



Ravens Wood School

ADMISSION POLICY

Policy Name: Admissions Policy 2023-24 (for 2023 entry)

Date of ~~Last Review~~ **Determination:** ~~Autumn 2021~~ 15th December 2022

Date of Next Review: ~~Autumn 2022~~ **Autumn 2023**

SLT Responsible: ~~CEO/Headteacher~~

The Academy's determined admission arrangement for the 2023 intake were varied by the Board of Trustees under Paragraphs 3.6 and 3.7 of the School Admissions Code 2021 on the 15th of December 2022. These variations were necessary to ensure compliance with the Code and admissions law, including the overall principle that admission criteria must be fair, clear and objective. These variations have been made in green font for ease of reference.



Ravens Wood School

(Part of the Impact Multi Academy Trust)

Admission Policy 2023/2024

1. Introduction

This policy sets out the admission arrangements for Ravens Wood School (“the Academy”), an inclusive single sex academy for boys which is part of the Impact Multi Academy Trust (“the Trust”). The Trust is the admission authority for the Academy, and delegate’s responsibility for determining the admission arrangements to the Academy’s Local Governing Body.

2. Definition of “Parent”

The term “parent” will include the natural or adoptive mother or father of a child, regardless of whether they are or ever have been married, with whom the child lives, whether they have contact with the child or whether the father has parental responsibility. It will also include non-parents with care of, or parental responsibility for, a child.

3. Published Admission Number (Year 7)

The published admission number (“PAN”) for Year 7 is 224.
~~The published admission number (“PAN”) for Year 12 is 200.~~

4. Children with an Education Health and Care Plan

The admission of children with an Education Health and Care Plan (“EHC plan”) is dealt with under separate statutory procedures. Where their EHC plan names the Academy, they will be admitted even if this means going over the PAN. Where they are admitted in the normal admission round to Year 7 in September, they will be allocated places within the PAN and the remaining places will then be allocated in accordance with this policy. At other times, they will be admitted over PAN where there are no places available.

5. Oversubscription Criteria

Where more applications are received than there are places available, the allocation of places will be determined by applying the following order of priority:

5.1 ~~Children Looked After~~ and Previously Looked After Children (CLA)

~~Children~~ Looked After and Previously Looked After Children (CLA) will be admitted to the Academy under this category.

~~CLA~~ 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 “CLA” when the child starts school unless (b) applies.~~

A Previously Looked After Child is ~~or~~ a child who was previously looked after but, immediately after being looked after, became subject to an adoption, child arrangement or special guardianship order, ~~;- Special guardianship guidance (point~~

~~90) including those as well as a child who appears [to the admission authority] to the School/Trust to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) and but ceased to be in state care as a result of being adopted.~~

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangement or special guardianship order.

In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible [here](#)) will be followed. Where the Local Authority's Virtual School Head has already verified the child's status, further evidence will not be required.

Where places are exhausted in this category, the order in which they will be allocated will be determined by the distance the child lives from the Academy, with those living nearer receiving higher priority, with the tie breaker being applied where necessary.

5.2 Children with a Sibling at the Academy

Children who will have a sibling at the Academy (including the Sixth Form) at the time of admission will be admitted to the Academy under this category.

A “sibling” includes a full brother or sister, a half brother or sister, an adopted brother or sister, a foster brother or sister, ~~a step-brother or sister~~, or the child of their parent’s cohabiting partner with whom they have been living for a period of at least one year prior to the application deadline. For the avoidance of doubt, the reference to “~~sister sibling~~” relates to a ~~sister sibling~~ who will be in the Academy’s mixed sex sixth form at the time of admission, not a ~~sister sibling~~ in Year 7 to Year 11 at the Trust’s other ~~academies including Hayes School~~.

Where the child’s sibling is in Year 11 at the application deadline, the parents must have confirmed in writing to the Academy that their child intends to transfer to Year 12 if they meet the minimum academic entry criteria. Where the child’s sibling is in Year 12 at the application deadline, they must be undergoing a two year course requiring them to transfer to Year 13.

For the avoidance of doubt, children with a ~~sister sibling~~ currently in Year 11 at another school or academy (including the ~~Trust’s other academies~~) at the application deadline who has applied, or intends to apply, for admission to Year 12 at the Academy will not be included in this category.

In every case, the sibling must be living at the child’s home address (as defined below) at the application deadline, and being brought up in the same family unit as siblings. For the avoidance of doubt, the children of friends or extended family members living at the same address as the child for whom an application for

admission is made will not meet the definition of a “sibling”.

Where places are exhausted in this category, the order in which they will be allocated will be determined by the distance the child lives from the Academy, with those living nearer receiving higher priority, with the tie breaker being applied where necessary.

5.3 Children of Staff at the Academy

~~Children of staff employed by the Trust who work at the Academy will be admitted to the Academy under this category where one or both of the below criteria are met. Children of staff employed by the Trust who work at both Ravens Wood School (a single sex academy for boys) and Hayes School (a mixed academy) on a regular basis will be admitted to the Academy under this category where one or both of the following criteria are met.~~

Children of staff employed by the Trust who work at Ravens Wood School for more than 50% of their normal working week will be admitted to the Academy under this category where one or both of the below criteria are met. For the avoidance of doubt, children of staff employed by the Trust who work at the Trust's other academies including Hayes School, will not be admitted under this category. This is because it is only possible for staff to have priority at one academy, which must be the one that they primarily work at.

The criteria referred to above are:

- 5.3.1 The member of staff has been employed by the Trust **at the Academy** for at least two years at the application deadline; and/or
- 5.3.2 The member of staff was recruited to fill a vacant post **at the Academy** for which there was a demonstrable skill shortage.

Where the child will meet the criteria for this category, the employed parent should complete the local authority's Common Application Form, rather than the other parent, so that their status as an employee can be confirmed.

Where places are exhausted in this category, the order in which they will be allocated will be determined by the distance the child lives from the academy, with those living nearer receiving higher priority, with the tie breaker being applied where necessary.

5.4 All Other Children

All other children will be admitted to the Academy under this category.

If places are exhausted in this category, the order in which they will be allocated will be determined by the distance the child lives from the Academy, with those living nearer receiving higher priority, with the tie breaker being applied where necessary.

6. Definition of Child's Home Address

The child's home address will be the residential address at which the child lives and sleeps

for more than 50% of their time from Monday to Friday during term time at the application deadline. It will usually be the address at which the child is registered with their G.P. and dentist.

In relation to the admission of the children of UK Armed Forces personnel with a confirmed posting to the area, or Crown Servants returning from overseas to live in the area, the application should be accompanied by an official letter that declares the family's relocation date and gives a unit postal address or quartering area address for the child. **This address will then be used to apply the criteria in this policy, unless the parents provide evidence of their actual intended address and ask for that to be used instead.** The application will not be rejected on the basis that the child is not living at the address at the application deadline.

Where an issue arises, the Academy reserves the right to request documentary evidence in support of the stated home address for the child.

7. Distance Measuring

Distance will be measured in a straight line from the child's home address to the Academy, using ~~the local authority~~ **London Borough of Bromley's** computerised measuring system that identifies the unique national grid reference (Easting and Northing) for each address.

In the case of multi-dwelling properties (for example, blocks of flats), distance will be measured from the same point in the building for each flat, and the tie breaker will be applied to determine the order in which places are allocated.

8. Tie Breaker

Where two or more children live an equal distance from the Academy, the order in which places will be allocated will be by random lottery in front of an independent witness.

10. Twins and Children of a Higher Multiple Birth

Where a child who is a twin or a child of a higher multiple birth achieves a place in the usual way, but their twin or other sibling(s) of a higher multiple birth do not, the twin and other sibling(s) of a higher multiple birth will also be offered a place ~~even where this means going over the PAN.~~

11. Applications for Admission to Year 7

Applications for admission to Year 7 are known as applications "in the normal admission round". The London Borough of Bromley's Admission Team are responsible for coordinating admission **to the Academy** in the normal admission round, ~~and~~ **however** applications must be made to ~~them~~ **the child's home Local Authority** by completing and submitting ~~their~~ **its** Common Application Form, which ~~is~~ **will be** available on ~~their~~ **its** website.

The closing date for applications (the application deadline) for admission to Year 7 is **31st October 2022.**

Parents will be notified of the outcome of their application on "national offer day", which is **1st March 2023.**

A 'late application' is one for Year 7 which is received after the application deadline referred

to above, but before the first day of term in September, but which was not made in time for the Local Authority to offer/refuse a place on national offer day. Late applications will be processed after the initial round of offers/refusals have been made, which will inevitably impact on the chance of being offered a place.

12. Statutory Right of Appeal

Parents have a statutory right of appeal against the refusal of a place at the Academy, as set out in the School Admission Appeals Code 2012²² which is available for download from the Department for Education's website.

Full details about how to lodge an appeal will accompany the refusal letter, and the Academy will publish its appeal timetable on its website on or before 28 February 2023.

13. Waiting List

The names of all children who do not achieve a place in the normal admission round will be placed on the waiting list for Year 7. The waiting list is ranked strictly in accordance with ~~section 5,~~ the oversubscription criteria set out above, and not by reference to the date that the application was received. **Parents should note that this means that a child/candidate's name may go up or down the waiting list as further names are added or removed.** If parents do not want their child's name to be included on the waiting list, they should contact the Academy to notify them of this.

Parents should note that children may be placed at the Academy under the local authority's Fair Access Protocol for hard to place children, where they will be admitted even where this means going over PAN, ahead of any children on the waiting list.

14. In-Year and Other Year Admission (Years 7 to 11)

An 'in-year admission' application is one for admission to Year 7 which is received on or after the first day of term in September, or one for admission to any other year group at any time.

The Academy has chosen to opt into London Borough of Bromley's coordinated scheme for in-year admission. **In-year A applications for admission in year to Year 7 or at any time to Years 8 to 11 should must therefore be made to the local authority London Borough of Bromley using their prescribed form. Where a place is available in the year group sought, it will be offered to the child.**

On receipt of an in-year application, the child will be admitted to the Academy unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources. Where multiple in-year applications are received and processed at the same time for the same year group, and some but not all applicants can be admitted without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine which applicants are offered the available places.

Ideally, parents will be notified of the outcome of their in-year applications within **10 school days** of receipt, but they will in any event receive notification of the outcome within **15 school days**.

Where **an in-year application is refused** ~~there is no place available in the year group sought,~~ the child's name can be placed on the waiting list for that year group if the parents indicates

that this is their wish (in addition to exercising their statutory right of appeal). The waiting list is ranked strictly in accordance with ~~section 5~~, the oversubscription criteria set out above, and not by reference to the date that the application was received. Parents should note that this means that a child/candidate's name may go up or down the waiting list as further names are added or removed.

15. Admission to Year 12 (Sixth Form)

The Academy has a sixth form which caters for a total of c.400 male and female students across Year 12 and Year 13. Students who are currently in Year 11 who wish to continue their education in the sixth form will need to follow ~~the Sixth Form application~~ internal procedures and meet the minimum academic entry criteria set out below.

The PAN for external candidates for Year 12 is 40.

This means that where up to 40 applications are received from external candidates who meet the minimum academic entry requirements, they will be admitted regardless of how many Year 11 students transfer to Year 12. However, where the number of Year 11 students transferring to Year 12 is lower than anticipated, it may be possible to admit more than 40 external candidates who meet the minimum academic entry criteria over the PAN.

16. Minimum Academic Entry Requirements for Year 12 (Sixth Form)

All Year 11 students and external candidates wanting a place in Year 12 to study A Levels must achieve at least 5 GCSE's at Grade 5 including Mathematics and English Language/Literature, in addition the specific minimum entry criteria for each of the courses they wish to study in the sixth form.

All Year 11 students and external candidates wanting a place in Year 12 to study vocational qualifications must achieve at least 5 GCSEs at Grade 4, including Mathematics and English Language/Literature.

Please refer to the Sixth Form Prospectus for details of the courses offered and the specific entry criteria for each course.

17. Oversubscription Criteria for Admission to Year 12 (Sixth Form)

Where more applications for Year 12 are received from candidates meeting the academic entry criteria than there are places available, the oversubscription criteria ~~and tie breaker~~ set out ~~at Section 5~~ above will apply.

18. Applications for Admission to Year 12 (Sixth Form)

External candidates or their parents should apply for admission to Year 12 by completing the prescribed Sixth Form Application for Admission, which is available for download on the Academy's website, or from the Academy's office in hard copy form.

The closing date for applications (the application deadline) for admission to Year 12 is Friday **16th December 2022**.

Parents/candidates will be notified of the provisional outcome of their application by **31st March 2023**. All ~~places~~ offers are conditional upon candidates meeting the minimum academic entry criteria when they receive their GCSE results.

19. Statutory Right of Appeal for Year 12 (Sixth Form)

External candidates and their parents have a statutory right of appeal against the refusal of a place in Year 12, as set out in the School Admission Appeals Code 2012²² which is available for download from the Department for Education's website.

Full details about how to lodge an appeal will accompany the refusal letter, however those wishing to appeal should put their application and grounds in writing to The Sixth Form Administrator within 30 days of the day that their GCSE results were made available.

20. Admission of Children outside their Normal Age Group (All Year Groups)

Parents have a right to ask for their child to be admitted to a year group other than their child's normal year group (either above or below) for any reason. There are many reasons why parents may believe this to be in their child's best interests, for example where their child has missed a substantial amount of education due to ill health, their parents may want them to go down a year group to effectively repeat a year of education.

Parents wishing to apply for admission outside normal age group should put this request in writing to the Clerk to the Local Governors as soon as possible and, where practical, in good time before the application deadline to enable a decision to be made before it has passed, to keep all options open. The application should set out all relevant information (taking into account the factors that will be considered by the Local Governing Body as set out below) and be accompanied by supporting documentation where appropriate (for example, a medical report).

The Local Governing Body will consider the application on the basis of the circumstances of that particular case and in the best interests of the child concerned. This will include having regard to the parent's view and considering information about the child's academic, social and emotional development, the child's medical history and the views of a medical professional (where relevant), whether the child has 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. The Local Governing Body will also have regard to the view of the Headteacher.

Where the application is for admission to Year 12 or Year 13 outside normal age group, the Local Governing Body will also need to consider whether funding will be available for the duration of the desired course.

The Local Governing Body will write to the parents to notify them of its decision, clearly setting out the reasons for it. Parents should note that they do not have an absolute right for their child to be educated outside his or her normal age group, and there is no statutory right of appeal against a refusal to allow this.