



Cleeve  
Park  
School

# Admissions Policy

Admissions in September 2023

# Cleeve Park School admission arrangements for 2023/24

## Introductory statement

Cleeve Park School, located in the Borough of Bexley, is a comprehensive entry 11-18 mixed academy and is part of The Kemnal Academies Trust (TKAT).

We offer 180 places in Year 7 each year and 120 places in Year 12.

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

## Application process

Applications for admission must be made via the local authority, more information can be found at <https://www.bexley.gov.uk/services/schools-and-education/secondary-schools/starting-secondary-school>

Applications for September 2023 must be received by the 31st October 2022. The local authority will send parents/carers letters / emails telling them the outcome of their applications on 1st March 2023.

Where more than 180 students apply places will be allocated in accordance with the criteria and in the order set out below:

## Oversubscription criteria

The criteria in this section apply to entry at both phases of the school. Any students wishing to enter the sixth-form will also be required to have met the academic entry criteria for the sixth-form set out below.

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 and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care outside of England and ceased to be in state care as a result of being adopted. (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. Siblings in school at the time of proposed entry. Sibling refers to 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 should be living in the same family unit at the same address.
3. Distance to the School as measured in a straight line route from the front door of the child's home address (including flats) to the main entrance of the School, using the Local Authority's computerised measuring system, with those living closer to the School receiving the higher priority.
4. Other children.

### **Tie-break**

If in categories 2-3 above a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break to decide who will be admitted.

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.

### **Arrangements for admission to the sixth-form**

Children in our own year 11, providing they have met the academic entry criteria, will be permitted to move up to year 12.

The school will admit any students with an education health and care plan naming it.

All other students must meet the entry requirements for the post-16 vocational or academic route they wish to follow and any individual subject entry requirements as set out in the sixth form area on the school web site at <https://www.cleevepark-tkat.org/sixth-form>

Where there are more eligible students than places, the oversubscription criteria above will determine who is admitted.

### **Late applications**

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

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

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is

being requested and the year group in which they wish their child to be allocated a place. When such a request is made, the academy trust 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 Executive Head Teacher and any supporting evidence provided by the parent. 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.

## **Waiting lists**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust 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.

The school will also keep a list, ranked against the oversubscription criteria, of those applying for entry to year 12 who are not made a conditional offer by 28<sup>th</sup> March 2023 Any of those students meeting the academic entry criteria on Thursday 24<sup>th</sup> August 2023 will be considered for a place if any students who were previously offered places, conditional upon meeting the above academic entry criteria, do not achieve their grades.

## **In-year admissions**

Any parent can apply for a place for their child at any time to any school outside the normal admissions round. They can do this by applying directly to the local authority who coordinates all in-year admissions for the school. Details on how applications can be made and how they will be dealt with can be found at: <https://www.bexley.gov.uk/services/schools-and-education/year-applications/applying-school-year>

## **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 contact the Chair of Governors by 17<sup>th</sup> April 2023. 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. Appeals will be heard up to 40 school days after the deadline . Appellants will receive at least 10 days notice of their appeal hearing. Decision letter will be sent within 5 school days of the hearing wherever possible.

## **Falsifying information**

Falsifying information to gain advantage in obtaining a school place will lead to the withdrawal of the offer of a place. If it is found that a place has been achieved by falsifying information, any further siblings will not be considered.

**Notes:**

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.