

THE  
**C**  **MPASS**  
PARTNERSHIP OF SCHOOLS

In-year Admissions Policy



## **What is an in-year admission**

An in-year admission is the admission of a pupil to a school that takes place outside of the normal annual admissions round. This includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school. Parents can ask to change their child's school at any time.

## **Over-subscription criteria**

Compass schools are responsible for their own in-year admissions.

The school will offer a place to any child who applies, provided that the school is not over-subscribed. If the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out in the following priority order:

1. Looked after children and previously looked after children who have been adopted or become subject to child arrangements or a special guardianship order immediately after having been looked after. A looked after child is a child who is in the care of an English or Welsh local authority in accordance with section 22 (a) of the Children Act 1989.
2. Children with a sibling - living at the same address - who is already attending the school at the time of the child's admission. Sibling means a full, half, step, adopted or foster brother or sister. This does not include siblings who attend a school's nursery provision.
3. Children with an acute medical or social need for a particular school. This may also apply to an immediate family member. The application must be supported by a letter written by a professional such as a qualified medical practitioner, setting out the reasons why the school is the only one that can meet the child's needs and the implications for the child if they are not offered a place at the school. Work commitments and childcare arrangements are not considered as being an acute medical or social need.
4. Other children based on home to school distance. The distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site. If two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

If the last child to be offered a place is a twin or sibling from a multiple birth, the twin or multiple birth siblings will also be offered a place(s) as an excepted pupil.

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending early years provision, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax

Credits for the child. For children who reside with a relative or carer other than a parent, a court order will be required.

In establishing the principal home address we reserve the right to ask for further information (such as proof of the tenancy period) and to check records held within the Council and with external agencies. If a false address is given and an offer of a school place is made on the basis of that address, we reserve the right to withdraw the offer of a school

Attendance at a school's nursery, children of staff, work commitments and childcare arrangements are not part of the decision making process.

It is at the discretion of the Headteacher and Board of Trustees to approve additional admissions to take any of the Compass schools over their recommended PAN (Pupil Admission number), as stated in the school's Supplemental Funding Agreement with the Department for Education.

### **Applications for children from overseas**

The school will not allocate a place to a child that is not resident in the UK. The exception to this is for children of UK service personnel and crown servants. In these circumstances the school will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address, for consideration of the application against the oversubscription criteria. If an applicant owns a property in the Royal Borough of Greenwich but is not living in it, perhaps because they are working abroad at the time of application, the Greenwich address will not be accepted for the purposes of admission until the child is resident at that address.

### **Continuing interest list**

Subject to any provisions regarding waiting lists in the Royal Borough of Greenwich's coordinated admission scheme, the school will operate a continuing interest list. Where in any year the school received more applications for places than there are places available, a continuing interest list will operate until the end of the first school term. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the list, following an unsuccessful application. Places from the continuing interest list will be offered in the priority order set out above, not in order of the date applications are made. On request, parents will be informed of their child's place on the list but should be aware that the position may change.

### **Children out of year group**

The Compass policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. If parents/carers believe their child should be educated in a different year group they must, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. The Compass Board of Trustees is responsible for the decision to accept the application on the basis of the evidence submitted. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

Compass schools are committed to the Royal Borough of Greenwich Fair Access Protocol and will admit children under that policy as necessary before children on the continuing interest list. In order to comply with the School Admissions Code, the Royal Borough of Greenwich will be informed of all in-year applications and the outcome of each one.

### **Application process**

To make an in-year application, please complete the in-year admissions form at (provide link to form) or request a copy of the form from the relevant school office:

Alderwood Primary School:	020 8850 6841
Deansfield Primary School:	020 8850 1218
Halstow Primary School:	020 8858 2767
Horn Park Primary School:	020 8857 5003
South Rise Primary School:	020 8855 1050

### **Appeals process**

Parents who wish to appeal against the decision of the admissions authority to refuse their child a place in the school may apply in writing to the Compass Board of Trustees at the following address:

Mr John Camp, Senior Executive Headteacher  
C/O Willow Dene School  
Swingate Lane  
Plumstead  
London  
SE18 2JD

Tel: 020 8854 9841

Appeals will be heard by an independent panel in accordance with the School Standards and Framework Act 1998.

The school will adhere to the following timetable in regard to appeal hearings:

- School to notify parents that their application was unsuccessful;
- Parents to be allowed 20 school days from the date of this notification to prepare and lodge their written appeal;
- School to set appeal hearing date following receipt of appeal – at least 10 school days' notice should be given. This date should include reasonable deadlines for appellant to submit additional evidence, for the admission authority to submit their evidence and for the clerk to send appeal papers to all parties;
- School to ensure decision letters following the appeal hearing are sent to the appellant within 5 school days of the date of the hearing;
- Appeals must be heard within 30 days of the appeal being lodged.

### **Monitoring, evaluation and review**

The Board of Trustees will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout the Academy.

This policy was adopted for full implementation on DATE.

This Policy will be reviewed by the Board of Trustees on a 2-yearly cycle and must be signed by the Chair of the Board of Trustees and Headteacher.

Policy Reviewed:	XXXXXXXXTerm 20XX
Next Review:	[date]
Signature of Chair of the Board of Trustees:	Signature of Headteacher: