



Ravens Wood School
(Part of the Impact Multi Academy Trust)
Policy Document

Policy Name	Admission Arrangements for 2017/2018
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SLT Responsible:	Headteacher



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Admission Arrangements for 2017/2018

1 Introduction

The number of students Ravens Wood School proposes to admit in each year group from years 7 – 11 is 232, starting with Year 7 in the academic year 2014/15. The published admission number is inclusive of students with a statement of special educational needs / Education Health and Care Plan that are admitted to the school pursuant to the school being named in part 4 of their statement/ EHCP .

2 Admission to Year 7

Applications must be made in writing to The London Borough of Bromley Admissions using the appropriate Common Application Form.

3 Criteria

Should the number of applications exceed the number of places available, places will be allocated using the following criteria listed in order of priority:

3.1 Children in care (Children in public care)

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) at the time of making an application to a school.

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 (see section 46 adoption orders).

'Looked after child' definition:

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 or Welsh local Authority, and immediately after being looked after became subject to an adoption, residence, 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.

3.2 Siblings:

a boy whose elder brother, (or sister in the Sixth Form), half-brother (or half-sister in the Sixth Form), adopted brother (or adopted sister in the Sixth Form), step brother (or step sister in the Sixth Form) or the child of the parent/carer's partner is attending the School at the time of proposed entry. Sibling

applications will only be accepted for siblings of students in Years 7 to 10; siblings of Year 11 whose parents have confirmed in writing their commitment to the student continuing into Year 12 and siblings of Year 12 students who are attending a two year course. However, siblings of Year 13 students will not be accepted. In every case the child should be living in the same family unit at the same address.

3.3 Children of staff at the school

Ravens Wood will give priority regarding oversubscription criteria to children of staff in either or both of the following circumstances:

- a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3.4 Proximity:

Children who live nearest to the school when measured in a straight line from the front door of home to the School's front entrance using the Local Authority's computerised measuring system.

4 Students with a Statement of Special Educational Needs

Students with a statement of Special Educational Needs / an Education, Health and Care Plan are dealt with under a separate process and the Governing Body will admit those students whose statements / EHCPs name Ravens Wood School after this process has been completed. The only exception to this will be if the School is unable to meet the needs identified in the Statement of SEN / EHCP or where the admission of a student with such a plan would have significant impact on the education of other students.

5 Timetable

Ravens Wood School will comply with the timetable and procedures laid down in the Local Authority's Co-ordinated Admissions' Scheme.

6 Home Address

This is the address at which the student lives permanently and full-time as his principal residence. Documentary proof of residence is required. Permanent address does not include short-term rental or lease. 'Permanent Address' comes into force from the date of occupation and relinquishing of previous address (documentary proof is required).

7 Waiting List

Any child not offered a place will be placed on a waiting list and will have the statutory right of appeal. Those wishing to appeal should register their intention of doing so by sending a letter, addressed to the

Chair of Governors, c/o Ravens Wood School, within 14 days of being informed that their child has not been allocated a place. The waiting list for year 7 will be maintained in the order of the over subscription criteria.

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

8 Admission to Years 8 – 11

Whenever an application is received for a student to join a year group at a time other than when joining Year 7, the school will, in the event of over subscription, consider each case in the light of genuine need. Any student not offered a place will be placed on the waiting list. Parents have a statutory right of appeal.

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.

9 Admission to Year 12

Ravens Wood School will make available sufficient places for all Year 11 students meeting the admissions criteria, i.e. the minimum entry qualifications for each course. In addition, there will be a minimum of 10 places available for external applicants who meet the same criteria. Students not allocated a place will have the statutory right of appeal.