**Charles Darwin School**

**Admission Arrangements for 2017/18**

**1. Admission Numbers**

1.1The published admission number for September 2017 will be:

Years 7 – 11: 224

Year 12/13:

The school will make available sufficient places in Year 12 to allow the transfer of all Year 11 students who meet the published entry criteria for the courses they wish to study. The school will in addition offer up to 40 places to external applicants who must meet the same published entry criteria for the courses they wish to study. Places will be allocated in the following priority order:

(a) Looked after and former looked after young people who meet the published criteria (see definitions in admission criteria for Year 7).

(b) Students transferring from Year 11 at Charles Darwin who meet the published criteria.

(c) External applicants who meet the published criteria.

If, after the admission of students with Special Educational Needs where the school is named on the statement and the student meets the published criteria, any of the above categories is oversubscribed places will be allocated on the basis of proximity (see definition in admission criteria for Year 7).

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission to the School.

1.2The published admission number is inclusive of students with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan that are admitted to the School pursuant to the School being named in their Statement or EHC Plan. Children will 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.

**2. Application Procedures**

2.1 Each year, the Local Authority will publish the date by which applications for admission at the start of the following school year must be received. Applications for the new Year 7 intake must be made in accordance with Local Authority admission arrangements and must be via the Common Application Form provided and administered by the Local Authority. The School will comply with the locally agreed application procedures and timetables.

**3. Over subscription**

3.1 If the number of applications exceeds the number of places, places will be allocated according to the following criteria, listed in order of priority:

**(i) Looked After Children**

[A looked after child 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. These children must still be “looked after” when the child starts school unless (b) applies.

(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.]

**(ii) Sibling – children who have a brother or sister at the school at the beginning of their first term**

[Sibling refers to a 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 will only be accepted for siblings of pupils in Years 7 to 10, siblings of pupils in Year11 whose parents have confirmed their commitment to the pupil continuing into Year 12 (written confirmation will be required) and siblings of Year 12 pupils who are attending a 2 year course.

[A “Parent” is any person who has parental responsibility or care of the child.]

**(iii) Children of Staff at the School**

Charles Darwin School may give priority in the oversubscription criteria to children of staff directly employed at the school in either or both of the following circumstances:

* Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
* The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**(iv) Children who at the time of application are attending one of the following primary schools:**

Biggin Hill Primary School

Chelsfield Primary School

Churchill C of E Primary School

Cudham C of E Primary School

Downe Primary School

Fairchildes Primary School

Green Street Green Primary School

Oaklands Primary Academy

Pratts Bottom Primary School

Tatsfield Primary School

Warren Road Primary School

**(v) Acute Medical or Social Need**

In exceptional circumstances there is discretion to admit children on the grounds of their or their family’s acute medical or social need and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child’s needs, before an admission decision is made. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

**(vi) All other applicants**

In the event of oversubscription in any category the basis of selection shall be

proximity of home in relation to the school as measured in a straight line from the front door of home to the front door of the school.

[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 the 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.

["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. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. Permanent address does not include short-term rental or lease of a year or less. Charles Darwin School is willing to accept leases from parents of new Year 7 students that are significantly over one year in length. Documentary proof may be required.]

3.2 Any child not offered a place has the statutory right of appeal to an Independent Appeal Panel. The Independent Appeal Panel will be determined by the Governing Body on an annual basis and will, usually, consist of two lay members and one person from the community, independent of the school. The decision of the Independent Appeal Panel will be binding on the Governors and the parents. Full details of the Appeals process are available from the Clerk to Governors c/o the school.

3.3 Students not allocated a place will automatically be placed on a waiting list held in criterion order. The waiting list will be maintained throughout the academic year.

3.4 Late applications during transfer from Year 6 to Year 7 will be dealt with as outlined in the co-ordinated scheme for Bromley.

**4. In-Year Admissions Years 8 - 11**

4.1 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 held by the Local Authority.  Parents have a statutory right of appeal.

4.2 Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list and this includes admitting children over the published admission number.

**5. Proof of Residence**

5.1 Original proof of residence must be submitted if requested. Advice will be sought from the LA as to acceptable documentation.

*Formally approved by the Governing Body on 23rd November 2015*