

BULLERS WOOD
MULTI ACADEMY TRUST



Bullers Wood School for Girls

Admission Policy

2023 - 2024



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1 Introduction

- 1.1 Bullers Wood School for Girls (**School**) is a single sex comprehensive secondary academy located in the London Borough of Bromley. It is part of Bullers Wood Multi Academy Trust (**Trust**), along with Bullers Wood School for Boys.
- 1.2 Admission to all state funded schools is governed by the School Admissions Code 2021 (**Code**). Under the Code, the Trust (and the Board of Trustees on its behalf) is the 'Admission Authority' for the School, and has a legal duty to formally determine the 'admission arrangements' every year for the next intake, in accordance with the requirements of the Code.
- 1.3 The Board of Trustees delegates the task of determining the admission arrangements each year to the Governing Body of the School. The School's admission arrangements are implemented by a committee of three Governors, known as the Admission Committee, who will make all admission related decisions on behalf of the Governing Body/Board of Trustees.
- 1.4 This policy, and all other admission related documents referred to within it and used during the admission process, along with any information about admissions on the School's website, together form the School's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances set out in the Code, and often only with the consent of the Secretary of State for Education.
- 1.5 In addition to the main school, the School also has a sixth form. The admission arrangements for the sixth form are also set out in this policy insofar as they relate to external candidates (as current Year 11 students already on the roll simply transfer to Year 12 if they meet the minimum academic entry criteria and want to, without needing to apply for admission). All references to 'child' in this policy will also include 'external candidates'.

2 Definition of a 'Parent'

- 2.1 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child).
- 2.2 It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3 Inclusivity and Equality

- 3.1 The School is fully inclusive and welcomes applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010.
- 3.2 The School's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

4 Children with an Education Health and Care Plan (EHC plan)

- 4.1 Children with an EHC plan are admitted to school under separate statutory procedures set out in the Special Educational Needs and Disability Code of Practice.
- 4.2 These procedures are managed by the child's home Local Authority, and **not** under the School's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHC plan as their child's school.
- 4.3 Where this happens in the normal admission round (i.e. entry to Year 7 in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN).
- 4.4 At all other times, children with an EHC plan naming the School will be admitted even where this means the PAN will be exceeded.

5 Published Admission Numbers (PANs)

- 5.1 The PAN for **Year 7** is **232** students.
- 5.2 The PAN for **Year 12** is **80** students. This figure relates to external candidates for Year 12 places only, as the School's current Year 11 students will simply transfer to Year 12 in the usual way, if they meet the Minimum Academic Entry Criteria (see below) and want to continue their education into the sixth form at the School.
- 5.3 Once the number of internal Year 11 students transferring to Year 12 is known, it may be possible to admit additional external candidates over the PAN stated above.

6 Oversubscription Criteria (Years 7 to 11)

- 6.1 Where there are more applications than places available, the order in which places will be allocated will be as follows:

6.1.1 Looked after and previously looked after children

A 'looked after child' is one 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, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category must be accompanied by documentary evidence confirming that the child meets the criteria, as follows:

- Children looked after in England - a signed letter from the child's current social worker;

- Children previously looked after in England - a signed letter from the child's previous social worker confirming their status and, if necessary, an original or certified copy of an adoption, child arrangements or special guardianship order from a UK court;
- Children previously looked after outside England - documentary evidence of having been in state care outside of England¹, and of being adopted²,

Where the child's status can be formally verified by the Virtual School Head at their home Local Authority, it will **not** be necessary for parents to provide documentary evidence.

6.1.2 **Children with a sibling at Bullers Wood School for Girls or Bullers Wood School for Boys**

For inclusion in this category, the sibling must attend either Bullers Wood School for Girls or Bullers Wood School for Boys in Year 7 to Year 11 at the time of application/the application deadline, and Year 8 to Year 12 at the time the applicant child is admitted to the School.

For the avoidance of doubt, siblings who are in Year 11 at the time of application/the application deadline who will not be transferring to Year 12, and siblings who are in Year 12 or 13 at the time of application will not meet the definition of a sibling.

In this policy, a 'sibling' is a full sibling (sharing both parents), half sibling (sharing one parent), adopted sibling, long term foster sibling (i.e. not a temporary placement), step-sibling (one child's parent married to the other child's parent) or a natural or adopted child of their parent's cohabiting partner. In all cases, the sibling must live and sleep at the child's home address (as defined by this policy) for more than 50% of their time from Sunday to Thursday night during term time, where they are being raised as part of the same core family unit.

For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will **not** be a 'sibling' for this purpose, even if they live and sleep at the same address as the applicant child.

For inclusion in this category, parents must clearly state the sibling's full details in the application form.

6.1.3 **Children of staff members employed at Bullers Wood School for Girls**

¹ In most cases, this documentary evidence will be in the form of a report or letter, which either states that the child was in care or describes the child's pre-adoption circumstances. Where the child was privately fostered, the evidence should show that this was arranged/authorised by an organisation which meets the definition above. Examples include an Article 16 Report (for Hague convention adoptions, issued by a Central Authority), information provided by a UK or overseas adoption agency, information provided by an organisation that provided care for the child (e.g. religious or charitable organisation), or a report/letter from another agency/organisation involved with the child.

² Most parents should be able to provide an original or certified copy of a) a UK adoption order, b) an adoption certificate issued by the Register General for England and Wales, National Records Scotland, or the General Register Office for Northern Ireland, c) an Article 23 Certificate (for Hague convention adoptions, issued by a Central Authority) or d) official documentation from the relevant court or state authorities in the country of adoption confirming the child was adopted (e.g. a certified document from the embassy of the country of origin, a letter from the adoption agency, or a letter from another agency/organisation involved with the child).

For inclusion in this category, the staff member must **in all cases** be employed on a permanent contract on a full- or part-time basis by Bullers Wood Multi Academy Trust and be permanently based at Bullers Wood School for Girls for more than 50% of their normal working hours each week during term time, and must **either** have been employed for at least two years at the time of application **or** were recruited to fill a vacant post for which there is a demonstrable skills shortage as verified by their HR Manager.

For the avoidance of doubt, it is **not** possible for a staff member to have priority at more than one school within the Trust. Agency staff, peripatetic staff and staff engaged on a contract for services will **not** receive priority.

In this policy, a 'child' of a staff member is their natural or adopted child, step-child (child of their spouse/civil partner) or child of their co-habiting partner, and **in all cases** the child must live and sleep at the staff member's home address (as recorded in their HR file) for more than 50% of their time from Sunday to Thursday night during term time. For the avoidance of doubt, children who do not meet this criteria will **not** be eligible for a place under this category.

Applications in this category must be made by the employed parent only, with no details of the other parent being provided (this is because the Code prohibits schools from obtaining the details of more than one parent).

Parents must submit applications in the normal admission round to their **home** Local Authority using its own Common Application Form (known as a CAF). If this CAF does not specifically ask parents to confirm that they are employed by the Trust to work at the School (meeting the criteria set out above), the application must be accompanied by a signed letter from the parent's HR Manager at the School confirming that they meet the criteria. This should not be necessary for children living in the PAN London admission area, or to in-year applications, as the relevant application forms should ask for this information.

6.1.4 **All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

7 Minimum Academic Entry Criteria for Entry to Year 12

7.1 All current Year 11 students at the School wishing to transfer to Year 12, and all external candidates applying for admission to Year 12, must meet the minimum academic entry criteria set out in the table below:

Course:	Course Requirements:
A Level courses	A minimum of five GCSE at grade 5 or above, including English Language and Mathematics plus Subject Specific Requirements (see below)
Vocational courses	A minimum of five GCSE at grade 4 or above, including English Language and Mathematics plus Subject Specific Requirements (see below)

- 7.2 The student must have taken at least five GCSE examinations to meet the minimum academic entry criteria. Vocational courses equivalent to more than one GCSE will count as a maximum of one grade. Equivalent qualifications will be taken into consideration where GCSEs are not taken.
- 7.3 In this policy, 'Subject Specific Requirements' means the additional entry requirements for specific subjects/courses, as set out in a separate document **Sixth Form Subject Specific Requirements**, which is published alongside this policy on the School's website.
- 7.4 The Minimum Academic Entry Criteria is the same for current Year 11 students and external candidates. Once met, Year 11 students will transfer to Year 12. All external candidates meeting the minimum threshold will be on an equal footing for places, with the oversubscription criteria being applied where there are more eligible applications than places available. Those achieving higher grades will **not** have higher priority.
- 7.5 A pre-application meeting may take place between members of the sixth form staff and Year 11 students/external candidates to discuss course options and entry requirements. This meeting is **not** an interview, and its outcome will play no part in the transfer/application process.
- 7.6 Parents/candidates should note that the School cannot make exceptions to the determined Minimum Academic Entry Criteria, except where it is necessary to adjust the criteria in accordance with the School's duties towards those with protected characteristics under the Equality Act 2010. Exceptions cannot be made in other circumstances, and parents/candidates are asked to refrain from asking.

8 Oversubscription Criteria for External Candidates (Year 12)

- 8.1 Where there are more applications than places available, the order in which places will be allocated to external candidates will be as follows:

8.1.1 Looked after and previously looked after candidates

A 'looked after candidate' is one 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, in England.

A 'previously looked after candidate' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a candidate who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category must be accompanied by the documentary evidence set out in detail in **Paragraph 6.1.1** above.

Where the candidate's status can be formally verified by the Virtual School Head at their home Local Authority, it will **not** be necessary for parents to provide documentary evidence.

8.1.2 **Candidates who attend Bullers Wood School for Boys**

Year 11 students at Bullers Wood School for Boys do **not** have a right of automatic transfer to Year 12 at Bullers Wood School for Girls, they must apply for admission to Year 12 as external candidates.

The candidate must be a registered pupil of Bullers Wood School for Boys in Year 11 at the time of application/the application deadline, and have remained on the roll throughout the duration of that school year.

For inclusion in this category, parents must confirm the candidate's status in the application form.

8.1.3 **All other candidates**

This category will include all candidates who do not fall into any of the oversubscription categories above.

9 Child's Home Address

9.1 The child's home address is the residential (not business) address where they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or will usually (but not always) be where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application/admission.

9.2 Where any uncertainty arises in respect of the child's home address, the School reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address put forward by the parent.

9.3 Where the child/child's family is/are not living in the area of the School at the time the application is submitted, the application will still be accepted and processed, however the proposed new address will not be used to apply the tie breaker unless the application is supported by documentary evidence that the new address meets the definition and the child will be living there by the first day of term (for example, a tenancy agreement signed by both parties, formal letter confirming exchange of contracts, HMLR title deed/document, etc.).

9.4 Applications for the admission of children of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date.

9.5 The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address (for example, a signed tenancy agreement, mortgage offer, HMLR title deed/document, official letter confirming exchange of contracts, etc.). Alternatively, where requested by parents, a Unit or quartering address will be used for this purpose.

10 Tie Breaker

10.1 Where there are more applications than places remaining in any of the

oversubscription categories set out above, the order in which places will be allocated will be determined by the distance between the child's home address (as defined below) and the School, with those living nearest receiving highest priority.

- 10.2 Distance will be measured in a straight line from the easting and northing coordinates for the child's home address (or apartment block in which the child's home address is located) to the front door of the School, using London Borough of Bromley's electronic measuring software system which uses Ordnance Survey's GIS references.
- 10.3 Where two or more applications cannot be separated because the children live an equal distance from the School (including where they live in the same apartment block), the order in which places will be allocated will be determined by the drawing of lots supervised by somebody independent of the Trust and the School.

11 Twins, Triplets and Siblings of a Higher Multiple Birth (Years 7 to 11)

- 11.1 In Year 7, where at least one child achieves an offer of a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth do not achieve an offer of a place within the PAN, the School will nevertheless admit their twin, triplet(s) or sibling(s) of a higher multiple birth to avoid them having to attend different schools, even where this means exceeding the PAN.
- 11.2 In all other year groups, the School will use its best endeavours to offer places to all children of a particular multiple birth without prejudicing the efficient provision of education and efficient use of resources.
- 11.3 Bullers Wood School for Girls and Bullers Wood School for Boys are located close to one another and are in the same multi academy trust. The Trust is the Admission Authority for both schools. The Trust has determined that, in Year 7, in the case mixed sex multiple births, where at least one child achieves a place within the PAN at one of the schools in the usual way, but their siblings of a multiple birth do not, the other siblings will be offered a place at the applicable school, even where this means exceeding the PAN. In all other year groups, the schools will use their best endeavours to offer places to all children of the mixed sex multiple birth places at both schools without prejudicing the efficient provision of education and efficient use of resources.
- 11.4 The paragraphs in this section above do **not** apply to Years 12 and 13, because these places are allocated on the basis of the candidate minimum academic entry requirements and their course choices.

12 Application Procedure for Admission to Reception Year/Year 7 in September

- 12.1 Applications for admission to Reception Year/Year 7 in September are known as applications made 'in the normal admission round'.
- 12.2 Applications in the normal admission round are coordinated by the Local Authority for all schools in its area. This includes 'late applications' (i.e. applications received before the first day of term September, but not made in time to enable the Local Authority to offer a place on National Offer Day).
- 12.3 Applications in the normal admission round must be made directly to the child's home Local Authority by completing and submitting a **Common Application Form**

(CAF), which is available to download/complete online via the child's home Local Authority's website, by the application deadline. Parents must state a preference for the School in the CAF.

- 12.4 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation should be submitted in support of the application. This documentation must be submitted to the child's home Local Authority by the application deadline. If not, there is a significant risk that the child will be placed in a lower oversubscription category because they were not identified as being eligible for a higher one.
- 12.5 The application deadline for admission to Year 7 in the normal admission round is **Monday, 31 October 2022**.
- 12.6 National Offer Day for admission to Year 7 in the normal admission round is **Wednesday, 1 March 2023**.
- 12.7 Late applications (as defined above) will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly encouraged to submit their applications on time.

13 Application Procedure for In-Year Admission

- 13.1 An 'in-year admission application' is one for admission Year 7 which is submitted on or after the first day of term in September, or for admission to any other year group. This is also sometimes known as admission 'outside the normal admission round'.
- 13.2 Parents should note that the PAN set for Year 7 only applies for the duration of that school (i.e to applications both in and outside the normal admission round to Year 7 only). Such applications may be refused where there are no places remaining with the PAN set for that intake.
- 13.3 Where applications are made for admission to any year group other than Year 7, the child will be admitted to the School **unless** admitting an additional child would prejudice the efficient provision of education and/or efficient use of resources.
- 13.4 Where there are multiple applicants for a year group other than Year 7 and the School has determined that some but not all of the children can be admitted without prejudicing the efficient provision of education and/or efficient use of resources, the School will apply oversubscription criteria set out above to determine which of the children are offered a place.
- 13.5 The School has opted to participate in London Borough of Bromley's coordinated scheme for in-year admissions. This means that London Borough of Bromley will process all in-year applications on behalf of the School, including those for children who live out of the borough.
- 13.6 Applications for in-year admission must be made directly to London Brough of Bromley (not the child's home Local Authority) by completing and submitting an **In Year Secondary Application Form**. This form and further guidance on the process is available on London Borough of Bromley website, which can be accessed [here](#).

14 Application Procedure for Admission to Year 12 (External Candidates)

- 14.1 Applications for the admission of **external candidates** to Year 12 must be made **directly to the School**, by completing and submitting an online **Sixth Form Application Form** (available via the School's website).
- 14.2 As stated above, a pre-application meeting may take place between members of the sixth form staff and candidates, to discuss course options and entry requirements. This meeting is not an interview, and its outcome will play no part in the application process. Places are allocated solely by reference to the Minimum Academic Entry Criteria and oversubscription criteria set out in the School's admission arrangements.
- 14.3 The application deadline for admission to Year 12 in September is **Sunday, 15 January 2023**.
- 14.4 Conditional offers will be made on or before **Friday, 31 March 2023**. These offers will be based on predicted grades and are therefore conditional upon the external candidate meeting the Minimum Academic Entry Criteria for the courses chosen when awarded grades are known.
- 14.5 As stated above, the School cannot make exceptions to the determined Minimum Academic Entry Criteria, except where it is necessary for this criteria to be adjusted in compliance with the School's duties under the Equality Act 2010. Exceptions cannot be made in other circumstances.

15 Waiting List

- 15.1 On behalf of the School, the Local Authority operates a waiting list for children who are unsuccessful in achieving a place for all year groups throughout the school year.
- 15.2 The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.
- 15.3 Children placed at the School under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

16 Statutory Right of Appeal

- 16.1 Parents have a statutory right of appeal against the refusal of a place at the School. This applies to all year groups, including the sixth form.
- 16.2 Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.
- 16.3 The School will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Year 7 in September) alongside this policy on or before 28 February in the year in which offers are made.

17 Requests for Admission Outside Normal Age Group

- 17.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the School. This may be to a year group above or below, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, rather than an exhaustive list).
- 17.2 However, parents do not have an absolute right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the Admission Committee (on behalf of the Board of Trustees), in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 17.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, well ahead of any application deadlines, so that they can obtain a decision in principle enabling them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.
- 17.4 Decisions regarding admissions outside of the normal age range are made by the Admission Committee on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Principal of the School and, where provided, the Headteacher of the child's current or previous school(s).
- 17.5 Parents should make their requests by completing a **Request for Admission Outside Normal Age Group Form** and submitting it with any supporting documents to the School marked for the attention of the Clerk to the Admission Committee. This form is available to download on the School's website or in hard copy from the School's main office.
- 17.6 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed **in principle**, the letter should accompany the application for admission subsequently made for a place at the School in that year group.
- 17.7 Parents do **not** have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group, as set out above.

18 Review and determination of the School's admission arrangements

- 18.1 The term 'admission arrangements' means *"The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including*

any device or means used to determine whether a school place is to be offered".
This therefore includes not only this policy, but all other admission related documents and information published on the School's website.

- 18.2 The admission arrangements for the September 2023 intake were formally determined by the Board of Trustees on 23 February 2022.