



GEORGE MITCHELL SCHOOL (GMS)

SECONDARY ADMISSIONS POLICY

Admission numbers and admissions policy

GMS Secondary phase will admit 120 pupils into Year 7.

We follow the Waltham Forest admissions policy and they allocate places to the school. Primary children in year 6 at George Mitchell School may if they wish automatically transfer to the secondary school to ensure continuity progress and achievement. The school will contact parents in year 5 to make arrangements.

Children with Special Educational Needs

Children who have a statement or an Education, Health and Care (EHC) Plan are placed in schools through the arrangements set out in the SEND Code of Practice and not through any admissions criteria. Governing bodies are required by section 324 of the Education Act 1996 and the Children and Families Act 2014 to admit a child with a statement or an EHC Plan that names that particular school and they will be allocated a place even if the school is full. Parents/carers of children with statements or EHC Plans should contact their child's casework officer for further information.

GMS's oversubscription criteria from 2017/18 is as follows:

Priority 1	Looked After Children or Children 'At Risk'
Priority 2	Children attending GMS's Nursery or Primary phase
Priority 3	Medical or social reasons
Priority 4	Siblings
Priority 5	School Staff Children
Priority 6	Distance

The definitions of each of these are:

Priority 1	Looked After Children or Children 'At Risk'
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A looked after child is a child who is or was:

- In public care ie in the care of a Local Authority; or
- Being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children Act 1989.

For admission purposes a looked after child is a child currently in care or a child who was in care but became subject to an adoption residence, or special guardianship order, immediately after leaving care.

A child is 'at risk' if they are currently on or subject to a Child Protection Plan

It must be noted that any statutory change will supersede any areas of this document.

Priority 2 Children attending George Mitchell School's Primary phase

Children in Year 6 in the Primary phase of the school at the October application deadline will have the right to automatically transfer on completion of the transfer form.

Priority 3 Medical or social reasons

Medical or social reasons can only be taken into account where information is provided by the closing date for Year 7 places. Failure to provide such information at that stage may affect whether or not the child is allocated a place at the preferred school.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social reason and demonstrate how the specified school is the only school that can meet the defined needs of the child.

In all cases the medical or social need must be permanent or long term.

For medical conditions affecting the mobility of the child or parent/carer, consideration will only be given to the school nearest to the home address.

Examples of possible exceptional medical or social reasons are:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the school closest to the child's address;
- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named;
- A child and their family who are considered 'at risk' due to circumstances beyond the family's control such as fleeing domestic violence (housed in a refuge in Waltham Forest). Consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes;
- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts.

In the first instance, a check will be made to ensure the evidence submitted demonstrates that the exceptional medical or social reason confirms that the school is the only school that can meet the defined needs of the child. In most circumstances, submitted requests do not meet these criteria.

For requests which include sufficient information to enable a thorough assessment, these are viewed by an appropriate panel including senior officers and professionals (eg GP, social worker, education professional).

Priority 4 Siblings

This means:

- A full brother or sister;
- A half-brother or sister;
- A stepbrother or stepsister;
- Foster brother or sister;
- The child of a parent or carer's partner living at the same address.

It must be noted that any statutory change will supersede any areas of this document.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. This will be automatic for those already in either GMS's Nursery moving to Reception or Year 6 moving into the Secondary phase.

Please ensure that you provide the name and date of birth of your child's sibling.

Priority 5 School Staff Children

Children of members of staff who have been employed at the school for two or more years at the time at which the application for admission is made, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 6 Distance

Distance is measured from the child's permanent address to the main gate of the school.

- Distance is measured using a straight line (using the Local Land and Property Gazetteer);
- All distances will be measured in miles using a computerised mapping system called Route finder GIS;
- If more than one applicant lives in a multi-occupancy building, for example flats, priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically;
- Where two or more applicants, who are not from multiple births, are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

In-year admissions

All admissions to our school during the year and in different year groups are handled by Waltham Forest pupil admissions service, who hold the school waiting list and can be contacted on 0208 496 3000.

Information about starting school and the admissions process can be found on the Waltham Forest website (secondary.admissions@walthamforest.gov.uk).

Waiting Lists

The school will operate a waiting list for each year group. Children will be ranked in the same order as the published oversubscription criteria and will not be given priority based on the date either their application was received or their name added to the list.

The school is committed to the in-year Fair Access protocols held by the local authority. Should a vulnerable child according to these protocols require a place at the school, they will take precedent over any child on the waiting list.

Waiting lists will finish at the end of August for year 6 to 7 transfer. Parents/carers after this date will have to complete an iCAF application from September 2017.

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Appeals

All appeals will be co-ordinated by the Borough of Waltham Forest. Where the Governing Body is unable to offer a place because the school is oversubscribed, parents/carers have the right of appeal to an independent admission appeal panel. Parents/carers should notify the Borough of Waltham Forest as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents/carers will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Your appeal will normally be heard within 40 school days of your appeal being lodged.