there are available places. A waiting list will operate until the end of the Academic Year. This will be maintained by Eden Park High School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A student's position on the waiting list will be determined solely in accordance with the oversubscription criteria, where places become vacant they will be allocated to students on the waiting list in accordance with the oversubscription criteria. The waiting list will be recorded in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

- **Fair Access Protocol**

Students directed via the LA ‘fair access protocol’ will take precedence over any student on the waiting list and referral of a student from ‘fair access protocol’ includes admitting students over the published admission number (this refers to a statutory requirement placed by DfE on admission authorities from September 2007. Under the protocol we must agree to share ‘hard to place’ students in local secondary schools. Further details are available from the Admissions Team of the LA).
- **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeal Code. Applicants should contact the Admissions Secretary at Eden Park High School by 29th March 2017 for information on how to appeal. Information on the timetable for the appeals process is on our website www.edenparkhigh.com. Once an applicant is unsuccessful at appeal, a re-application to appeal will be determined by whether there have been significant and material changes of the parent, the student or the school which are relevant to a further application for a place.
- **Students**

Students with an Education Health Care Plan (EHCP) are subject to a separate process. This process, conducted by the LA, should give Eden Park High School early and meaningful consultation is late or does not meet minimum requirements or if the school feels it cannot reasonably meet the education needs of the student. Eden Park High School expects the LA to follow the local agreement that students with an EHCP should be placed in their nearest school, except in exceptional circumstances.
- **Falsifying information**

Falsifying information to gain advantage in obtaining a place at Eden Park High School will lead to the withdrawal of the offer of a place.

