



Introductory Statement

The Admissions Authority for Coombe Wood School is Folio Education Trust. The admissions function has been delegated by Folio Education Trust to the Local Advisory Board of Coombe Wood School.

Coombe Wood School is a secondary 11 – 18 comprehensive school with a sports specialism. The school engenders a healthy and active lifestyle whilst preparing students for university or higher apprenticeships. The Health Related Fitness ethos of the School is not just limited to the sports curriculum, it will be embedded throughout the curricular and extra-curricular activities ensuring that; Teamwork, Respect, Enjoyment, Discipline and Sportsmanship are in everyone's minds as they strive to discover and reach their personal best.

Admission Number

The School has a Pupil Admission Number (PAN) of 180 pupils for entry into Year 7 in September 2020.

The School will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants are received than the published admission number(s) for the relevant year group, the Academy Trust will offer places at the School to all those who have applied to the School will be offered a place.

Application Process

The School will form part of the coordinated admissions process and so those interested will have to complete a Common Application Form (CAF) which will ask for choices of schools in preference order.

The closing date for completion of the CAF is 31st October 2019.

Offers will be made on 1st March 2020, also known as National Offer Day.

Oversubscription Criteria

Only when the School is oversubscribed and after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the School, a total of 90% of places, including pupils with an EHCP, will be allocated using the following five criteria in the order set out below with 10% reserved for sporting aptitude tests.

1. Looked After Children (LAC) and Previously Looked After Children (PLAC) but immediately after being looked after become subject to adoption, a child arrangements order or special guardianship order.

A Looked After Child 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).

2. Exceptional social needs relating to either the child or the parent/carer

Some children may have had a particularly vulnerable start to life due to exceptional social circumstances. This criterion covers children whose social or personal circumstances, or those of their parent/carer, are seriously limiting their capacity to gain access to education, which Coombe Wood School is best placed to meet.

Evidence MUST include:

A statement from the parent/carer setting out what the difficulties would be for themselves or for their child if they were to attend a different school PLUS

At least one of:

- Professional evidence from a specialist, for example, social worker, educational psychologist or other professional explaining their views as to why Coombe Wood School is the only school that can meet the exceptional needs of either the child or the parent/carer
- Relevant court orders for cases where the child is in the care of grandparents or other carers, including child arrangements order or special guardianship order (or both of these, where applicable)

Exceptional social reasons are for truly exceptional circumstances, which may include: death of one or both parents, child being in the care of grandparents or other carers (evidenced by court orders), one or both parents in prison or other exceptional circumstances, which in the opinion of the Panel may indicate that it is in the best interest of the child to be considered under this criterion.

The following cases on their own are NOT considered to be exceptional social needs:

- Parents /carers who are on welfare benefits, who have social housing issues or whose children have entitlement to free school meals or pupil premium
- Parents /carers who wish their child to have a preference at the school or whose child has a strong preference for the school.
- Parents/carers who prefer the school for convenience for child-minding arrangements or in relation to parent/carer's place of work or commuting journeys, unless there are also other relevant exceptional factors.
- Where a child may have experienced bullying in a primary school, it is expected that all schools would have anti-bullying strategies in place; it is expected that past bullying issues would not be an exceptional social need, unless there are also other relevant exceptional factors.

Panel

A Panel of at least three officers, including at least one member who is experienced in understanding of social issues and will be appointed by the Trust to determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule; the Panel will consider whether it is in the best interests of the child to fall under this criterion, based on the factors explained above. A majority decision will prevail if all three members of the Panel do not agree.

- There is no right of appeal under this criterion, however, where a child is not offered a place at the school, there is a right of appeal through the normal appeals admissions route.
- Where the Panel considers that an application under this criterion is agreed, and the child does not fall under a higher category in the oversubscription criteria, then it means the child will fall under this category of the oversubscription criteria. Agreeing that a child falls under this criterion does not guarantee a place at the school.
- If a prospective Panel member has knowledge of a case, they will not be involved in decision-making for that case. The decisions of the Panel will be recorded.
- The Panel will not consider applications without any supporting evidence. It is up to the applicants to submit all relevant paperwork as outlined above and including the supplementary form for "Exceptional social need". The Trust and School will

not be responsible for chasing missing paperwork and will only consider the applications as submitted to them; incomplete applications will not be considered.

· The Panel will meet before National Offer Day to assess all applications made for Y7 entry under this criterion. Where there are late applications under this criteria, additional Panel meetings will be held as necessary.

3. Priority will next be given to children attending the following feeder schools:

Park Hill Junior School, CR0 5NS - up to 54 pupils for entry in September 2020
St Peter's Primary School, CR2 7AR - up to 36 pupils for entry in September 2020

These feeder schools are the primary schools that are closest to the site of Coombe Wood School. Folio Education Trust works to ensure that there is progression for pupils from these local schools into the 'secondary' phase of their education and so has decided to employ a feeder concept. Park Hill Junior School and St. Peter's Primary School are both collaborative partner schools within the Multi-Academy Trust known as Folio Education Trust and of which Coombe Wood School is also a part. The number of pupils admitted to Coombe Wood School under this criterion is proportionate to the size of the feeder school. If the number of applications exceeds the number of places allocated to the feeder school, the places offered to pupils from each feeder school will be decided by random allocation.

4. Priority will be given to the siblings of pupils attending the School at the time of enrolment. This criterion refers to siblings of children who have been admitted under criteria 1 - 6 and those who were admitted as EHCP students.

See Notes for definition of Sibling.

5. Children of permanent staff of Coombe Wood School who have been recruited to fill a vacant post where there is a demonstrable skill shortage as determined by Folio Education Trust or those who have worked at the School for 2 consecutive years or more.

If you are a member of staff working at this School and you wish to make an application to this School for your child, please ensure your Admissions Officer (or equivalent member of staff) is contacted and informed of your wish to use this oversubscription criterion.

6. Other children living closest to the School will be given priority for admission. The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system

(GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. In the event of a tie based on distance from the School, random allocation undertaken by an independent person will be used as a tie-break to decide who will be admitted.

7. Up to 10% of the Published Admission Number (180) will be allocated to children who have demonstrated an aptitude in our specialist subject area of Sport.

Tie-break

If a tie-break is necessary to determine which child is admitted, the child living closest to the School will be given priority for admission.

In the event of a tie based on distance from the School, random allocation undertaken by an independent person will be used as a tie-break to decide who will be admitted.

See Notes for definition of Home Address.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.

Health Related Fitness Assessment Places

Parents / Carers will need to indicate on the Application Form that they wish their children to be considered for one of these places and in addition they will need to submit a Health Related Assessment application form.

Health Related Fitness Assessments will be held in October 2019 and parents / carers will be informed of the result of the assessment before the closing date for applications which is 31st October 2019; those wishing their child to be considered for a Health Related Fitness place should submit the Health Related Fitness Supplementary Application Form by the specified date in September 2019.

See Notes for further details regarding Health Related Fitness Assessment.

Health Related Fitness Assessments will identify children who will score highest in a practical Health Related Fitness assessment.

In the event of a tie, those living nearer to the School will be given the higher priority according to the tie break definition.

If following the Health Related Fitness assessment, the Trust cannot fill 10% of the PAN with children who demonstrate a sporting aptitude then any unfilled places will be allocated using oversubscription criteria 1 – 4.

Late Applications

Applications which are late for no good reason will not be considered in the initial application round but will be considered after all on-time applications have been processed. For further details, please see the Local Authority guidance on their admission website.

Admission of children outside their normal age group

Parents / Carers may request that their child is admitted outside their normal age group. To do so parents / carers should include a request with their application, specifying why admission out of normal year group is being requested. Parents / Carers are asked to submit 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.

When such a request is made to admit a child outside of their normal age group, the Local Advisory Board will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. This includes taking account of the following:

- Parents' / carers' views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Headteacher of Coombe Wood School.

Waiting lists

The School will operate a waiting list. Where the school receives more applications than there are places available, the waiting list will operate until 31 December 2020. This will be maintained by Coombe Wood School and it will be open to any parent / carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children'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 children 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.

See The Mid Term Admissions Arrangements for parents / carers who wish to apply for a place for their child using the 'in year' Common Application Form (CAF) via Croydon Council.

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 Appeals Code.

The right to appeal is to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and the response must set out the reasons on which the appeal is made.

For information on how to appeal please see the Coombe Wood School website.

Notes:

Home address:

The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. All distances will be measured in a straight line on a map.

Any offer of a place is conditional on the child being resident at the address provided. Parents / Carers have a responsibility to notify the Local Authority and Coombe Wood School of any change of address.

In the case of joint custody where 2 parents/carers look after a child equally, the child's home address will be the address where the parent/carer registers the child with a GP.

Sibling:

Sibling means brother or sister, a half brother or sister, fostered brother or sister, a legally adopted brother or sister or half-brother or half-sister, a step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday, at the time of enrolment.

Fair Access Protocol:

The School participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admissions Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Health Related Fitness Assessment Places

The Health Related Fitness Assessment will be held in October 2019 (dates to be confirmed) at Wallington County Grammar School, Croydon, SM6 7PH. It will be administered on behalf of Folio Education Trust by an external provider. There will be a series of assessment sessions held during the day and candidates will be invited to attend one of these sessions. Candidates will be tested for sporting aptitude, which will assess sporting potential in areas such as speed, power and reactive strength index. It will not be a test of sporting ability.

Whilst no previous experience in a particular sport is required in order to take the assessment, it is expected that applicants wishing to apply under the criterion have an interest in sport, and would wish to participate fully in the sporting life of the School should they gain a place.