



### **Introductory Statement**

The Admissions Authority for Coombe Wood School is Folio Education Trust. The admissions function has been delegated by Folio Education Trust to the Local Advisory Board of Coombe Wood School.

Coombe Wood School is a secondary 11 – 18 comprehensive school with a sports specialism. The school engenders a healthy and active lifestyle whilst preparing students for university or higher apprenticeships. The Health Related Fitness ethos of the School is not just limited to the sports curriculum, it will be embedded throughout the curricular and extracurricular activities ensuring that; Teamwork, Respect, Enjoyment, Discipline and Sportsmanship are in everyone's minds as they strive to discover and reach their personal best.

### **Mid Term Admissions**

If parents/carers wish to apply for a place for their child at a time other than Transfer to Secondary School, application must be made using the 'in-year' Common Application Form (iCAF) from Croydon Council. If Coombe Wood School has been named on the form, Croydon Council will forward the application to Coombe Wood School.

Applications will only be considered when the number of students in the relevant year group falls below the Published Admission Number (PAN) of 180 students.

Coombe Wood School maintains a waiting list for each Year Group for each academic year. Applicants' names are added to the waiting list in accordance with the following oversubscription criteria whenever anyone is added to or leaves the waiting list:

### **Oversubscription Criteria**

Only when the School is oversubscribed and after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the School on the CAF, will the oversubscription criteria be used to fill any places under our Mid Term Admission Policy. The following criteria will be used in the order set out below:

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.

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. Other children living closest to the School will be given priority for admission. The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. In the event of a tie based on distance from the School a random allocation will be made by an independent person.

Waiting lists for all year groups will be cancelled at the end of each academic year.

### **Tie-break**

If a tie-break is necessary to determine which child is admitted, the child living closest to the School will be given priority for admission. The measurement will be taken using a computerised measuring system in a straight line from the home address to the main pedestrian entrance of the School site for Coombe Wood School on Melville Avenue/Coombe Road, Croydon, CR2 7HY. Those living nearer to the site of Coombe Wood School will be given a higher priority. In the event of a tie break on distance from the School a random allocation will be made by an independent person.

See Notes for definition of Home Address.

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.

### **Appeals**

All applicants refused a place have a right of appeal. The right to appeal is to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and the response must set out the reasons on which the appeal is made.

For information on how to appeal please refer to the Coombe Wood School website.

### **Notes:**

#### **Home address:**

The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child. All distances will be measured in a straight line on a map.

Any offer of a place under this criterion is conditional on the child being resident at the address provided. Changes of address up to the date specified by the Local Authority under the co-ordinated admissions scheme may be considered if there are exceptional reasons behind the

change, such as if a family has just moved to the area, or has returned from abroad. Please consult with the Local Authority arrangements online to clarify. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority and Coombe Wood School of any change of address.