



## **Admissions Policy for Academic Year 2022-23**

### **Aim of the school**

The Charter School East Dulwich inspires young people from across its diverse local community to develop the character and expertise they need to succeed in life - personally, economically and as good citizens. We teach our students to be curious, creative, confident, courageous and caring. They will leave us happy in themselves, excited about their future and ambitious to achieve.

### **PRINCIPLES**

- To provide an open and accountable admissions procedure that is in-line with current legislation and departmental Department for Education guidance
- To recognise that the core values of the school as an inclusive school with Free School status serving the needs of the community should be reflected in the admissions procedures
- To recognise the school's duties with regard to admissions in law
- To recognise the school's duties with regard to admissions in law. The Charter School East Dulwich's Admissions Policy has been revised with effect from September 2021, following publication of the School Admissions Code 2021.

### **PURPOSES**

- To provide a framework within which parents can understand the admissions process and procedures.
- To develop, implement and maintain clear systems that can be understood by all stakeholders.
- To promote the school as a school serving the needs of our local community

### **GUIDELINES**

#### Responsibilities

1. The Executive Headteacher has delegated the role of Admissions Administration to the School Admissions Officer.
2. The Executive Headteacher has delegated the role of Presenting Officers to the Appeals Committee to the Head of School and Deputy Head of School with responsibility for admissions procedures.
3. The Governors have delegated the role of Appeals Committee to an independent committee of individuals who receive training to ensure that they carry out their duties impartially.

# Admissions Arrangements to The Charter School East Dulwich

## Statement by the Admissions Authority

### Introduction

4. The Charter School East Dulwich was founded to serve the needs of families who live locally to the school and it reflects the character of the community surrounding the school.
5. All parents applying for a place at The Charter School East Dulwich must complete the Common Application Form, available from their Local Authority. Please note that all applications must be made online via e-admissions by 31<sup>st</sup> October.
6. The Charter School East Dulwich has a Year 7 published admission number of 210 pupils for 2022-2023. The Charter School East Dulwich will accordingly admit up to this number of pupils each year if there are sufficient applications. \*
7. Children with full statements of Special Educational Needs or Education, Health and Care Plans are dealt with under a separate process by the Special Educational Needs section. These applicants will have priority over the criteria below, in accordance with the arrangements made with the applicant's home LA. This applies to applications for Year 7, Year 12 and in-year applications.

## Procedures where The Charter School East Dulwich is over-subscribed

### Allocation of Places

8. The admissions criteria are published by the LA in the booklet "Starting Secondary School". This stipulates that if there are more applications than places to The Charter School East Dulwich, the school will allocate places in the following order of priority:

#### I. **Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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 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). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Documentary evidence will be required at the time of application by the LA

- II. **Children with siblings** who are already on roll at The Charter School East Dulwich and will still be on roll at their date of entry.\*\*
- III. **Children with exceptional medical, psychological or social needs** which mean that The Charter School East Dulwich is the **most suitable school** to best address their needs.

Written evidence should come from at least two **NHS registered** health or social care professionals and should set out the particular reasons why The Charter School East Dulwich is the most suitable provision. Any supporting evidence to substantiate that the child has an exceptional medical, psychological or social need must be provided at the time of application and must be less than 6 months old at the time of application. **Additional** supporting evidence submitted from other professionals who work for a government organisation (e.g. school SENCO, school Headteacher etc.) who are currently providing direct care/support/treatment to the child on an ongoing basis in their professional capacity, according to the

stated medical, psychological or social need, will only be considered if the two mandatory pieces of evidence have been submitted with the original application. Families need to explain difficulties that would be caused if their child had to attend another school. All such applications will be dealt with on an individual basis by the Admissions Committee of the school. Application under this criteria, does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

**IV. Children of permanent staff who work at The Charter Schools East Dulwich where:**

- a) either the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- b) or the member of staff has been permanently employed at the school for two or more years at the time at which the application for admission to the school is made.

**V. Other children living closest to the school by the shortest straight-line measurement\*\*\***

**Applications for Year 7 Secondary Transfer Process**

Applications to the school are made using the Common Application Form for your Local Admissions Authority. Please note that all applicants from Southwark residents must be made online at [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions) by 31 October.

**Late Applications for Year 7 Secondary Transfer Process**

Please note, from 2019 onwards Southwark residents who are making a late application must do so online at [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions) . Non-Southwark residents wishing to make a late application to the school must check how to do so with their home local authority.

9. After an offer of a place has been made, all applicants will be required to produce at least three pieces of documentary proof of residence at the permanent home address which include the council tax bill, child benefit letter and utility bill. A copy of the short birth certificate or passport is requested on acceptance of the place. The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. Where a child has shared care and spends time with both parents/carers in separate homes and both have parental responsibility, the home in which the child spends the majority of school nights will be treated as the home address. The school is only able to accept this one address. (Proof of joint custody/shared living arrangements must be provided.)
10. Failure to provide current proof of address to the school's satisfaction will result in an offer of a place being withdrawn. The documentary proof of residence as determined by the school must apply to this address.\*\*\*\*
11. The LA will write to the families of all applicants on or as close to 1st March annually giving details of the school to which the student has been allocated. Should a parent or carer wish to appeal they should write to the Admissions Officer (Appeals) at The Charter School East Dulwich. An appeal against the refusal of a place must be made to the Admissions Officer (Appeals) within 20 school days of the date of the refusal letter from the LA. Appeals against an admissions decision are heard by an impartial panel in line with the DfE Code of Practice on School Admissions Appeals. The Admissions Officer will send the appeals to the Clerk to the Appeals who will inform appellants of their rights of appeal and the appeal procedures. The determination of the appeal panel is binding on all parties.

## Arrangements for Admission to The Charter School East Dulwich Sixth Form

12. Admission to Year 12 at The Charter School East Dulwich Sixth Form is a separate and distinct point of entry. Entry to The Charter School East Dulwich Sixth Form is by application during Year 11 no later than the stipulated admissions deadline. This applies to students in Year 11 at The Charter School East Dulwich and Year 11 students who apply from other schools.

120 places overall will be available in Year 12 at the school (the Year 12 'capacity'). The published admission number (PAN) for Year 12 is 30. This is the number of places, which will be offered on an annual basis to external applicants who meet the minimum academic entry requirements. If fewer than 90 of the school's own Year 11 pupils who meet the academic entry requirements transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 120.

13. Minimum Academic Entry Requirements for Year 12 (The Charter School East Dulwich Sixth Form)

All Year 11 students and external candidates wanting a place in Year 12 must achieve the general entry requirements for the appropriate pathway, as published in our Sixth Form prospectus, in addition to the specific minimum entry criteria for each of the courses they wish to study in the sixth form. Please refer to the Sixth Form Prospectus, which will be published on the school website from September 2020, for details of the courses offered and the specific entry criteria for each course.

## Procedures where The Charter School East Dulwich Sixth Form is over-subscribed for external applicants

14. Year 11 pupils already enrolled at The Charter School East Dulwich will transfer into Year 12 where there are appropriate courses and where they meet the general entry requirements for the appropriate pathway, as published in our Sixth Form prospectus, in addition to the specific minimum entry criteria for each of the courses they wish to study in the sixth form.

In the event of oversubscription, priority will be given to 'external' applicants in accordance with the criteria set out below:

### I. **Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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 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). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Documentary evidence will be required at the time of application by the LA.

- II. **Children with siblings** who are already on roll at The Charter School East Dulwich and will still be on roll at their date of entry\*\*
- III. **Children enrolled in Year 11 at The Charter School North Dulwich**

- IV. **Children with exceptional medical, psychological or social needs** which mean that The Charter School East Dulwich is the most suitable school to best address their needs.

Written evidence should come from at least **two NHS registered health or social care professionals** and should set out the particular reasons why The Charter School East Dulwich is the most suitable provision. Any supporting evidence to substantiate that the child has an exceptional medical, psychological or social need must be provided at the time of application and must be less than 6 months old at the time of application. **Additional** supporting evidence, submitted from other professionals who work for a government organisation (e.g. school SENCO, school Head Teacher etc.) who are currently providing direct care/support/treatment to the child on an ongoing basis in their professional capacity, according to the stated medical, psychological or social need, will only be considered if the two mandatory pieces of evidence have been submitted with the original application. Families need to explain difficulties that would be caused if their child had to attend another school. All such applications will be dealt with on an individual basis by the Admissions Committee of the school. Applications under this criteria, does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

- V. **Children of permanent staff who work at The Charter Schools East Dulwich where:**

- a) either the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- b) or the member of staff has been permanently employed at the school for two or more years at the time at which the application for admission to the school is made

- VI. **Other children living closest to the school by the shortest straight-line measurement\*\*\***

### **Procedures where The Charter School East Dulwich Sixth Form is over-subscribed: tiebreaker**

In an instance where two applications cannot otherwise be separated (i.e. a tiebreaker), the distance measured would continue into further decimal places to determine the closer address. Subsequent to continuing into further decimal places, should the distance remain identical, lots will be drawn to determine which address will be offered the place.

There is a right of appeal to an independent appeal panel for unsuccessful applicants. This must be done in writing within 20 school days of the date of the refusal letter from The Charter School East Dulwich Sixth Form.

### **The Waiting List for The Charter School East Dulwich**

15. Subject to any provisions regarding waiting lists in the LA's coordinated admissions scheme, The Charter School East Dulwich will operate a waiting list.

Waiting lists are kept by The Charter School East Dulwich until the end of the Autumn Term of the admission year. Parents need to confirm with the school after this if they wish their child's name to remain on the waiting list. Placing a child on the waiting list does not affect the parent's right of appeal. The waiting list also applies to Sixth Form applicants who meet the entry requirements.

16. Any parent may ask for her or his child's name to be placed on the waiting list for The Charter School East Dulwich. All responses to the offer of a school place must be made directly to the LA within the timescale stated in their 'Starting Secondary School booklet' Documentary proof of the child's address will be required and checked by the school once an offer of a place is made \*\*\*\*. Where a place becomes vacant it will be offered to the child next on the waiting list. The priority on the waiting list is determined by the oversubscription priorities listed above.

17. The addition of a child to the waiting list will require the waiting list to be ranked again in line with the published oversubscription criteria. Looked after/previously looked after children and those allocated a place via the Fair Access Protocol must take precedence over those on a waiting list.

Looked after/previously looked after children and those allocated a place via the Fair Access Protocol must take precedence over those on a waiting list.

## Appeals

18. 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.
19. Appellants should appeal to the Admissions Officer (Appeals) at The Charter School East Dulwich within 20 school days, counting from the day after the date of the letter confirming that their application was unsuccessful. Further information on how to appeal and the appeals process is available from the Clerk to the Appeals at The Charter School East Dulwich.

## Arrangements for admitting pupils to other year groups, including to replace any pupils who have left The Charter School East Dulwich

20. Applications for places outside the normal round of admissions (in-year admissions) will be allocated in accordance with the school's published admission criteria and processed as per Southwark's agreed protocol.

Please read the following carefully to ensure that you follow the correct procedure depending on your circumstances.

### 1. Transferring your child from one Southwark school to The Charter School East Dulwich

If your child is currently attending a Southwark school, and you plan to apply for a place at The Charter School East Dulwich, you must complete Southwark Council's in year application form. You must then return the completed in-year application form directly to the school, via Email to:

[admissions@chartereastdulwich.org.uk](mailto:admissions@chartereastdulwich.org.uk)

On receipt of your application you will be notified of the outcome in writing within 15 school days.

### 2. Making a new in year application to any Southwark school, including The Charter School East Dulwich

If your child is currently not attending a Southwark school (new arrivals into the borough and overseas applicants), and you'd like to apply for an in-year place at The Charter School East Dulwich, you must complete Southwark Council's in year application form. You must then return the completed in year application form to Southwark, by email to [inyear.admissions@southwark.gov.uk](mailto:inyear.admissions@southwark.gov.uk) who will coordinate these applications. In this instance, if you have named The Charter School East Dulwich as your preferred school, we would request that you also notify our admissions officer

[admissions@chartereastdulwich.org.uk](mailto:admissions@chartereastdulwich.org.uk)

Please do not return your application or supporting documents by post as Southwark and the school will not be able to accept these. For more information please visit: <https://www.southwark.gov.uk/schools-and-education/school-admissions/inyear-admissions>

## Evidence required to meet oversubscription criteria

21. **Evidence of sibling already enrolled in the school:** The family must provide evidence of the sibling's identity and address with the application. Further evidence may be sought before an offer is made.

The school will require the family to produce the sibling's short birth certificate or adoption certificate after an offer of a place has been made. The sibling must be living at the same permanent address.

The sibling must be enrolled in The Charter School East Dulwich when the child applying would be admitted to the school, not just at the time of application. Only siblings at The Charter School East Dulwich will be taken into account, and not any siblings at The Charter School North Dulwich. The two schools are entirely separate and have independent admissions arrangements.

A sibling will include a full brother or sister (with the same two parents), a half brother or sister (with one parent in common), a step brother or sister (with different parents but with one parent of each child who are married to the other), an adopted brother or sister, a foster brother or sister, the children of a parent's partner where the parent and their partner are co-habiting, or any other child of the family, but in all cases the sibling must be being brought up with the applicant child as a sibling within the same core family unit, and their main residence must be at the same address as the child for whom the application is made. For the avoidance of doubt, other children within the family (for example, cousins) who live at the same address because several members of the child's extended family (for example, aunts and uncles) also live there, will not be regarded as siblings for the purpose of this priority. A parent will include the natural or adoptive father or mother, the foster father or mother, or the legal guardian or person with parental responsibility for the child and with whom the child lives.

22. **Evidence of home address:** After an offer of a place has been made, all applicants will be required to produce at least three pieces of documentary proof of residence at the home address which include the council tax bill, child benefit letter and a utility bill. A copy of the short birth certificate is requested on acceptance of the place.

The child's home address is the place where they live permanently and all of the time. It does not include short-term rented accommodation. If the child has shared care and lives at more than one address, for example with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. A business address or the address of a parent with whom the child does not live, a relative or a childminder must not be given.

Failure to provide evidence of home address/sibling identity to the school's satisfaction at any stage will result in the offer of a place being withdrawn.

## **Tie-break**

23. If there is a tie in any of the above criteria, then the child living closest to the school will be given priority.

The distance from each child's home to the school will be measured on a straight-line basis using the computerised Geographical Information System (GIS). A centroid (centre point) supplied by Ordnance Survey determines the start point of the home address. The finish point is the nodal point at the Jarvis Road entrance to the site. Distance is measured in metres and centimetres (if two applicants live the same number of metres away from the school) and on a straight-line basis. If the child lives in a block of flats, the centroid for the block will be used. If there is more than one application from the same block of flats, the lowest door closest to the centroid will take priority. Random allocation by an independent person will decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases. If children of multiple birth (for example twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

## **Children of UK Service Personnel and other Crown Servants**

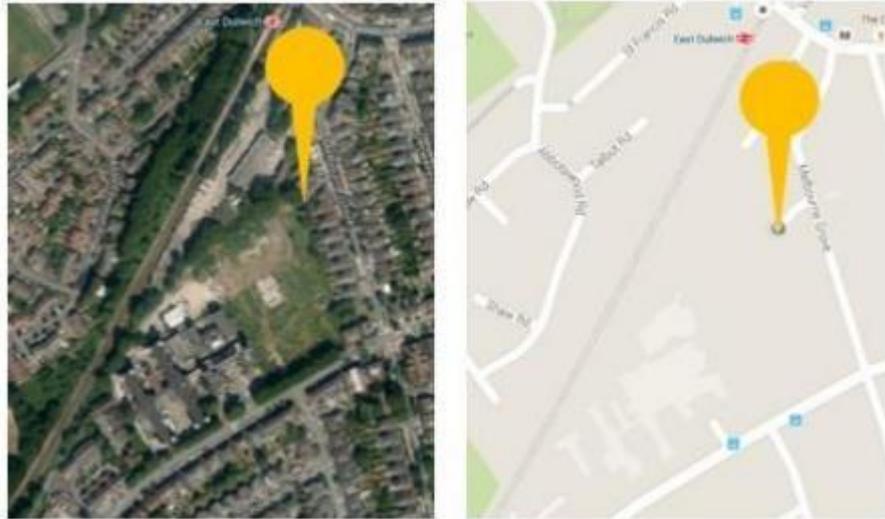
24. The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application. The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria. For further information, please contact Children's Education Advisory Service.

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

25. Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from a maximum of two current medical, health, or educational professionals who support the request.
26. A request for such an admission should be made on the Local Authority's request form, which is available from the Local Authority. The Local Authority will forward to The Charter School East Dulwich the details of every family when The Charter School East Dulwich has been named by the family. This request form is available on the Local Authority's website and must be completed in addition to the secondary Common Application Form.
27. Even if the school agrees to the parent/carer's request to admit the child outside of their normal age group, there can be no guarantee of a school place being available at The Charter School East Dulwich. This is dependent on whether the child fulfils the admissions criteria, oversubscription criteria and the number of applicants that year.
28. Parent/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. The right to appeal does not apply if the child is offered a place at the school but the place offered is not within the parent/carers preferred age group.

## Notes

The map below identifies the nodal point at the Jarvis Road entrance of the school site which will be used to measure distance from the home address to the school.



*\* It is the intention of the Trust to increase the number of pupils admitted, over time, up to the eventual full size of the school of 240 pupils per year group.*

*\*\* Siblings are defined as whole, half or step-brother or step-sister resident at the same permanent home address, also legally recognised foster or adopted children living at the same permanent home address.*

*\*\*\* An independent agency determines the distance using a computerised Geographical Information System (GIS). This system measures the distance from each applicant's home to the designated main entrance of the school as detailed above by the shortest straight-line distance in metres. A centroid (centre point), supplied by Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority*

*\*\*\*\*If the Admission Authority has reason to suspect that a family does not live at the address stated, it will carry out an investigation. Should it be discovered that a parent is making a fraudulent claim the offer of a place will be withdrawn.*

*After offer, as part of the standard Admissions process, the following documents are required as verification: the child's short birth certificate.*

*In the case of adopted children, the school needs to view the adoption papers prior to an offer being made in order to establish whether the child has been previously looked after in order to rank them in accordance with this published oversubscription criterion. Documentary evidence relating to a child's looked after/previously looked after status will also be required at the time of application by the LA*

### **Child's home address**

To ensure that offers are made correctly and fairly, the school is committed to following strict address verification procedures. The school will investigate any applications where there are doubts about information provided or where information has been received that suggests a fraudulent or misleading application has been made. Before we make our decision as to whether we consider a home address to be the **permanent home address**, we will consider your circumstances in accordance with the guidance set out below, which should be read in its entirety.

As part of the admissions process, we will check Council records to confirm that the address you have given on your application is your child's permanent home address. If there are any doubts about your address details, we may request further evidence. It is your responsibility as the applicant to provide evidence to support your application.

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's permanent home address. You must apply for a school place using your child's permanent home address. Examples of not using your child's permanent home address to apply for a school place include where you use: a business address, a childminder's address, the address of a family member or friend, or the address of a property that you are renting temporarily with no intention to permanently reside there.

If a parent, with whom the child is resident for the majority of school nights, owns an alternative property, which has been the main family home within the last 3 years, this will be treated as the permanent home address. Therefore, if this parent is renting a property closer to the school, the rental property will not be accepted as the designated permanent home address, when applying the admissions Criteria.

### **Tell us if you move**

If your child's home address has changed after submitting your application but before the secondary application deadline of 31 October, you must update your child's online application with their new home address immediately. Please ensure that you re-submit the application once you have amended your child's home address so that the change can be recorded.

If you are a Southwark resident and your child's home address has changed after 31 October, you must complete and return a 'Change of address' form to Southwark Council's school admissions team immediately. You can download the form at [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions). You can also request the form from the school admissions team by calling 020 7525 5337. The school will then need to process your child's application again in order to apply our oversubscription criteria.

The Charter School East Dulwich will need to see additional paperwork to confirm your child's new permanent home address. If you move to a new address during the application process without telling us, and secure an offer of a school place based on your old address, we shall consider this as being misleading information and the offer may be withdrawn. We may also withdraw school places if information is deliberately withheld at any point (before, during or after the application process).

Any applicants who move address at any point during the admissions process and before an offer of a place is made, will need to submit three additional documents as evidence of residency at the address from which the application is being made, within ten days of notifying the local authority.

Please provide any three of the following (original copies only):

- A copy of a current tenancy agreement signed by all parties and arranged through a letting / estate agency.
- Current private tenancy agreement (not arranged through a letting / estate agency) must be supported with three copies of utility bills.
- A copy of your Council Tax bill for the current year.
- A copy of a recent utility bill for your home address, showing usage – Gas, Electricity, Water, Telephone (but not mobile phone)
- A copy of your driving licence
- A copy of rent book for a current Council tenancy dated within the last three months.
- A copy of a letter from a Housing Association confirming that you and the child are living at address
- A copy of your house insurance dated within the last 12 months
- HMRC Tax notification documentation
- Credit Card Statements dated within the last three months.
- TV Licence (valid for the current year) with the name and address
- Letter from National Asylum Support Service (NASS) OR UK Border Force (UKBA) confirming placement at the address.
- A photocopy of the Child Benefit statement, showing parent's name, the child's name and the home address.

- A photocopy of the child's medical card, showing the home address.
- Home Office paperwork (including child's name and date of birth)

**Approved: The Charter Schools Educational Trust Board 25.02.20**

**Updated in September 2021 in line with statutory changes to the Schools Admissions Code 2021.**

**Review: Annually**