PARK HOUSE SCHOOL

Admission Arrangements 2028/29

Park House School is an academy in the Greenshaw Learning Trust, and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

The arrangements were determined by the Board of Trustees at the Greenshaw Learning Trust on **TBC**.

The Arrangements are due for review by; **summer term 2027.**

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1 Admission for entry to Year 7, September 2028

Park House School has a Published Admission Number of 190 for entry into Year 7 in September 2028. Park House School is part of West Berkshire Council's Co-ordinated Admissions Scheme. Applications for admission to Year 7 at Park House School must be made in October of the year before admission for a place in Year 7, to the child's home Local Authority on their Common Application Form, naming Park House School as a preference on the form.

The Common Application Form (CAF) must be submitted to the child's home Local Authority no later than 31 October.

Applications must be made by the Parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

1.1 EHCP

Students with an Education Health Care Plan that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that has named the school.

1.2 Oversubscription criteria

If the school receives more applications than there are places available, the following criteria will be applied.

Priority 1: Looked After Children

Priority for Looked After Children or children who were Previously Looked After.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to the admission authority to have been 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).

Priority 2: Exceptional Medical/Social need

Priority for children who have an exceptional social and/or medical need.

Students who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why the student should attend this school rather than any other and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school.

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Parents should complete the Trust's Social and Medical Form (in addition to the CAF), which can be found on the school's website www.parkhouseschool.org

The Social and Medical Form must be supported by relevant written evidence from a registered professional(s) involved with the child. Examples include registered health professionals, such as a Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter-headed paper and reflect the child's current situation.

The Trust's Social and Medical Form must be submitted directly to the Greenshaw Learning Trust no later than 31 October via email to s.m@greenshawlearningtrust.co.uk or posted to, Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton SM1 4AF.

The CAF must be submitted directly to the child's home Local Authority no later than 31 October.

Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application and should be submitted before the closing date to ensure full consideration.

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

Priority 3: Children of permanent members of staff

Priority for children of permanent members of staff of the school.

Where;

- The member of staff has been employed at Park House School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 4: Siblings

Priority for students who will have a sibling at the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, stepbrother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

Cousins or children of friends living with their parents in the same household are not included.

Where a sibling is in Years 11 or 12 at the time of application to start year 7, they will be deemed as being in the school at the time of admission, unless the parent has specifically stated that they will not be continuing into the following academic year.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

Priority 5: Designated Catchment Area

Priority for students living in the school's designated catchment area.

Students who live in the designated catchment area of the school. Children must be living in the designated catchment area at the closing date of **31 October** to be considered under this criterion. Maps showing the designated catchment area of a school are available to view on West Berkshire's website; www.westberks.gov.uk/catchment

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted.

If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. If such evidence is received by 1 January for a secondary place during the normal admissions round, the new address will be accepted for the forthcoming allocation.

Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence.

Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

Priority 6: Distance (outside of the designated catchment area)

Any remaining places will be offered to students living outside of the designated catchment area based on proximity of the child's home address to the school. Distances will be measured in a straight-line distance using the computerised system as specified by West Berkshire Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

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 (i.e. a letter) signed by both parents stating the pattern of residence. A letter of joint declaration should be sent to the student's home Local Authority and must be received before the closing date of 31 October. 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 the school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the

home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience. Where a linked address is not available the overseas address will be used to determine the home to school distance.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

Applications are ranked in accordance to the home to school distance within each priority. The distance measurement used is defined within Priority 6, for distance.

1.3 Tie Breaker

Where two or more applicants share priority for a place, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust Shared Service who is independent of the school's admissions process.

2 Applications for students outside of the normal age group

Students are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

Parents should submit a request for education outside of the normal age group in writing (by letter or email) at the time of the application. The request should be sent with the application to the address detailed on the application form.

The decision will be made based on whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; 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.

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Parents may wish to include evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date in the normal way. The request for later admission should accompany the submission of the Common Application Form to the home Local Authority. This enables the application to be processed, and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

3.1 Late Applications

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. If you are unsure whether your circumstances would be regarded as a 'good reason', you must contact your home LA for further advice.

3.2 Notification and Acceptance of Offers

Notification of offers for admission to Year 7 will be sent to parents by their home Local Authority. Offers are made by the home Local Authority on or about 1 March. Written acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started at the school.

3.3 Waiting lists

If the school is oversubscribed a waiting list will be held for Year 7 until 31 December.

Parents wishing to remain on the waiting list after 31 December should write to the school by 31 December stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritised according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

4 In-year Admissions

Park House School is part of West Berkshire Council's Co-ordinated Admissions Scheme for In-Year Admissions. To apply for a place at Park House School, outside of the normal round for admissions, parents should complete the In-Year application form provided by West Berkshire Council.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission

criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial allocation date.

Waiting lists are cancelled at the end of the academic year. Parents must re-apply if they wish for their child to be considered for a place at the school after this point by completing a new in-year application.

5 Sixth Form

The Published Admission Number for entry to Year 12 is 120.

Year 11 students currently studying at Park House School and students in the appropriate age range studying elsewhere may apply to join the Sixth Form.

All prospective candidates will be given on request, the appropriate information related to courses and the process of application. Where assistance is requested in regard to the completion of the application it will be provided.
The minimum academic attainment required for entry into the post-16 provision level 3 is:

- 5 GCSSE grades 4+, including Maths or English language, for extended diplomas.
- 5 GCSE grades 5+ including Maths and English Language, for A levels.

Students will also need to satisfy minimum entrance requirements for the courses in which they are applying, as detailed in the prospectus, available from the school's website. Students who did not attain grade 4 or above in GCSE English and Maths will need to resit these qualifications during their sixth form studies.

If a candidate has attained grades that meet the minimum requirements for a course, they will be offered a place in the Sixth Form.

If a course is deemed to be full, the decision as to which students will be offered a place on that course will be made on the basis of the academic qualifications that the student currently holds.

6 Appeals

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

If a student is refused admission to the Sixth Form, parents and the student have the right to appeal either jointly or separately; if an appeal is lodged by both, both appeals will be heard together.

Appeals will be heard by an Independent Appeal Panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Appeals for entry in September 2028 must be received by **TBC** at the latest if these are to be heard by the Independent Appeal Panel by **TBC**. Appeals received after **TBC** where possible will be heard by **TBC**; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Further information on how to lodge an appeal can be found here

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