



**EDEN PARK**  
HIGH SCHOOL

## **ADMISSIONS 2019/2020 POLICY**

**Date of Last Review:** September 2018

**Date of Next Review:** September 2019

**Responsibility:** Mrs E. Codling

**Advisory Body Signature:**



## Admissions Number

Eden Park High School has an admissions number of 240 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 240 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. Children Looked After (CLA)
2. Students entitled to Pupil Premium Grant (up to 20% of the 240 places on offer)
3. Sibling (a sibling on roll at the proposed time of entry)
4. 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

- **Children Looked After** 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see Section 46 adoption orders).

*Child Looked After (CLA) definition:*

- a) CLA is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.*
- b) or a child who was previously looked after by an English or Welsh Local Authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's act 2002.*

- **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: Child Looked After.
- 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.

- **Sibling.** 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, the child **must** be registered as living in the same family unit at the same address. The elder sibling **must** still be on roll at the school when the younger child starts school. Sibling applications can only be accepted for siblings in Years 7 to 10; siblings of students in Year 11 whose parent(s) have confirmed their commitment to the student continuing in Year 12 (written confirmation will be required) and siblings of Year 12 students who are attending a 2 year course. Siblings of Year 13 students cannot be accepted under this sibling rule.

- **Proximity/Distance.** Distance will be measured (in a straight line) from the front door of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property. Those living closer to the school receiving higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, places will be allocated by door number; the lower the number the higher the priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be alphabetical.

"Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process.

- **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.

- **In-year Admissions (admission to year group 8).** Please see the school website for details of how to apply. Whenever an application is received for a student to join a year group at a time other than when joining Year 7, the school will, in the event of over subscription, consider each case in the light of genuine need. Any student not offered a place will be placed on the waiting list. Parents have a statutory right of appeal.
- **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 29<sup>th</sup> March 2017 for information on how to appeal. Information on the timetable for the appeals process is on our website [www.edenparkhigh.com](http://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 with a Statement of Special Educational Needs; Education, Health and Care Plan (EHCP).** Children with a full statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) are dealt with under a separate process by the Special Educational Needs team. The published admission number of all Bromley Schools is inclusive of students with a statement of special educational needs or Education, Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their statement or EHC plan.
- **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.