

Policy Title:	Admissions Policy
Function:	For information and guidance in the admission of students to Compass School Southwark
Status:	Statutory /Non-statutory/Employment Law
Audience:	All staff
Ownership / Implementation:	The Principal has overall responsibility for ensuring that this policy is implemented.
Implementation Date:	January 2015
Review period:	Annually
Last Reviewed:	September 2018

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for up to 6 state-funded schools, in rank order.

Our school requires applicants to fill in a [Supplementary-form used for ranking purposes only](#).

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

Compass School Southwark has a **Planned Admission Number (PAN) of 120 pupils** for year 7 entry September 2019. Our admissions for Year 7 pupils is run as part of the London Borough of Southwark's Common Application Process. Please contact the Southwark Admissions Team on 020 7525 5337 or schools.admissions@southwark.gov.uk.

6.2 Oversubscription criteria

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below.

1. Statemented (Statements of Special Educational Needs, or EHCP, where the school is named in the Statement)
2. Looked after children
3. Children who have a sibling (full, half, step, fostered or adopted brother or sister) already attending the school at the time of the admission.
4. Children receiving the Pupil Premium, i.e. children eligible for Free School Meals, or who have received Free School Meals in the last six years. (In order to determine whether or not your child is in receipt of the Pupil Premium, we will ask you to complete a [Supplementary Information Form](#)).
5. Geographical proximity to the school, as measured from the child's home to the front gates of the school in a straight line.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Drummond Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7. In-year admissions

Where Compass School has spaces in Year 7-11 it will always consider students who wish to join us in the middle of the school year. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school, will be admitted if in agreement with the local authority the school feels that it can meet the needs of the student.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place unless the application meets the criteria for the Boroughs 'In year fair access' arrangements, in which case the application will be referred and discussed at the next meeting for this panel.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. If you would like to send your son or daughter to Compass School, please complete and return the application form.

Applications for in-year admissions should be sent to the following address:

Compass Applications
Compass School Southwark
Drummond Road
Bermondsey
SE16 2BT

Please contact the school for more information or if you have any questions. Paper copies of all the forms that you require can be collected from Reception.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

info@compass-schools.com

You can find details of the school's appeals timetable on the following webpage:

<http://compass-schools.com/admissions/admissions-appeal/>

9. Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Body/Admissions Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

