



PARK HOUSE SCHOOL

Admission Arrangements 2023/24

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 in February 2022.

The Arrangements are due for review by: **summer term 2022**

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1 Admission for entry to Year 7, September 2023

Park House School has a Published Admission Number of 205 for entry into Year 7 in September 2023. Park House School is part of West Berkshire'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.

Where applications from students with an Education Health Care Plan which specifically name Park House School are received after the closing date for the receipt of admissions then offers will be made to such applicants even though this may lead to the school being temporarily oversubscribed.

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) children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- b) children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and
- c) children 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 child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to

benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Priority 2: Siblings Living in the Designated Catchment Area

Priority for students whose permanent address is within the school's designated catchment area and 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, step brother 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.

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.

Siblings must be living in the designated catchment area at the closing date of **31 October 2022** to be considered under this criterion. Maps showing the catchment area of a school are available to view on the West Berkshire website www.westberks.gov.uk/catchment .

Children who are resident in a designated catchment area that has been subject to change, with a sibling who will be on the roll of the preferred school (or partner infant/junior school) that would have been the catchment area school if not for the change at the point of admission, will be considered as a Catchment Area Pupil.

Priority 3: 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 2022** to be considered under this criterion. Maps showing the designated catchment area of a school are available to view on the West Berkshire website www.westberks.gov.uk/catchment .

Priority 4: Siblings (Living outside of the Designated Catchment Area)

Priority for students who will have a sibling at the school at the time of admission but who do not live in the school's designated catchment area.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother 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.

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: Children of members of staff

Priority for children of 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 6: Distance

Any remaining places will be offered based on proximity of the child's home address to the school.

Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using West Berkshire Council Admissions Team's Geographical Information System.

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.

In the majority of cases, applicant's rent or own one property, however, family circumstances vary so we have identified below how we will consider different cases: If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if: 1. Your owned property is rented and 2. You have been living at the rented address for at least 1 year (we will require proof). In some cases, we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases, we will decide what evidence you should provide us and we will review it and make a decision. If you own two or more houses, the permanent home address is where you live and we may ask for evidence to determine which address is the permanent home address. If your permanent home address is not owned or rented (for example living with parents) we will consider it as your permanent home address if you do not own or rent another property. We will require evidence to show that you do not own or rent another property. If you cannot show evidence that you have lived at the current address for more than 1 year, we will need to see documentation that confirms what the previous address was and that you do not own or rent the property. If you own or rent a property and have moved because of an emergency, for example fleeing domestic violence, we will consider the address where you are staying as your permanent home address. We will require evidence such as a police report.

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 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 in to 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.

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 during a normal admission 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.

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 Break

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, 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.

The Headteacher will decide whether or not the child's circumstances make this appropriate, taking in to account the child's individual needs and abilities and considering 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.

All requests should include recent professional 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 by a Committee of the Board of Trustees established for this purpose, with the advice of the Headteacher and the Greenshaw Learning Trust Head of Admissions.

3.1 Late Applications

Application forms received after the closing date will be considered after those that are received on time. If there is an exceptional reason why the application was late e.g. moving into the area, the Local Authority may include this in the first allocation round.

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 will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to those subject to a direction or an admission in accordance with the In-Year Fair Access Protocol. The waiting list will be adjusted to take account of late, or in-year, applications.

5 Sixth Form Admissions

We have an open admissions policy for 6th Form, subject to the availability of appropriate courses and to particular requirements as published in the Sixth Form prospectus. Governors note that as a coeducational comprehensive school the Sixth Form is open to all and that all current Year 11 students have a right to progress to Year 12/13. To this end the school offers a range of courses, both academic and vocational.

These arrangements apply to new students entering the school at Year 12 for the first time, not existing school students.

The school offers a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course and admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although admission will not depend on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental preference as long as the school offers the course and the prospective student has appropriate pre-requisites qualifications for the course.

The admission number for Year 12 is 50 (new students to school, not existing).

The highest priority is for looked after children and previously looked after children who meet the criteria in 1.2 above.

Students who wish to follow the two year advanced courses should have at least five GCSE passes at grade C (or equivalent) or above (including English & maths).

Students who did not attain grade 4 or above in GCSE English and maths will need to re-sit these qualifications during their sixth form studies.

There will also be specific subject criteria as indicated in the Park House School Sixth Form Prospectus.

If the Sixth Form is oversubscribed a waiting list will be operated on the same criteria as for Year 7 entry.

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.

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.

Parents wishing to appeal must send a written request for an Appeals Pack to:

- admissionappeals@greenshawlearningtrust.co.uk or;
- Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

Appeals must be lodged by the dates set out in the co-ordinated and in-year admissions scheme for the normal admissions round or within 21 days from the date of the offer or refusal letter.