



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 students for entry into Year 7 in September 2025.

The School will accordingly admit this number of students 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

Applications for places must be made on the Common Application Form provided and administered by Croydon Council or by the Borough in which you live. It is recommended that you choose six schools in order of preference.

The closing date for completion of the CAF is 31st October 2024.

Offers will be made on 3rd March 2025, also known as National Offer Day.

Oversubscription Criteria

Only when the School is oversubscribed, and after the admission of students with an Education, Health and Care Plan (EHCP) naming the School, all places will be allocated using the following six criteria 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. Places may then be offered to children whose parents are able to provide medical evidence, from a registered health professional, that entry to Coombe Wood School rather than any other school or academy is essential. Such applications will be considered by members of the Local Governing Body on behalf of the admissions authority.

Applications under this criterion including the medical need form and all supporting evidence must be received by the school office by email or in hard copy by 31 October 2024. It may be that a medical 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 2025

St Peter's Primary School, CR2 7AR - up to 36 pupils for entry in September 2025

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 students 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 students from each feeder school will be decided by proximity. If the number of places allocated to each feeder school is not reached then the places will be allocated to the other feeder school so that those offered under this criteria for both schools does not exceed 90 students. 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 at the time of admission.

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.

Should the number of sibling applications take the number of offers past 180, the tie-break will be distance from Coombe Wood School, measured in the same way as for Proximity, below.

(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 31st October 2024.

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.

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.

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 2025.

This will be maintained by Coombe Wood School and if a space becomes available, either Croydon Council or Coombe Wood will contact the parent of the student at the top of the waiting list.

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.

From January 1st 2026 those who wish to remain on the waiting list should fill in an In-Year Application on Croydon Council Admissions website. Once applications are received they will be acknowledged by email and the student's details will be placed on 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 emailed or posted 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 separated parents, if a child spends time with both parents, the home address is deemed to be that of the parent who receives the Child Benefit payment.

In the event of a tie, priority will be given to the child whose journey to school via public transport is the shortest distance.

Sibling:

Sibling means all blood, half, foster, step and adoptive brothers and sisters (not cousins) who are on roll at the date of admission of the younger sibling and who live at the same home, in the same family unit as the child on a permanent basis.

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.

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

See the Mid term Admissions Arrangements 2025/26 for further details.

Fraudulent or intentionally misleading applications

A place may be withdrawn if it has been obtained through an intentionally misleading or fraudulent application. This includes incorrect home address or declared age of the child applying for admission.