

GREATFIELDS SCHOOL



**Greatfields School  
Year 7 Cohort Admission Arrangements  
for entry  
for the academic year 2016-2017**

This document lists admission arrangements for Greatfields School for the academic year 2016-2017.

**The admissions scheme we use**

Our admissions process is administered and co-ordinated on the school's behalf by the London Borough of Barking and Dagenham, using the Pan-London Coordinated Admissions scheme.

**How to apply for a school place**

The admissions process is co-ordinated by the London Borough of Barking and Dagenham (LBBD) who electronically publish a copy of their admissions booklet 'Moving to Secondary School' on their website [www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions)

Parents or carers should apply for a place at Greatfields School by using an online Common Application Form (CAF) available online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk); links are also available on [www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions)

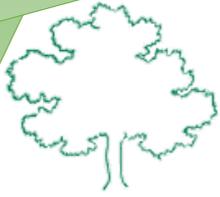
**How preferences are used**

Parents or carers are able to express up to six preferred schools that they wish their child to be considered for and rank them in order of preference.

All applications are processed using the equal preference model. Under this model each preference is considered as if it were the only preference. For each preference listed on the CAF, each school's admissions criteria are used to see if a place can be offered. If a place can be offered at two or more schools, a place is given at the school ranked highest on the application form.

All preferences and potential offers are collated and parents then receive an offer at the school ranked highest where a place is available. If a place cannot be offered from those schools ranked as preference, a place will be offered at the nearest school to the home which has a place available.

**Please Note: As a Free School, Greatfields School is not formally established until its funding agreement is signed with the Secretary of State for Education. This means that if you are offered a place at Greatfields School the local authority may have to send out a conditional offer on**



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**national offer day, alongside a firm offer for an existing school. To comply with its statutory duties, the local authority will also offer an additional preference, on top of the number of preferences it normally offers in its scheme, when you apply for the school.**

### Planned Admission Number (PAN)

Greatfields School has an admission number of 120 pupils for entry in year 7 in September 2017. The academy will accordingly admit at least 120 pupils in September 2017 if sufficient applications are received. All applicants will be admitted if 120 or fewer apply.

### Admissions Criteria

The school will admit any pupils with an Education, Health and Care plan naming Greatfields School.

Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked after children and previously looked after children (Note 1 below)
2. Other children

### Tie-breaks

Proximity to the school will first be applied if the school is oversubscribed in criteria 2 above, with those living closest to the school having priority for admission.

Distance will be measured in a straight line from the front door of the child's home to the front gates of the school. In the case of equal horizontal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

'Home' must be the child's current permanent place of residence. This will usually be the parents' address. If the parents do not live together, the address must be of the parent the child spends most time with – usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use.

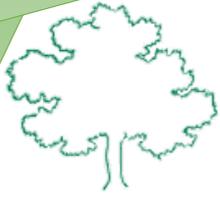
Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

**Admission of children outside their normal age group.** Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from

**Comment [TA1]:** I think it is helpful to include detail of future years admissions as long as you state that they are only indicative and will need determining.

**Comment [TA2]:** The Adjudicator found that these 'false' tie breaks were unfair. You may wish to consider allocating by random allocation.



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particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group if places are being offered at the school in that age group for the admission year in question.

The process for requesting such an admission is as follows:

With the application, parents should request in writing that the child is admitted to another year group (state which one), and the reasons for that request. Parents should submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc.

Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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.

Each case will be considered on its merits, taking into account the individual circumstances of the request and the child's best interests. Parents will be made aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

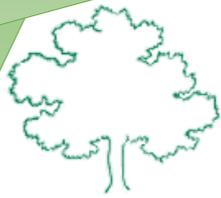
### **Waiting lists**

The school will operate a waiting list for each year group. Where in any admissions year the school receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December of that year. This list will be maintained by the London Borough of Barking and Dagenham on behalf of the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's 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 reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

### **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.



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Appellants should contact the London Borough of Barking and Dagenham (contact details at: <https://www.lbbd.gov.uk/residents/schools-and-learning/school-admissions/school-admission-appeals/>) by [date] for information on how to appeal. Information on the timetable for the appeals process is on the London Borough of Barking and Dagenham website at <https://www.lbbd.gov.uk/residents/schools-and-learning/school-admissions/school-admission-appeals/>.

**Note 1:** 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). Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

**Comment [TA3]:** This is

Dear Colleagues,

Further to the meeting held for parents last night at Gascoigne Primary, all parties of the Trust confirmed that Greatfields will open in September. Consequently the admissions process for processing applications are as follows:

<b>Date</b>	<b>Action</b>
25/02/16	Alert neighbouring LA's of Greatfields and advise them to inform us of all applications they receive for the school by our processing date of (16/03/16).
01/03/16	Offer email/letter gives a reminder for parents to check LBBB website if they interested in a place at Greatfields.
02/03/16	Website updated with text below, explaining how to apply for a place at Greatfields.
15/03/16	Closing date for expressing an interest at Greatfields. Applicants who express a preference for Greatfields will first be awarded a place in line with usual admission criteria at the school. Any remaining places will be issued as NSV to all late applicants residing in LBBB.
22/03/16	Results for Greatfields applications are issued. Unsuccessful applicants will be added to Greatfields interest list. Successful



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applicants will have their initial offer replaced and those places will then be reallocated to children on those schools' interest list.

22/03/16 G/F notified of their Year7 pupils.

## **How do I apply for a school place at Greatfields?**

Please only apply if you would prefer your child to go to Greatfields School instead of the school you were offered on 1 March 2016.

### **If you and your child live in Barking and Dagenham**

To apply for a place at Greatfields, please email us with your child's full name and date of birth at [infos@lbbd.gov.uk](mailto:infos@lbbd.gov.uk) by 15 March 2016.

### **If you and your child live outside the borough**

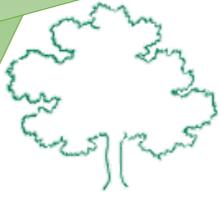
You will need to fill in the common application form (CAF) provided by the borough or council you live in. You can list Greatfields or any other Barking and Dagenham school on that form. You must return the CAF to your borough or council by 15 March 2016. This will replace any previous application you have submitted so list all the schools you are still interested in.

### **How are places processed?**

We first process all Greatfields applications that are submitted by the closing date (15 March 2016). We will use the Admission criteria to see if we can offer your child a place. Greatfields will use the same admission criteria it's other secondary schools run by the Partnership Learning Trust. These criteria (in brief below) are listed in full on page 20 of the 'Moving to secondary booklet in 2016' booklet which is published on our website.

Greatfields Admission Criteria in brief

Priority 1: Children who are or were in the care of a local authority.



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Priority 2: Children who live closest to the school, measured in kilometres in a straight line (as the crow flies).

**When will I know the results of my application?**

The borough that you live in will send you the results of your Greatfields application on 22 March 2016.

If we can offer your child a place at Greatfields, then the school you were originally offered on 1 March 2016 will be withdrawn. If Greatfields is not your first preference school, your child will stay on the interest list for all the schools you listed as a higher preference, in line with our interest list process.

If we are not able to offer you child a place at Greatfields, your child will still have the place you were originally offered on 1 March 2016. You have the right to appeal if we turn down your application. Please see page 16 of the Moving to secondary school 2016 booklet for appeal information.

**Suggested text for Admissions Section on Greatfields website.**

If would like to apply for a place at Greatfields for September, please see Barking and Dagenham's School Admissions page for more information at [www.lbdd.gov.uk/greatfields](http://www.lbdd.gov.uk/greatfields).

Applications will open on 2 March 2016. **The closing date is 15 March 2016. Don't miss out, please apply on-time.** Applications received after the closing date are late. By this time you are less likely to gain a place for your child at Greatfields.

If you have any admissions questions, please contact the School Admissions Team at [admissions@lbdd.gov.uk](mailto:admissions@lbdd.gov.uk)

If you have any questions about our school please e-mail us at [greatfields@partnershiplearningtrust.com](mailto:greatfields@partnershiplearningtrust.com)