



DRAFT FOR CONSULTATION – DECEMBER 2014
ADMISSIONS POLICY
ADMISSIONS FOR SEPTEMBER 2016 AND IN-YEAR ADMISSIONS FOR 2016-17

Year 7

From 2016 Dunraven School will admit 218 students for each new year group that enters the school in Year 7.

All applicants seeking admission through the Year 7 secondary transfer process are required to take a standardised test in verbal reasoning, non-verbal reasoning and numeracy set by GL Assessment (formerly National Foundation for Educational Research). On the basis of the results of these tests, applicants will be placed in one of five ability bands. Places will be offered in the following proportions:

Band 1.1	20%
Band 1.2	20%
Band 2.1	20%
Band 2.2	20%
Band 3	20%

Where there are more applicants than places available in any ability band, places will be allocated according to the following criteria, which are stated in order of priority:

1. **Looked after children:** applicants who are in the care of a Local Authority or provided with Local Authority accommodation by that Authority and children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order). (According to the Children Act 1989 and/or the Adoption and Children Act 2002)

2. **Siblings:** applicants with another child from the same family already at the School who is expected to be on roll in September 2016.

“Sibling” is defined as a full, half or step brother or sister living at the same home address (see definition below). It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must be expected to be on the roll of the school at the time of admission.

3. **Medical and/or social reasons:** applications must be professionally supported.

Medical reasons **must** be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons **must** be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications **must** set out the particular reasons why Dunraven School is the most suitable school and what difficulties would occur if the child had to go elsewhere. Any such applications will be considered objectively by the Admissions Committee of the school based on the evidence provided. Application under this criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

4. **Children of staff at the school:** applications for children of staff at the school. The member of staff must be employed by Dunraven Educational Trust for a minimum of 0.6fte (21 hours support staff / 16.5 hours teaching staff) and have been employed at the school for at least 3 years at the time of submitting the application (ie, their employment must have started no later than September 2012).

5. **Distance:** proximity of the child's home to the School, measured along the shortest walking route lit by street lighting, with those living nearest accorded the highest priority.

Distance is taken as proximity from the home address (see definition below) to the school. It is measured using the shortest lit walking route, from the front door of the home address (as identified by the mapping software) to 94-98 Leigham Court Road, London SW16 2QB. Distance measurements are calculated using industry standard software widely used throughout the UK by many admission authorities. It is based on Ordnance Survey mapping.

“Home address” is the address at which the child should live permanently and full time as the principal residence. It does not include short term rental or lease and does not include the address of a relative or carer, unless they have legal custody of the child. Where parents have **shared responsibility** for a child and the child lives for part of the week with each parent, the distance from Home to the School will be taken as the Home measured as nearest to the School (proof of joint custody/shared living arrangements must be provided).

In the eventuality of insufficient applicants for places in any band, unfilled places will be offered to the next band.

Tie-breaker: In the event that two applicants fall at the exact same position at the cut-off point in a Band (who cannot be separated by the above oversubscription criteria), the place will be allocated by drawing lots.

Applications to the school are made using the Common Application Form **and** the school's own Supplementary Information Form. Parents applying to Dunraven **must** complete both forms to be considered for a place at Dunraven School.

In all the above criteria, documentary proof of residence will be required at the time of application. Normally this will be a current Council Tax Bill (2015/2016).



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Reception

Dunraven Primary School will admit 56 students for each new year group that enters the school in Reception.

Where there are more applicants than places available, places will be allocated according to the following criteria, which are stated in order of priority:

1. **Looked after children:** applicants who are in the care of a Local Authority or provided with Local Authority accommodation by that Authority and children who were looked after, but ceased to be so because they were adopted (or become subject to a residence order or special guardianship order). (According to the Children Act 1989 and/or the Adoption and Children Act 2002)

2. **Siblings:** applicants with another child from the same family already at the School who is expected to be on roll in September 2016.

“Sibling” is defined as a full, half or step brother or sister living at the same home address (see definition below). It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must be expected to be on the roll of the school at the time of admission.

3. **Medical and/or social reasons:** applications must be professionally supported.

Medical reasons **must** be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons **must** be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications **must** set out the particular reasons why Dunraven School is the most suitable school and what difficulties would occur if the child had to go elsewhere. Any such applications will be considered objectively by the Admissions Committee of the school based on the evidence provided. Application under this criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

4. **Children of staff at the school:** applications for children of staff at the school. The member of staff must be employed by Dunraven Educational Trust for a minimum of 0.6fte (21 hours support staff / 16.5 hours teaching staff) and have been employed at the school for at least 3 years at the time of submitting the application (ie, their employment must have started no later than September 2012).

5. **Distance:** proximity of the child’s home to the School, measured along the shortest walking route lit by street lighting, with those living nearest accorded the highest priority.

Distance is taken as proximity from the home address (see definition below) to the school. It is measured using the shortest lit walking route, from the front door of the home address (as identified by the mapping software) to the entrance of Dunraven Primary School in Mount Nod Road. Distance measurements are calculated using industry standard software widely used throughout the UK by many admission authorities. It is based on Ordnance Survey mapping.

“Home address” is the address at which the child should live permanently and full time as the principal residence. It does not include short term rental or lease and does not include the address of a relative or carer, unless they have legal custody of the child. Where parents have **shared responsibility** for a child and the child lives for part of the week with each parent, the distance from Home to the School will be taken as the Home measured as nearest to the School (proof of joint custody/shared living arrangements must be provided).

Tie-breaker: In the event that two applicants fall at the exact same position (who cannot be separated by the above oversubscription criteria), the place will be allocated by drawing lots.

Applications to the school are made using the Common Application Form **and** the school’s own Supplementary Information Form. Parents applying to Dunraven **must** complete both forms to be considered for a place at Dunraven School.

In all the above criteria, documentary proof of residence will be required at the time of application. Normally this will be a current Council Tax Bill (2015/2016).



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Late Applications – Year 7-11

Late applications may be made to the school and will be considered after all Banded applicants have been offered a place. Late applications will be maintained in order of the over-subscription criteria. Any student not offered a place will be placed on the Waiting List and will have the statutory right of appeal.

Late Applications – Reception – Year 6 (NB the school will only have Reception, Year 1, Year 2 and Year 3 in 2016)

Late applications may be made to the school and will be considered after all in-time applicants have been offered a place. Late applications will be maintained in order of the over-subscription criteria. Any student not offered a place will be placed on the Waiting List and will have the statutory right of appeal.

Waiting List

Following the respective Secondary and Primary National Offer Days waiting lists are maintained with applicants ranked in order according to the admissions criteria. **After 31 December 2016 the waiting list is no longer maintained. If you wish to remain on the waiting list after that date you must notify the school in writing.**

Fair Access Protocol: Children who are the subject of a direction by a Local Authority to admit or who are allocated in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

Appeals

Appeals against an admissions decision are heard by an Independent Admissions Appeal Panel established under the School Standards and Framework Act 1998. An appeal against a refusal of a place must be made within 20 school days of the date of the refusal letter. An Appeals Panel will hear appeals for admission in June.

In-year Admissions

Families who seek admission other than through the Reception or the Year 7 co-ordinated admission processes or to other year groups are able to make In-Year Applications. You must complete an In-Year Application Form to be returned direct to the school.

Families will be notified in writing, of the outcome of their application and have the statutory right of appeal if a place is refused. A request should be made in writing direct to the school if Families wish their child's name to be placed on the Waiting List. If a place becomes available the known applicants for that year group are sorted using the criteria given above. **Each In-year Application made to the school is only valid for the academic year in which it is made.**

Admission into Year 12

For the academic year 2016-17 there will be up to 30 places for external candidates for admission to Year 12.

Those students attending Dunraven achieving the minimum academic entrance requirement and assessment of suitability for chosen courses will transfer to the sixth form.

The following are the minimum entrance requirements for all applicants to Dunraven Sixth:

- 6 GCSEs graded A*-B including English Language and Mathematics
- Meeting the entry requirements for the particular courses. Please see specific course requirements in the current prospectus.

An assessment of suitability for an A level course will be made from information about expected performance at GCSE which will be sought from each applicant's current School. Those candidates, whose applications best indicate suitability for sixth form study, will be invited to attend a course guidance meeting at the School.

Conditional offers will be made subject to places being available on chosen courses, and where subject specific entry requirements for these courses are likely to be met.

Where there are more external applicants than places available the following criteria will apply after the admission of children with a statement/EHC plan which names the school:

- Looked After Children who meet the minimum entrance requirements (see definition on p1)
- Ranking of predicted or actual GCSE average point scores.

Appeals into Year 12

Appeals against an admissions decision are heard by an Independent Admissions Appeal Panel in line with the School Admission Appeal Code.