



Introductory Statement

The Admissions Authority for Coombe Wood School is Folio Education Trust.

Coombe Wood School is a secondary 11 – 18 comprehensive school with a sports specialism. The school engenders a healthy and active lifestyle whilst preparing students for university or higher apprenticeships. The sporting ethos of the School is not just limited to the sports curriculum, it will be embedded throughout the curricular and extra-curricular activities ensuring that; Teamwork, Respect, Enjoyment, Discipline and Sportsmanship are in everyone's minds as they strive to discover and reach their personal best.

Admission Number

The School has a Pupil Admission Number (PAN) of 180 pupils for entry into Year 7 in September 2019.

The School will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants are received than the published admission number(s) for the relevant year group, the Academy Trust will offer places at the School to all those who have applied.

Application Process

The School will form part of the coordinated admissions process and so those interested will have to complete a Common Application Form (CAF) which will ask for choices of schools in preference order.

The closing date for completion of the CAF is 31st October 2018.

Offers will be made on 1st March 2019.

Oversubscription Criteria

Only when the School is oversubscribed and after the admission of pupils with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs naming the School, a total of 90% of places, including pupils with an EHCP, will be allocated using the following five criteria in the order set out below with 10% reserved for sporting aptitude tests.

1. Looked After Children (LAC) and Previously Looked After Children (PLAC) but immediately after being looked after become subject to adoption, a child arrangements order or special guardianship order.

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).

2. Priority will next be given to children attending the following feeder schools:

Park Hill Junior School, CR0 5NS - up to 54 pupils for entry in September 2019
St Peter's Primary School, CR2 7AR - up to 36 pupils for entry in September 2019

These feeder schools are the primary schools that are closest to the site of Coombe Wood School. Folio Education Trust works to ensure that there is progression for pupils from these local schools into the 'secondary' phase of their education and so has decided to employ a feeder concept. Park Hill Junior School and St. Peter's Primary School are both collaborative partner schools within the Multi-Academy Trust known as Folio Education Trust and of which Coombe Wood School is also a part. The number of pupils admitted to Coombe Wood School under this criterion is proportionate to the size of the feeder school. If the number of applications exceeds the number of places allocated to the feeder school, the places offered to pupils from each feeder school will be decided by random allocation.

3. Priority will be given to the siblings of pupils attending the School at the time the application is received. This criterion refers to siblings of children who have been admitted under criteria 1 to 5.

See Notes for definition of Sibling.

4. Children of permanent staff of Coombe Wood School who have been recruited to fill a vacant post where there is a demonstrable skill shortage as determined by Folio Education Trust.

Children of permanent staff who work across schools within Folio Education Trust and who have done so for two consecutive years or more.

5. Other children living closest to the School will be given priority for admission. The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

In the event of a tie based on distance from the School, random allocation undertaken by an independent person will be used as a tie-break to decide who will be admitted.

6. Up to 10% of the Published Admission Number (180) will be allocated to children who have demonstrated an aptitude in our specialist subject area of Sport.

Tie-break

If a tie-break is necessary to determine which child is admitted, the child living closest to the School will be given priority for admission.

In the event of a tie based on distance from the School, random allocation undertaken by an independent person will be used as a tie-break to decide who will be admitted.

See Notes for definition of Home Address.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.

Sporting Aptitude Places

Parents/Carers will need to indicate on the Application Form that they wish their children to be considered for one of these places and in addition they will need to submit a Sporting Aptitude Supplementary Application Form.

Sporting Aptitude assessments will be held on Tuesday 9th October 2018 and Tuesday 16th October 2018. Parents will be informed of the result of the test before the closing date for applications which is 31st October 2018; so those wishing their child to be considered for a sporting aptitude place should submit the Sporting Aptitude Supplementary Application Form by 30th September 2018.

See Notes for further details regarding the Sporting Aptitude Assessment.

Children not demonstrating a sporting aptitude will be considered under other oversubscription criteria applied in order, for a place.

An aptitude assessment in sport will identify children who will score highest in a practical Health Related Fitness assessment. This assessment will be administered on behalf of Folio Education Trust by an external provider.

In the event of a tie based on sporting aptitude, those living nearer to the School will be given the higher priority according to the tie-break definition.

If following the sporting aptitude assessment the Trust cannot fill 10% of the PAN with children who demonstrate a sporting aptitude then any unfilled places will be allocated using oversubscription criteria 1 – 4.

Late Applications

Applications which are late for no good reason will not be considered in the initial application round but will be considered after all on-time applications have been processed. For further details please see the Local Authority guidance on their admission website.

Admission of children outside their normal age group

Parents / Carers may request that their child is admitted outside their normal age group. To do so parents / carers should include a request with their application, specifying why admission out of normal year group is being requested. Parents / Carers are asked to submit 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 and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. This includes taking account of the following:

- Parents' / carers views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the Headteacher of Coombe Wood School.

Waiting lists

The School will operate a waiting list. Where the school receives more applications than there are places available, a waiting list will operate until the end of each academic year. This will be maintained by Coombe Wood School and it will be open to any parent / carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Childrens' position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be recorded in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

The right to appeal is to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and the response must set out the reasons on which the appeal is made.

For information on how to appeal please see the Coombe Wood School website.

Notes:

Home address:

The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child. All distances will be measured in a straight line on a map.

Any offer of a place under this criterion is conditional on the child being resident at the address provided. The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address up to the date specified by the Local Authority under the co-ordinated admissions scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. Please consult with the Local Authority arrangements online to clarify. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority and Coombe Wood School of any change of address.

Sibling:

Sibling means brother or sister, a half brother or sister, fostered brother or sister, a legally adopted brother or sister or half-brother or half-sister, a step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday, at the date of their application for a place.

Fair Access Protocol:

The School participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admissions Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Sporting Aptitude Test

The sporting aptitude test will be conducted in October 2018, at Wallington County Grammar School, Croydon Road, SM6 7PH. It will be administered on behalf of Folio Education Trust by an external provider. There will be a series of assessment sessions held during the day and candidates will be invited to attend one of these sessions. Candidates will be tested for sporting aptitude, which will test sporting potential in areas such as speed, power and reactive strength index. It will not be a test of sporting ability.

Whilst no previous experience in a particular sport is required in order to take the test, it is expected that applicants wishing to apply under this criterion have an interest in sport, and would wish to participate fully in the sporting life of the School should they gain a place.