



**2024/25**

**Admissions Arrangements for  
Coombe Girls' School**

The admissions authority for Coombe Girls' School is the Coombe Academy Trust.

Our phase and in-year admissions are handled by Kingston upon Thames Council and details are given below, together with the specific arrangements for Coombe Girls' School.

Further information is available on the [Kingston Council website](#).

**Coombe**  
Academy Trust

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# DETERMINED ADMISSIONS CRITERIA

## General Information and PAN

Coombe Girls' School is an Academy school in the Royal Borough of Kingston upon Thames which is the Local Authority that coordinates our phase and in-year applications. The Coombe Academy Trust is the Admissions Authority for this school and is responsible for ensuring its compliance with the Code and the law relating to admissions.

**PAN (see definition of PAN):** The governing body intends to admit 240 children to Year 7 in the school year that begins in September 2024.

Pupils will be admitted without reference to aptitude or ability. Governors have a non-discriminatory policy in relation to children with special educational needs and disabilities and all needs are discussed on an individual basis.

The admission of pupils with an Education and Health Care Plan (EHCP) is dealt with by a completely separate procedure. Please see [here](#) for the definition of EHCP and [here](#) for more details about EHCP admissions.

Parents are reminded that if your child is offered a place this does not guarantee a place for future applications from siblings. The admissions criteria will be applied in every case.

This document reflects legal requirements. It is in your interest to read this document carefully together with the Local Authority Secondary School Admissions booklet for Secondary Schools ([available from their website](#)).

## Oversubscription Criteria

If there are more applications received than there are places, the following criteria will be used to decide which children can be offered places, in this order of priority (after taking account of any children for whom the school is named in an Education and Health Care Plan):

1. Places will be offered firstly to looked after children or previously looked after children [see definitions for [looked after children](#) & [previously looked after children](#)].
2. Places will be offered next to children who have a sibling [see [definition](#)] living at the same address who is 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. This would include staff who are employed by one of our schools, but who have worked at another one of our schools for 2 years or more and/or who were 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 claimed 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 this school the most suitable one for the individual child.
5. The remaining places will be offered to children whose home [see definition of [home](#)] is nearest to the school, as measured by a straight line to the Clarence Avenue Entrance and Darley Drive Entrance. See further details in our explanation of the [measuring system](#).

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.

## PROCEDURES

### **Applying for a place**

The closing date for applications in the normal admissions round is 31 October 2023.

To apply for a place at the school, parents must do so online or complete and return the Common Application Form to the Local Authority where they live by 31 October 2023. It is advisable to keep a copy of the form before submitting it.

Late applications will be treated as published in the LA primary admission booklet. Any late applications made directly to any school on the common application form will be forwarded to the LA immediately. All late applications will be considered after those received on time.

Applicants will be notified on the 1st March (or the next working day) in line with the Local Authority timetable as to whether the Governors are able to offer a place or not. Unsuccessful applicants will be sent details of the appeals procedure and will be placed on an order of priority waiting list using the over-subscription criteria set out in this document.

### **Tie-breaker**

If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker (see criterion 5) and will be measured using the local authority's computerised geographical information system.

For applicants who live the same distance from the school, including applicants from the same block of flats, 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 siblings will be added to the waiting list in accordance with the sibling criterion (criterion 2).

Where a child from a multiple birth is admitted to the school under this policy, then any sibling of the same multiple birth who lives at the same home address and who applied to the school at the same time and for the same year group, will be admitted even though this may raise the number in the year group above the school's PAN.

### **Admission outside of the child's 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.

Parents seeking admission to an age group outside of their child's normal age group, must still make an application for a school place by the closing date. They will also need to submit a separate written request, it is important for parents to note that they will have responsibility for providing evidence to support their request.

Each request will be carefully considered in accordance with the current School Admissions Code and a decision will be based on the circumstances of each case and in the best interests of the child concerned. The School's decision will take into account:

- 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.

### **Applications outside of the normal admissions round (In-Year Admissions)**

Applications outside of the normal admissions round must be made to Kingston School Admissions and will be dealt with in accordance with our In-Year scheme. Any applications will be considered by the Governors' Admission Committee using the criteria set out in this document. If all places have been filled then parents will be offered the opportunity to place their child on the waiting list in criteria order. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Please read the 'Admission to a Kingston school as an in-year transfer' brochure before making your application which sets out the application process and your responsibilities as the applicant, this is accessible from the Kingston Admissions [webpage on in-year admissions](#).

Email [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk) to request a copy, ensuring that you include the name of the school on the form as one of your preferences.

Please note:

- A child has the right of admission in the school if there are places in that year group unless the school can demonstrate to an independent appeal panel that there would be prejudice to the education of others. (This will only be the case where the school cannot reasonably reorganise its curriculum to accommodate additional pupils eg. it would need to introduce additional classes for which it has neither staff nor accommodation.)
- Admission of pupils over PAN is undertaken on the understanding that the other local schools act accordingly.

### **Special Educational Needs and Disabilities (SEND)**

If a child is undergoing an assessment of special educational needs and a parent does not know what the outcome will be by the closing date of application, they should apply for a school place using the common application form. If a particular school is later named in the child's education, health and care plan a place will be provided automatically for the child at that school. (See also [Admission outside of the child's normal age group](#), if relevant).

### **Admissions of pupils with an Education and Health Care Plan (EHCP)**

The admission of pupils with an Education and Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Further help or advice on this can be obtained from the home local authority. ([SEND Local Offer website for Kingston & Richmond](#)).

Children with an EHCP that names a school will be allocated a place before other children and are considered within the published admission number during the normal admissions round. The number of places available will be reduced by the number of children with an EHCP that has named the school.

If an application is received for a child with an EHCP naming a specific school outside the normal admissions round, the child must be admitted to that school even if it is full.

If a child has an EHCP which does not name a school, the admissions criteria will be applied to their application in line with the published arrangements.

### **Waiting List**

The Local Authority will keep our waiting list in rank order as identified by the published oversubscription criteria. The waiting list for the current academic year will be held in criteria order (regardless of when an

application is received) until the end of June in that academic year at which point it will be disbanded. If you applied before 1 May for this academic year, you must make an in-year transfer application for your child's name to be added to the waiting lists for the following academic year.

The Local Authority will not be able to provide waiting list information during July and August while applications are processed and waiting lists are created.

In January, the School Admissions Officer will write to parents who will need to respond in writing if they wish to remain on the waiting list. Placing a child's name on the waiting list is not a guarantee that a place will become available. Neither does it prevent parents from exercising their right to appeal against the decision not to offer a place.

Parents should note that when the admission criteria has been applied to any new applicants the rank position of children on the waiting list may change to reflect a new applicant's position.

The local authority's Fair Access Panel may make placements over the admission number if the school is full, for children who are deemed to be 'hard to place'. Any children placed under the Fair Access Protocol (see [definition](#)) will have priority over any children on the school's waiting list.

### **False Information**

- a) Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- b) Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the governing body, depending on the length of time that the child has been at the school.
- c) Where a place or an offer has been withdrawn, the application will be re-considered, by the governing body and a right of independent appeal offered if the place is refused.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal 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 must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Officer at the school address. Parents have the right to make oral representations to the Appeal Panel.

Appeals should be made to the Admissions Officer at the school address:-

Coombe Girls' School, Clarence Avenue, New Malden, KT3 3TU

# DEFINITIONS AND EXPLANATIONS

## **Admission authority**

The authority responsible for setting and managing admission arrangements for a particular school.

## **Admission criteria**

The rules used to prioritise the order in which children are offered school places.

## **Education, health and care plan (EHCP)**

An education, health and care plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25. If a child has an EHCP naming a specific school, they must be offered a place at the school in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

## **Fair Access Protocol**

The school participates in the local authority's Fair Access Protocol (FAP) 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. A placement made via the FAP will take priority over any children on the waiting list.

## **Home**

Home will be the child's ordinary place of residence and will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

In cases of shared care (both parents hold parental responsibility and care is split or shared), the Local Authority will determine the principal parental address to be that of the parent who undertakes the majority of care during the school week. In cases where shared care is exactly equal, the Local Authority will consider all available evidence that you provide to support your application to determine the principal parental address.

In the absence of a formalised legal care arrangement, the Local Authority will usually determine the principal parental address to be the address where a parent who holds parental responsibility permanently lives along with the child.

Please refer to the Local Authority's address verification policy in their [school admissions brochure](#).

Please note that it is the duty of parents to inform the school and/or the Local Authority if the child's address changes after submitting an application.

## **Looked after children**

Looked after children are 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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Evidence will be verified by the LA before applications are passed to schools.



### **Measuring home to school distance**

The Council has a standard method of measuring home to school distance in a straight line using the local authority's computerised Geographical Information System using data supplied by Ordnance Survey (OS).

- The starting point is a grid reference point, which is supplied by Ordnance Survey. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.
- The end point is measured to the school gate(s) designated in the admissions arrangements of the school.

### **Oversubscribed**

Where there are more applications than places available. The admission criteria will be applied to all applications to determine who will be admitted into the school.

### **Parent**

This is defined in the Education Act 1996 as either any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, or any person who has care of the child or young person.

### **Previously looked after children**

A child who was previously looked after but immediately after being in care became adopted from local authority care or or subject to a child arrangement order under the terms of the Children Act 1989 or or special guardianship order. A special guardianship order is defined in section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian or special guardians. This provision includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### **Published admission number (PAN)**

This is the maximum number of pupils that a school is required to admit into the first year of entry (Reception, Year 7 or Year 12). A school must admit up to this number.

### **Sibling**

Children are considered siblings if they have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address. A sibling would need to be attending the school at the time of admission of the child for whom a place is sought.