

Coombe Girls' School (Coombe Academy Trust)

Determined admission arrangements for Coombe Girls' School for the school year 2019-20.

The published admission number for Coombe Girls' School (CGS) is 240 for the year commencing September 2019. Where applications for admission exceed the number of places available the following criteria will be applied, in the order set out below. Children with a Statement of Special Educational Needs or an Education, Health and Care Plan that specifies the school as the placement school will be admitted.

Where the number of applications exceeds the number of places available:

1. places will be offered firstly to Looked After Children and Previously Looked After Children i.e. **Looked After Children** children who are (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 in accordance with section 22 of the Children Act 1989, at the time an application for a school is made; **Previously Looked After Children** children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order.
2. places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending/on roll at Coombe Girls' School, Coombe Boys' School or Coombe Sixth Form at the time of admission;
3. places will be offered to children of permanent staff where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported written evidence from a registered health professional such as a consultant doctor, psychologist, education social worker or educational welfare officer) which makes Coombe Girls' School the most suitable one for the individual child;
5. the remaining places will be offered to children who live nearest to the school, as measured by home to school distance in a straight line. All distances will be measured using the Kingston Council School Admissions computerised Geographical Information System. Where a child lives with parents under a shared residence arrangement i.e. part of the week/year with one parent and part with another, the child's permanent home address will be where the child spends the majority of the school week.

The admission criteria do not give priority to parents who wish to apply to the school solely on the grounds that they require a single sex education for their daughter.

Use of a final tie –breaker. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker which will be supervised by someone independent of the school.

If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The names of the remaining sisters will be added to the waiting list in accordance with the sibling criterion (ii).

Waiting lists. The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order regardless of the date the application was received. Names of girls who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list in criteria order regardless of the date the application was received. The waiting list will be held open throughout the year. Parents are contacted annually to ask if they want to remain on the waiting list.

Appeals. You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the school, within a few days of receiving the refusal, to obtain the procedure and the date by which an appeal must be received by them.

IN YEAR ADMISSIONS

Any applications made outside the normal admission round must be made through the Royal Borough of Kingston Admissions by contacting 020 8547 4610

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 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.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- Complete the LA application form or the in-year admission form, as appropriate
- Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Coombe Girls' School will make decisions 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;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely; and
- the views of the Headteacher.

Sixth Form Applications. We have a separate admissions policy for the Sixth Form.

February 2018