



### **Introductory Statement**

The Admissions Authority for Coombe Wood School (The School) is Folio Education Trust (The Trust). The admissions function has been delegated by Folio Education Trust to the Local Governing Board of Coombe Wood School who will recommend changes to their Admissions Arrangements and take responsibility for public consultation.

Coombe Wood School is a mixed secondary 11 – 18 comprehensive school with a curriculum specialism in Health Related Fitness. 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 is embedded throughout the curricular and extra-curricular activities ensuring that; Teamwork, Respect, Enjoyment, Discipline and Sportsmanship are in everyone's minds as they strive to discover and reach their personal best.

### **Admission Number**

The School has a Pupil Admission Number (PAN) of 180 pupils for entry into Year 7 in September 2023.

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

### **Application Process**

The School will form part of the coordinated admissions process and so those interested will have to complete a Common Application Form (CAF) which will ask for choices of schools in preference order.

The closing date for completion of the CAF is 31<sup>st</sup> October 2022.

Offers will be made on 1<sup>st</sup> March 2023, also known as National Offer Day.

## 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, a total of 90% of places, including pupils with an EHCP, will be allocated using the following six criteria in the order set out below. (An additional 10% of places are reserved for those who rank highest in the Health Related Fitness aptitude assessment.)

1. Looked After Children (LAC) or Children who are Looked After (CLA) and Previously Looked After Children (PLAC) who immediately after being looked after become subject to adoption, a child arrangements order or special guardianship order. This includes those children who appear to the Admissions 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 who is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole main purpose is to benefit society.

2. Exceptional social needs relating to either the child or the parent/carer:

Some children may have had a particularly vulnerable start to life due to exceptional social circumstances. This criterion covers children whose **social** or **personal** circumstances, or those of their parent/carer, are seriously limiting their capacity to gain access to education, which Coombe Wood School is best placed to meet.

Where a child or their parent/carer has medical conditions or health issues, these are NOT considered to be exceptional social needs, unless there are other associated social difficulties of a compelling nature, that only Coombe Wood School is best placed to meet.

Please provide evidence which MUST include:

A statement from the parent/carer setting out what the difficulties would be for themselves or for their child if they were to attend a different school PLUS

At least one of:

- Professional evidence from a specialist, for example, social worker, educational psychologist or other professional explaining their views as to why Coombe Wood School is the only school that can meet the exceptional needs of either the child or the parent/carer.
- Relevant court orders for cases where the child is in the care of grandparents or other carers, including child arrangements order or special guardianship order (or both of these, where applicable.)

Exceptional social reasons are for truly exceptional circumstances. These may include: death of one or both parents, child being in the care of grandparents or other carers (evidenced by court orders), one or both parents in prison or other exceptional circumstances, which in the opinion of the Panel may indicate that it is in the best interest of the child to be considered under this criterion.

The following cases on their own are **NOT** considered to be exceptional social needs:

- Parents /carers who are on welfare benefits, who have social housing issues or whose children have entitlement to free school meals or pupil premium.
- Parents /carers who wish their child to have a preference at the School or whose child has a strong preference for the School.
- Parents/carers who prefer the School for convenience for child-minding arrangements or in relation to parent/carer's place of work or commuting journeys, unless there are also other relevant exceptional factors.
- Where a child may have experienced bullying in a primary school, it is expected that all schools would have anti-bullying strategies in place; it is expected that past bullying issues would not be an exceptional social need, unless there are also other relevant exceptional factors.

#### Panel

A Panel of at least three officers, including at least one member who is experienced in understanding of social issues, will be appointed by the Trust to determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The Panel will consider whether it is in the best interests of the child to fall under this criterion, based on the factors explained above. A majority decision will prevail if all three members of the Panel do not agree.

- There is no right of appeal under this criterion, however, where a child is not offered a place at the School, there is a right of appeal through the normal appeals admissions route.
- Where the Panel considers that an application under this criterion is agreed, and the child does not fall under a higher category in the oversubscription criteria, then it means the child will fall under this category of the oversubscription criteria. Agreeing that a child falls under this criterion does not guarantee a place at the school.
- If a prospective Panel member has knowledge of a case, they will not be involved in decision-making for that case. The decisions of the Panel will be recorded.
- The Panel will not consider applications without any supporting evidence. It is up to the applicants to submit all relevant paperwork as outlined above and include the supplementary form for "Exceptional social need", which can be downloaded from the Coombe Wood School website. The Trust and School will not be

responsible for chasing missing paperwork and will only consider the applications as submitted to them; incomplete applications will not be considered.

- The Panel will meet before National Offer Day to assess all applications made for Y7 entry under this criterion.

- Applications under this criterion including the Exceptional social need form and all supporting evidence must be received by the school office by email or in hard copy by 31 October 2022. It may be that an exceptional social need develops after this date and before entry to Year 7. Where it is clear this is the case and a late application under this criterion is received, additional Panel meetings will be held as necessary to consider the applications, provided that all of the necessary evidence is submitted.

3. Priority will next be given to children attending the following feeder schools:

Park Hill Junior School, CR0 5NS - up to 54 pupils for entry in September 2023

St Peter's Primary School, CR2 7AR - up to 36 pupils for entry in September 2023

These feeder schools are the primary schools that are closest to the site of Coombe Wood School. Folio Education Trust works to ensure through collaboration that there is progression for pupils from these local schools into the 'secondary' phase of their education and so has decided to employ a feeder concept. Park Hill Junior School and St. Peter's Primary School are all collaborative partner schools with the Multi-Academy Trust known as Folio Education Trust and of which Coombe Wood School is also a part. This collaborative partnership aids transition, promotes curriculum projects, shared services and school improvement strategies between all schools. The number of pupils admitted to Coombe Wood School under this criterion is proportionate to the size of the feeder school. If the number of applications exceeds the number of places allocated to the feeder school, the places offered to pupils from each feeder school will be decided by random allocation. If the number of places proportionally allocated to each feeder school is not reached then these places will be randomly allocated to other feeder schools so that those offered under this oversubscription criteria does not exceed 90 pupils. Children who are unsuccessful in gaining an offer of a place through this criterion may be offered a place through other criterion which may then increase the number of children from those feeder schools above 90.

4. Priority will be given to the siblings of pupils already attending the School at the time of application. This criterion refers to siblings of children who have been admitted under criteria 1 - 7 and to those who were admitted to the School under the EHCP criteria.

(See notes for definition of sibling.)

5. Children of permanent staff who have been employed at the school for two or more years at the time at which the application for admission to the school is

made OR where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If you are a member of staff employed at Coombe Wood School and you wish to make an application to this School for your child, please ensure the Admissions Officer at the School (or equivalent member of staff) is contacted and informed of your wish to use this oversubscription criterion before 31<sup>st</sup> October 2022.

6. 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 pedestrian entrance 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, random allocation undertaken by an independent person will be used as a tie-break to decide who will be admitted.

7. Up to 10% of the Published Admission Number (180) will be allocated to children who have demonstrated an aptitude in our specialist curriculum area of Health Related Fitness.

### **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.

In the event of a tie based on distance from the School, random allocation undertaken by an independent person will be used as a tie-break to decide who will be admitted.

(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.

### **Health Related Fitness Aptitude Assessment Places**

Parents / Carers will need to indicate on the Application Form that they wish their child to be considered for one of these places and in addition they will need to submit a Health Related Fitness Aptitude Assessment application form before the advertised date of the aptitude assessment.

Health Related Fitness Aptitude Assessments will be held in October 2022 and the school will make every reasonable effort to inform parents / carers of the result of the assessment before the closing date for the Common Application Form (CAF) which is 31<sup>st</sup> October 2022; those wishing their child to be considered for a Health Related Fitness Aptitude place should submit the Health Related Fitness Supplementary Application Form by the specified date in September 2022.

See Notes for further details regarding Health Related Fitness Aptitude Assessment.

Health Related Fitness Aptitude Assessments will identify children who will score highest in a practical Health Related Fitness Aptitude Assessment.

In the event of a tie, those living nearer to the School will be given the higher priority according to the tie break definition.

If following the Health Related Fitness Aptitude Assessment, the Trust cannot fill 10% of the PAN with children who demonstrate an aptitude for Health Related Fitness then any unfilled places will be allocated using oversubscription criteria 1 – 6.

### **Late Applications**

Applications which are late for no good reason will not be considered in the initial application round but will be considered after all on-time applications have been processed. For further details, please see the Local Authority guidance on their admissions website.

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

Parents / Carers may request that their child is admitted outside their normal age group. To do so parents / carers should include a request with their application, specifying why admission out of normal year group is being requested. Parents / Carers are asked to submit 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.

When such a request is made to admit a child outside of their normal age group, the Local Governing Board 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 Headteacher and any supporting evidence provided by the parent / carer. This includes taking account of the following:

- Parents' / carers' views

- Information relating to the child's academic, social and emotional development

- Medical history and the views of a medical professional

- Any previous history of being educated outside of their normal age group

- If the child may naturally have fallen into a lower age group if it were not for being born prematurely

- Views of the Headteacher of Coombe Wood School.

## **Waiting lists**

The School will operate a waiting list with the support of Croydon Council. Where the School receives more applications than there are places available, the waiting list will operate until 31 December 2023. This will be maintained by Coombe Wood School and it will be open to any parent / carer 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 recorded in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

See The Mid Term Admissions Arrangements for parents / carers who wish to apply for a place for their child using the 'in year' Common Application Form (CAF) via Croydon Council.

## **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.

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 see 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. All distances will be measured in a straight line on a map.

Any offer of a place is conditional on the child being resident at the address provided. Parents / Carers have a responsibility to notify the Local Authority and Coombe Wood School of any change of address.

In the case of joint custody where 2 parents/carers look after a child equally, the child's home address will be the address where the parent/carers registers the child with a GP.

### **Sibling:**

Sibling means brother or sister, a half brother or sister, fostered brother or sister, a legally adopted brother or sister or half-brother or half-sister, a step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday, at the time of enrolment.

### **Fair Access Protocol:**

The School participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admissions Code 2021. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

### **Health Related Fitness Aptitude Assessment Places**

The Health Related Fitness Aptitude Assessment will be held in October 2022 (dates to be confirmed) at Coombe Wood School, Croydon, CR2 7HY. It will be administered on behalf of Folio Education Trust by an external provider. There will be a series of assessment sessions held during the day and candidates will be invited to attend one of these sessions. Candidates will be tested for a Health Related Fitness aptitude, which will assess potential in areas such as speed, power and reactive strength index. It will not be a test of sporting ability.

Whilst no previous experience in a particular sport is required in order to take the assessment, it is expected that applicants wishing to apply under the criterion have an interest in Health Related Fitness and regularly take part in varying forms of Health Related Fitness outside of school life. We would expect a child admitted under this criterion to participate fully in the sporting life of the School should they gain a place.

### **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:

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 (LAC) or Children who are Looked After (CLA) and Previously Looked After Children (PLAC) who immediately after being looked after become subject to adoption, a child arrangements order or



special guardianship order. This includes those children who appear to the Admissions 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 who is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole main purpose is to benefit society.

2. Other children living closest to the School will be given priority for admission.

See the Mid term Admissions Arrangements 2023/24 for further details.