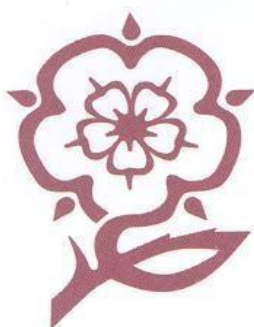


# Bullers Wood School for Girls

## Admissions Policy 2019 - 2020



*Quod Potes Tenta*  
*Strive to your Utmost*

<b>Policy created by:</b> Headteacher	<b>Date of Adoption:</b> 12 <sup>th</sup> December 2017	<b>Date to be Reviewed:</b> October 2018	<b>To be reviewed by:</b> <b>Governing Board</b>
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## Admissions Policy for Entry – September 2019-2020

The closing date for applications to Year 7 for September will be in line with Bromley guidelines. Applications must be made on the Common Application Form which is available on-line at [www.bromley.gov.uk](http://www.bromley.gov.uk)

Places will be offered in line with the coordinated admissions code.

### Year 7

The Published Admissions Number (PAN) for Year 7 is 232.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

#### 1. Looked After Children (Children in Public Care) and Previously Looked After Children

- a. 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 local Authority and immediately after being looked after became subject to an adoption, 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.

#### 2. Sibling

Sibling refers to sister or brother, half sister or brother, adopted sister or brother, step sister or brother, or the child of the parent/carer’s partner, and **in every case**, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the School, - Bullers Wood School for Boys or Bullers Wood School for Girls - when the younger child starts School.

Sibling applications will only be accepted for siblings of students in Years 7 to 10; siblings of Year 11 students who are committed to staying on to the 6<sup>th</sup> form. Sibling applications will not be accepted for siblings of students in Year 13.

#### 3. Children of Staff

Staff children are the children of staff who are employed directly by Bullers Wood School for two or more years at the time at which the application for admission to the School is made, or a member of staff who has been recruited to fill a vacant post for which, in the judgement of the Headteacher, there is a demonstrable skill shortage.

#### 4. Proximity

Other children will be prioritised according to the distance they live from the school. Proximity will also be used to prioritise pupils in criteria 2 and 3 above if the school becomes oversubscribed in either criterion.

Distance will be measured (in a straight line) from the child’s home address (including flats) to the front 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 home property.

Those living closer to the school receiving the higher priority. Permanent address does not include short term rentals of less than a year. Documentary proof will be required that this is the principal place of residence.

“Child’s home” being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded.

**Tie-Break** If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child’s home to the front door of the school in a straight line.

Where two children are equal distance from the School, places will be randomly allocated by drawing of lots.

### **Children of Multiple Births**

Multiple birth siblings (twins and triplets etc.) from the same family tied for the final place will be admitted and exceed our Published Admission Number (PAN).

### **Children with a Statement of Special Educational Needs**

Children with a full Statement of Special Educational Needs or EHC (Education Health Plan) are dealt with under a separate process by the Local Authority Special Educational Needs Team. The policy provides for applications to be considered before the main allocation process begins.

### **In Year Admissions**

The Local Authority co-ordinates all In Year applications. To apply for a secondary school place other than at secondary transfer, ie for current Year 7 to current Year 11, the [in year secondary application form](#) can be downloaded or collected from main reception at Bromley Civic Centre (Monday- Friday 08.30-1700).

The Local Authority process applications for Bromley secondary schools from residents of all local authorities. View or download the [Education - Finding your place leaflet](#) for more information.

If your child has an Education, Health and Care Plan, please do not complete an in year application form but contact the Special Educational Needs team.

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

### **Year 12**

The School will make available sufficient places for all its existing Year 11 students meeting the Sixth Form admissions criteria. In addition, there will be a minimum of 40 places available for external applicants who meet the same criteria.

In the event of over-subscription, the criteria set out in points 1 to 4 will apply.

Students not offered a place into Year 12 have the right to appeal. 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.

### **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, the School 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.

### **Late Applications**

Late applications may be made to the Local Authority and will be maintained in order of the over subscription criteria. Any student not offered a place will be placed on a waiting list and will have the statutory right to appeal. Please note that position on the list is *only* in accordance with the over subscription criteria: a late application cannot be given a lower priority simply on that basis as this would discriminate against the child.

### **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. Appellants should refer to our website for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.bullerswood.bromley.sch.uk](http://www.bullerswood.bromley.sch.uk)

### **Waiting lists**

The School operates a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December for Year 7 applications. New Year 7 applications can be made via in year application from 1<sup>st</sup> January and together with all other year groups the waiting lists close on 31<sup>st</sup> July. This is maintained by the Local Authority 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.

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 reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Those wishing to remain on the waiting list after the 31<sup>st</sup> December should contact the Local Authority Admissions Team on 020 8313 4044.