

**Charles Darwin School**  
**Admission Arrangements for 2023/24**

**1. Admission Numbers**

1.1 The published admission number for September 2023 will be:

Years 7 – 11: 224

1.2 The published admission number is inclusive of students with an Education, Health and Care Plan (EHC) that are admitted to the School pursuant to the School being named in their EHC Plan. Children with an Education, Health and Care Plan (EHC) are dealt with under a separate process by the Special Educational Needs team. All pupils with an EHCP naming the School will be admitted. The PAN will be reduced by the number of pupils with an EHCP naming the School and the oversubscription criteria will be used to prioritise the applications for the remaining place. Appeals for children with an Education, Health and Care Plan are dealt with by a SEN Tribunal.

1.3 Children directed via the Fair Access Protocol or those children in local authority care without a school place, will take precedence over any child already on the School waiting list and this includes admitting children over the published admission number where appropriate.

**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) Children Looked After (CLA)**

[A child looked after 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 “CLA” when the child starts school unless (b) applies, or

(b) a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship

order (90) including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**(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 Year 11 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 Charles Darwin School in either or both of the following circumstances:

- Where the member of staff has been employed at Charles Darwin 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  
Darrick Wood Junior School  
Downe Primary School  
Fairchildes Primary School  
Farnborough Primary School  
Green Street Green Primary School  
Oaklands Primary Academy  
Pratts Bottom Primary School  
Tatsfield Primary School  
The Highway Primary School  
Tubbenden Primary School  
Warren Road Primary School

**(v) 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 unique national grid reference (Easting and Northing) 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 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; in ascending order numerically and/or alphabetically. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by drawing lots.]

["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. The child's principal residence should be where they sleep for the majority of the school nights. 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. Evidence may be required to confirm the applicant is still living at the application address on National Offer Day and when starting at the offered school. 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. Places may be withdrawn if address details do not match the information given on the application form.

Changes of address after offers have been made will be investigated and applications will be reconsidered on the basis of the new home address. If the offer was made under the proximity criterion and the new address falls outside of the offered distance of a school with a waiting list, the offer may be rescinded. Applicants who retain ownership of a previous address cannot use a temporary address for applications.

- 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 child's position on the Local Authority waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Parents have a statutory right of appeal.

#### **5. Proof of Residence**

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

#### **6. Admission of children outside their normal age group**

- 6.1 The School will consider applications outside of the child's normal age group on an individual basis taking into account any information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents wishing to apply for a place outside of the normal age group should apply with their chronological age group but write separately to the Headteacher to explore the options for admission outside of the normal age range. Further advice is available from the local authority.

#### **7. Admission to Year 12**

- 7.1 The capacity for Year 12 students is 155 places. Places will be automatically offered to current Charles Darwin students who wish to continue to the Sixth Form who meet the general Sixth Form entry requirements of at least five grade 9–4 at GCSE or equivalent at L2.
- 7.2 There will be a minimum of 25 places available for external candidates. When current students take up places elsewhere or do not meet the academic standard required for entry to A Level courses, additional places will be offered to external candidates up to the Year 12 capacity in accordance with the required general Sixth Form entry requirements of at least five grade 9–4 at GCSE or equivalent at L2.
- 7.3 In order to achieve entry into our Sixth Form, both internal and external students must meet the general entry requirements of at least five grade 9–4 at GCSE or equivalent at L2 and in addition the required entry criteria for each of the courses they wish to study in the Sixth Form. Some of the courses offered may require a higher GCSE grade in a particular subject or subjects. This will be shown in the Sixth Form Prospectus which lists entry criteria for individual courses. Students studying other qualifications should contact the School for guidance.
- 7.4 In the event of over subscription, the criteria set out in 3 above (admission criteria for Year 7) will apply.
- 7.5 Students and their parents have a statutory right of appeal against the decision to refuse them admission to the Sixth Form. Those wishing to appeal should register

their intention to do so, by sending a letter addressed to the School c/o the Clerk to the Independent Appeals Panel within 30 days of the GCSE results day.

*Agreed by the Charles Darwin School Governing Body on 15<sup>th</sup> November 2021  
and formally approved by the CDAT Board on 26<sup>th</sup> November 2021*