

## **ADMISSIONS POLICY 2024**

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### **1.0 Admissions for September Entry into Year 7**

**Open Evening : Wednesday 13<sup>th</sup> September 2023, 5.00p.m. to 9.00p.m.**

Glenthorne High School is part of the Pan London co-ordinated admissions scheme for secondary admissions. Parents must complete their Home Local Authority (LA) Common Application Form (CAF) and return it to their Home Local Authority by the closing date. Sutton's CAF is available in Sutton's Starting School booklet or on-line at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions). If you wish to apply for a place at Glenthorne you must name the school as one of your preferences on the CAF.

Open Evening information and admission criteria are published in the Sutton Admission Booklet. Further information is available on the school's website.

The School will use the following timetable for the Academic Year 2023-2024:

- September      The on-line web form for the 24 selective places based on aptitude in the Performing Arts must be completed by midnight on **Friday 22<sup>nd</sup> September 2023**.
- October          All applicants for the aptitude places in the Performing Arts will be invited to attend the Workshop Day on **Saturday 7<sup>th</sup> and Saturday 14<sup>th</sup> October 2023** if the on-line web form is completed in full, including a photo of the applicant, which will be used for identification purposes only during registration for the tests and will not be used for any other reason. See Appendix C for further details.  
  
CAF to be completed and returned to the applicant's home LA by **Tuesday 31<sup>st</sup> October 2023**.  
  
All parents/carers who wish to register their children for the English and Maths banding tests must complete the on-line web form by **Tuesday 31<sup>st</sup> October 2023**. The registration process is open from **Monday 3<sup>rd</sup> July 2023**.
- November       Sutton LA will notify the school of every application received for the school.  
  
All applicants who have fully completed the on-line web form through the school's website by **31<sup>st</sup> October 2023** will be invited to sit an English and Maths banding test on **Saturday 18<sup>th</sup> November 2023**.  
  
All applicants unable to sit the English and Maths banding tests on **Saturday 18<sup>th</sup> November 2023** due to illness or holiday will be invited to a second and final testing opportunity on **Friday 24<sup>th</sup> November 2023**. There will be no other opportunities beyond this date.  
  
Applicants who have not registered by **31<sup>st</sup> October 2023** will not be invited to attend the English and Maths banding tests.
- January          The School will provide Sutton LA with an electronic list of applicants in criteria order.
- March            Offer letters will be issued by the applicant's home LA. The deadline for acceptance of a place is two weeks from the offer date.

### **1.1 Published Admission Number (PAN) for Year 7**

Glenthorne High School has 247 places available in Year 7, including children with an Education, Health & Care Plan (EHCP). Included within this figure are:

- a) Children with an EHCP which names Glenthorne High School will be allocated a place before other applicants are considered. All pupils with EHCPs that name Glenthorne will be admitted whether or not they have sat the Banding Tests.
- b) A maximum of 4 places in the Autistic Spectrum Condition (ASC) Base for pupils with an EHCP with mild ASC. ASC Base admissions must meet the following criteria:
  - Pupils must have an EHCP identifying Autistic Spectrum Condition (ASC) as the prime need.
  - Pupils have demonstrated, within primary education, that they can access a mainstream education.
  - In cases of oversubscription, priority will be given to Sutton residents.

Please see the full ASC Base admissions criteria in Appendix A.

All children with an EHCP which names Glenthorne High School will be allocated a place in the band in which they fall, regardless of whether the number of places within that child's band have been exceeded.

### 1.2 **Looked After Children (CLA) and Previously Looked After Children (CPLA)**

A 'looked after child' 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 including those 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, will be given the highest priority in our oversubscription criteria. 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). The children in this priority group will be ranked in their bands in order of proximity of their home address to Glenthorne High School, with the closest having the highest priority, at the time of application; all children in this priority group will be allocated a band regardless of whether the number of places within that child's band have been exceeded. As all children meeting this priority will be offered a place, it is not necessary for any applicants to additionally apply for a place under the Performing Arts criterion. However, if any CLA or CPLA wishes to be considered for a Performing Arts place, they may attend the Aptitude Workshop(s).

### 1.3 **Aptitude Places**

Up to 24 places will be allocated to children with an aptitude in the Performing Arts (Music, Dance or Drama). Where all 24 Aptitude Places are not filled, the remaining places will be added to the other places available. The number of aptitude places is dependent on there being sufficient banding places for all Looked After and Previously Looked After Children. Please refer to Appendix C for further details.

Children applying for an Aptitude Place may also be considered for banded places if they sit the English and Maths banding tests outlined in paragraphs 1.4 and 1.5. Applicants who are unsuccessful in gaining an Aptitude Place will be considered in accordance with the order of priority outlined in paragraph 1.5.

### 1.4 **Banding**

The remaining 223 places will be allocated to children using a "banding system"; this figure includes any children in the ASC Base, children with an EHCP, Looked After Children or Previously Looked After Children included in 1.1 and 1.2 above. All applicants will be tested and placed in one of nine ability bands based on their test results. The nine bands will be based on standardised results of applicants to the school in an English and a Maths test. The "banding system" is used to ensure a comprehensive intake of children of all abilities into Year 7. It is not used to select children with a higher ability over those with a lower ability. Once children have been placed in the band which accords to their test results, the mark they achieved will not be considered any further during the admission process.

**Pupils taking the English and Maths banding tests will be given priority, so it is imperative that all pupils seeking a place at the school sit the English and Maths banding tests.** The school will make reasonable adjustments to ensure that the Banding Tests are accessible to children with Special Needs and Disabilities (SEND). In exceptional circumstances, in the case of inability to sit the English and Maths banding tests due to serious illness or a learning disability or difficulty, proxy indicators of ability from the Primary School will be used. Once the results are known, the children will be placed in one of nine bands (devised using standardised results of applicants to the school) according to their results as follows:

<b>Band</b>	<b>Test Result</b>
Band 1	Below 74
Band 2	74-81
Band 3	82-88
Band 4	89-96
Band 5	97-103
Band 6	104-111
Band 7	112-118
Band 8	119-126
Band 9	Above 126

Places available are distributed between each of the nine bands. Indicative percentages / numbers below are based on a proportionate spread representative of the range of ability of applicants for the school:

<b>Band</b>	<b>Percentage of Places</b>	<b>Number of Available Places</b>	<b>Number of Available Places Under Worcester Park Priority</b>
Band 1	4%	8	1
Band 2	7%	14	2
Band 3	12%	23	3
Band 4	17%	33	5
Band 5	20%	40	5
Band 6	17%	33	5
Band 7	12%	23	3
Band 8	7%	14	2
Band 9	4%	8	1
<b>TOTAL</b>	<b>100%</b>	<b>196</b>	<b>27</b>

### **1.5 Order of Priority/Over-Subscription within Each Band**

After children in the ASC Base, any children with an EHCP, Looked After Children or Previously Looked After Children included in 1.1 and 1.2 above, remaining children will be ranked in the band in which they fall in the following order of priority:

#### **Priority 1: Children with Exceptional Medical or Social Reasons for attending Glenthorne High School**

Children with exceptional medical reasons or exceptional social reasons for attendance at Glenthorne High School, rather than at any other school, where the applicant can show that Glenthorne High School is the most suitable school to meet the child's stated needs, why no other local school could meet those needs, and can outline what the difficulties would be if the child had to attend another school, will be ranked within this priority in the band in which they fall.

The children in this priority group will be ranked in their bands in order of the proximity of their home address to Glenthorne High School, with the closest having the highest priority.

Applications must be in writing and supported by written professional evidence for example, from a Social Worker, Health Visitor, Housing Officer, the Police, Probation Officer, Doctor or Hospital Consultant. Applications will be assessed by the Local Governing Body against a set of criteria.

#### **Priority 2: Children of Permanent Staff Employed by Glenthorne High School**

Children of permanent staff will be ranked in the band in which they fall where;

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

The children in this priority group will be ranked in their bands in order of the proximity of their home address to Glenthorne High School, with the closest having the highest priority.

#### **Priority 3: Children with a Sibling at Glenthorne High School**

Children who have a sibling at Glenthorne High School at the time of expected admission to the school, will be ranked in the band in which they fall.

The children in this priority group will be ranked in their band in order of the proximity of their home address to Glenthorne High School, with the closest having the highest priority.

The term sibling includes a brother or sister, a half-brother or half-sister, an adopted brother or sister, a step-brother or step-sister, or the child of the parent or carer's partner. In all cases, the sibling must live as part of the same family unit as the child for whom a place is sought, at the same address from Monday to Friday each week.

Where a sibling is in Year 11 or Year 12 at the time of application, they will be deemed as being in the school at the time of admission, unless their parent has specifically expressed that they will not be continuing into the following academic year.

**Priority 4: Children Living in Proximity to Glenthorne High School**

Children will be ranked in the band in which they fall, on the basis of the proximity of their home address to the school, with those living closer to the school receiving higher priority. The distance is measured in a straight line from the main front door of the school to the child's home address.

**1.6 Worcester Park Places : Children Living 1.5 Kilometre or Under to the Specified Junction**

Children who live 1.5 kilometres or under from the junction of Langley Avenue, Boscombe Road, Dorchester Road and Clarkes Avenue in Worcester Park (the "Specified Junction") will be ranked in the band in which they fall, and places will be allocated within each band prior to the allocation of remaining places subject to a maximum of 27 places. The distance will be measured in a straight line from the centre of the junction where the four roads intersect to the front door of the child's home address, with those children living closer to the point receiving higher priority.

**1.7 Under-Subscription within a Band**

Once all places have been allocated following the criteria set out in paragraphs 1.1, 1.2, 1.3 and 1.4 under Priorities 1 to 4 and under 1.6 to the Worcester Park Places, if any band has places remaining within it, these places will be allocated as follows:

- Band 1 - to any remaining children in Band 2 who have not yet been allocated a place, in the same order of priority as outlined in paragraph 1.5;
- Bands 2, 3, 4, 5, 6, 7 and 8 - to any remaining children in the bands above and below who have not yet been allocated a place, alternating between the upper and lower bands between allocations and starting with the band above, in the same order of priority as outlined in paragraph 1.5;
- Band 9 – to any remaining children in Band 8 who have not yet been allocated a place, in the same order of priority as outlined in paragraph 1.5.

If, after carrying out this exercise, there are any places remaining in any band, they will be allocated to any children who have not yet been allocated a place, **irrespective of their band**, in the priority order above (Priorities 1 to 4 and the Worcester Park Places) as outlined in Paragraph 1.5 and then any other children without a place including those who didn't sit the English and Maths banding tests.

**1.8 Home Address and Distance Calculation**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then the parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. In some cases, where distance is a relevant factor in admission decisions, a different address may be used if a family unit owns or has access to another property.

If an address of convenience is found to have been used, the Home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in their decision.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority using council systems, agencies, fraud departments, other education settings, or other resources available to them.

Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn, and this may be the case even if the child has started at the school.

With the exception of UK service personnel and crown servants, applicants living outside of England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September in the year of entry; this address must not be an address of convenience.

If you change address after completing your application, you must notify your Home Local Authority and provide evidence of the new address.

All distances will be measured using a computerised Geographical Information System maintained by the home Local Authority.

### **1.9 Tie Breaker**

Where the order of priority between two children cannot be established because they live an equal distance from Glenthorne High School (or from the Specified Junction), the order of priority in which these children will be ranked will be decided by the drawing of lots. This process will be supervised by someone independent of the school. A fresh round of random allocation will be used each time a child is to be offered a place from the waiting list.

For the avoidance of doubt, this tie breaker will also apply to two children applying to enter Year 7 in the same academic year who live at the same address (for example, twins or step-siblings).

### **1.10 Notification and Acceptance of Offers**

Notification of offers of places will be sent to parents or carers by the home Local Authority on the National Offer Date, currently 1<sup>st</sup> March 2024. Written acceptance of the offer of a place should be received by the home Local Authority by the closing date as determined in the offer letter.

### **1.11 Late Applications up to 1<sup>st</sup> March 2024**

Application forms received after the closing date will be considered after those that were received on time, unless exceptional circumstances apply in accordance with the home Local Authority's rules on late applications.

Changes of address up to 8<sup>th</sup> December 2023 may be considered if there are exceptional reasons for the change, such as if the family has just moved to the area, or has returned from abroad.

If parents or carers are unsure whether their circumstances would be regarded as exceptional circumstances or reasons, the child's home Local Authority can be contacted for further advice.

### **1.12 Waiting Lists**

Where there are more children applying than the total number of places available in Year 7, a waiting list will be maintained. Children on the Year 7 waiting list will be ranked in accordance with the order of priority outlined in paragraph 1.5 above, with the children remaining in their bands, and not in relation to the date that the application was received or when the child's name was added to the waiting list.

The waiting list for Year 7 admission will be kept open until the end of the Autumn Term 2024. The School will write to all parents/carers on the waiting lists in December 2024 and parents or carers who want their child to remain on the waiting list (which will become the In-Year waiting list) must complete and return the reply slip by the date specified.

Banding Tests will be arranged at the end of September, end of October and end of November for new applicants to the school who have not previously taken the Banding Tests.

After 31<sup>st</sup> December 2024, parents or carers of children who are not already on the in-year waiting list must apply for an in-year admission through Sutton Local Authority Admissions, if they wish to apply for a place. In-Year waiting lists will be ranked in the order of priority outlined in paragraph 1.5 above, however the children will not be placed in bands.

Waiting lists for all other year groups will be reviewed at least twice a year. Further information regarding mid-term admissions is contained in paragraph 2.0 below.

Parents and carers should note that their child's position on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place in accordance with paragraph 1.5 above, for example, when a new family move into a property which is closer to Glenthorne High School, or when a family who had not previously named Glenthorne High School as a preference, asks for their child to go on the waiting list after the initial allocation date.

### **1.13 Appeals**

Parents or carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Appeals for entry in September 2024 must be received by Thursday 28<sup>th</sup> March 2024 at the latest. Appeals will be heard by the Independent Appeals Committee within 40 school days of the appeals deadline.

Appeals received after this date, where possible, will be heard; however, this will depend on the date the appeal is lodged and cannot be guaranteed. Where it is not possible to hear these appeals, the appeal will be heard as quickly as possible, but appeals lodged after Friday 17<sup>th</sup> May 2024 will not be heard by the end of the Summer Term.

### **1.14 Admission of Children Outside Their Normal Age Group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The school will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; 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.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admissions should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by the school. Parents will be informed of the outcome of their request.

## **2.0 In-Year Admissions into Years 7 to 11 (After 1<sup>st</sup> September 2024)**

Applications for admission to Year 7 after 1<sup>st</sup> September 2024 and for admission into Years 8 to 11 must be made to Sutton Local Authority Admissions on their In-Year Application Form. If you wish to apply for a place at Glenthorne High School, you must name the school as one of your preferences on the application form.

Children applying for a place in Year 7 after 1<sup>st</sup> September 2024 will be offered an opportunity to sit the English and Maths banding tests at the end of September, end of October and end of November if they are new applicants to the school who have not previously taken the banding tests, and will be included on the Year 7 in-year waiting list ranked in accordance with the order of priority outlined in paragraph 1.5 above only.

Waiting lists will be maintained for each year and reviewed at least twice a year, and will be based upon the over-subscription criteria/order of priority outlined in the admissions arrangements. For the new Year 7 intake, the waiting list will be reviewed at the end of the Autumn Term, after which time banding will cease to apply.

Further auditions will be arranged as and when a vacancy arises for an Aptitude Place. Any applicants scoring 32 or above will be allocated a place or put on the ranked waiting list according to their score in the aptitude test. Applicants will be required to complete the In-Year application form in addition to the supplementary form for the Performing Arts.

Parents and carers have a statutory right of appeal if a place cannot be offered. An appeal form is available from the school upon receipt of a written request. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 school days.

### **3.0 Entry to the Sixth Form in September 2024**

**Open Evening: Wednesday 11<sup>th</sup> October 2023, 6.00 p.m. to 8.00 p.m.**

Pupils wishing to enter Glenthorne High School's Sixth Form may be in Year 11 at Glenthorne High School ("internal pupils") or following courses at other schools ("external candidates"). Internal pupils already on the roll in Year 11 and can transfer into Year 12 if they achieve the minimum entry requirements. Internal pupils will therefore not need to be formally admitted. External candidates do need to formally apply for admission to Glenthorne High School's Sixth Form. The academic entry requirements are the same for both internal pupils and external candidates. There are also academic entry requirements to transfer from Year 12 to Year 13. Please refer to Appendix B for further details. No student will be removed from the school roll as a consequence of not meeting an academic requirement.

The Sixth Form Prospectus is available from the school. The course booklet showing the range of courses available can be downloaded from the school's website.

#### **3.1 Published Admission Number (PAN) for the Sixth Form**

Glenthorne High School has a total of 200 places available in Year 12 for internal pupils and external candidates. The Published Admission Number (PAN) for external candidates is 30 places, however it is possible that the school may be able to offer more places to external pupils once it is known how many Year 11 pupils will be transferring to Year 12, and the level of enrolment for individual courses and subjects is known.

Internal pupils and external candidates who have a minimum of five GCSEs at grades 9-4 including English Language or English Literature and the entry criteria for their chosen courses (see the subject entry criteria) follow three or four Advanced Level courses, three of which must be continued to the full Advanced Level.

#### **3.2 Academic Entry Requirements**

##### **Academic Entry Requirements for Year 12:**

The academic entry requirements for each subject are contained in Appendix B.

#### **3.3 Internal Pupils**

Internal pupils should notify the school during Year 11 of their wish to stay on to follow courses in the Sixth Form, complete an application form and submit this to the school by the application closing date.

### **3.4 External Candidates**

Applications for places from external candidates can be made by either the parents or carers of the candidate, or the candidate themselves. Places are allocated on receipt of the completed application form in accordance with the order of priority outlined in paragraph 3.5 below. If the selected course is full but there are still vacancies on other courses after considering all internal pupils' and external candidates' applications, discussions will be held to establish if an alternative course can be offered.

### **3.5 Order of Priority/Over-Subscription**

External candidates who achieve the academic entry requirements for their chosen course will be allocated a place in a similar order of priority to those being admitted to Year 7, namely:

- Priority 1: Candidates with an Education, Health & Care Plan (EHCP) which names Glenthorne High School
- Priority 2: Looked After and Previously Looked After candidates
- Priority 3: Candidates with exceptional medical or social reasons for attending Glenthorne High School's Sixth Form
- Priority 4: Candidates who are the children of permanent staff employed by Glenthorne High School
- Priority 5: Candidates with a sibling at Glenthorne High School
- Priority 6: Candidates whose home address is closest to Glenthorne High School, in accordance with the measurement criteria in Priority 4 of paragraph 1.5 above. For the avoidance of doubt, the reference to the Specified Junction will not apply, and candidates living closer to Glenthorne High School will be given higher priority.

Further details in relation to the priorities can be found in paragraph 1.5 above.

### **3.6 Applications**

The on-line application form is to be completed by both internal pupils and external candidates and can be found on the school's website.

Applications from internal pupils should be returned to the school by Friday 17<sup>th</sup> November 2023 and application from external candidates should be returned to the school by Friday 1<sup>st</sup> December 2023.

### **3.7 Appeals**

If an external candidate is not offered a place, both the parents or carers and the student have a right to appeal, either jointly or separately. If appeals are lodged separately, both appeals will be heard together.