

# Bullers Wood School Multi- Academy Trust

## Bullers Wood School for Boys Admissions Policy for entry in 2019 - 2020



## **Bullers Wood School for Boys Admissions Policy for Entry**

The closing date for applications to Year 7 for September will be in line with Bromley guidelines. Applications must be made on the Common Application Form which is available on-line at [www.bromley.gov.uk](http://www.bromley.gov.uk)

Places will be offered in line with the coordinated admissions code.

### **Year 7**

The Published Admissions Number (PAN) for Year 7 is 180.

The published admissions number is inclusive of students with a statement of special educational needs or EHC (Education Health Plan) that are admitted to the School pursuant to the School being named in part 4 of their statement.

If the year group is oversubscribed places will be given (in the numbered order of the criteria) to students as follows:

#### **1. Looked After Children (Children in Public Care) and Previously Looked After Children**

- a) A looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be “looked after” when the child starts school unless (b) applies.
- b) or a child who was previously looked after by an English or Welsh local Authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002.

#### **2. Sibling**

Sibling refers to sister or brother, half sister or brother, adopted sister or brother, step sister or brother, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at Bullers Wood Multi Academy Trust when the younger child starts School.

Sibling applications will only be accepted for siblings of students in Years 7 to 11 and siblings of Year 12 students who are attending a 2 year course. Sibling applications will not be accepted for siblings of students in **Year 13**.

#### **3. Children of Staff**

Staff children are the children of staff who are employed directly by Bullers Wood Multi Academy Trust for two or more years at the time at which the application for admission to the School is made, or a member of staff from either school who has been recruited to fill a vacant post for which, in the judgement of the Governing Body’s Admissions’ Committee, there is a demonstrable skill shortage.

#### **4. Proximity**

Distance will be measured (in a straight line) from the front door of the child’s home address (including flats) to the existing gates for the proposed site on Bickley Road, using the Local Authority’s computerised measuring system that identifies the unique

national grid reference (Easting and Northing) for the property. Those living closer to the school receiving the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures - the same the system will go to further decimal places within a measurement to qualify who is nearer. Permanent address does not include short term rentals of less than a year. Documentary proof will be required that this is the principal place of residence.

“Child’s home” being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded.

**Tie-Break** - where applications are received from flats that have the same “easting and northing” measurements, places will be allocated by door number; the lower the number the higher the priority.

**Multiple Births** - children from multiple births will be considered under the admissions criteria as individual children. In the event that the last available place is offered to one twin or child from a multiple birth, the other twin or siblings will be offered a place.

### **Children with a Statement of Special Educational Needs**

Children with a full Statement of Special Educational Needs or EHC (Education Health Plan) are dealt with under a separate process by the Local Authority Special Educational Needs Team. The policy provides for applications to be considered before the main allocation process begins. Any child who has Bullers Wood School for Boys on their statement/EHC plan will be admitted

### **In Year Admissions**

The Local Authority co-ordinates all In Year applications. To apply for a secondary school place other than at secondary transfer, the [in year secondary application form](#) can be downloaded or collected from main reception at Bromley Civic Centre (Monday- Friday 08.30-1700).

The Local Authority process applications for Bromley secondary schools from residents of all local authorities. View or download the [Education - Finding your place leaflet](#) for more information.

If your child has an Education, Health and Care Plan, please do not complete an in year application form but contact the Special Educational Needs team

Children directed via Fair Access Protocol will take precedence over any child already on the School waiting list and this includes admitting children over the published admissions number.

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

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust 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.

The School will consider each case on its merits, taking into account the individual circumstances of the request and the child’s best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made.

### **Late Applications**

Late applications may be made to the Local Authority and will be maintained in order of the over subscription criteria. Any student not offered a place will be placed on a waiting list and will have the statutory right to appeal. Please note that position on the list is *only* in accordance with the over subscription criteria: a late application cannot be given a lower priority simply on that basis as this would discriminate against the child.

### **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.

Appellants should refer to our website for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.bwsboys.org](http://www.bwsboys.org)

Those wishing to appeal should register their intention of doing so by sending a letter, addressed to The Clerk to the Appeal Panel, Bullers Wood School for Boys, within 20 days of being informed that their child has not been allocated a place.

### **Waiting list**

The School operates a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December. This is maintained by the Local Authority and it will be open to any parent 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 reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Those wishing to remain on the waiting list after the 31<sup>st</sup> December should contact the Local Authority Admissions Team on 020 8313 4044.