

GRINDON HALL CHRISTIAN SCHOOL ADMISSIONS POLICY

Grindon Hall Christian School (“the School”) will act as its own Admissions Authority and will operate admissions arrangements in line with the School Admissions Code and in consultation with Sunderland City Council.

The School will consult as required on all aspects of this policy as required by the School Admission Code, and place a copy of it on its website.

Parents should note that the ethos of the School is non-denominational Christian. The school website explains in more detail what this means. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Christian faith to apply for and be considered for a place.

1. Published Admission Number (PAN)

The number of new pupils admitted to the School in September of each year will be 66 into Reception, 66 into Year 7 and 40 into Year 12.

(The Year 12 admissions number is based on an estimate of the number of *external* students likely to be admitted and may vary from year to year according to the number of existing, eligible Year 11 students who wish to take up sixth form places).

2. Application Process

Although acting as its own Admissions Authority, the School will work closely with the Local Authority in order to enable coordinated admissions arrangements to be applied across the city. The School will make available all necessary details to enable the Local Authority to compile its composite prospectus each year. Applications for admission to Reception will be made on the Local Authority Common Application Form, in line with published timescales.

Applications to Year 12 will be made directly to the School. It is not necessary for existing Year 11 students to formally apply for a place in Year 12 although they must confirm their intention to attend and meet the same election criteria as external candidates.

3. Selection Process

Other than for entry into Year 12, no selection criteria will be applied for entry to the School other than, in the case of over-subscription, the over-subscription criteria. In the case of Year 12, the criterion will be the achievement of at least GCSE Grade 4/5 in the subjects to be studied at Advanced Level (those subjects to be among those being offered at the time).

4. Over-Subscription Criteria

Applications are welcome from any parent wishing to apply for a place for their child(ren) in the School. If the school is oversubscribed, over-subscription criteria will be applied in the following order.

- a. The School will adhere to the statutory requirement to give first priority, whether over-subscribed or not, to children with an **Education, Health and Care Plan** where the School is the named provider, as agreed between the School and the Local Authority.
- b. **Looked after Children**, or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order, whom the relevant authorities and/or the parents/guardians wish to attend the School (see Section 22(1) of the Children Act 1989 for a definition of “looked after child”).
- c. **Children of staff** where the member of staff has been employed for at least two years at the time when the application is made; OR where the member of staff has been recruited to fill a vacant post for which there is a clear skill shortage.
- d. **Siblings** of children already in the School when the new applicant is due to start. In the case of normal entry points this means siblings of children already in the school at the end of the “offer year” (i.e. the academic year immediately preceding the academic year for which admission is sought). This also includes cases where a sibling can be reasonably expected to still be in the School at the time of his/her sibling’s proposed admission, for example a Year 11 student who could reasonably be expected to progress to Year 12. Siblings will be held to include brothers, sisters, step-brothers and step-sisters living permanently together with the child already in the School. Where a child lives with parents with shared responsibility, each for part of a week, the home address will be held to be the address under which the child is registered with his/her doctor.
- e. Children with **exceptional medical or psychological reasons**
You must include a medical or psychological report, prepared by a medical professional, to confirm information that you include in this section. This report must explain why only this school could meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when expressing a preference please contact the School’s Admissions Registrar before completing the application form. (Eligibility under this category will be considered by a meeting of the School’s Senior Leadership.)
- f. The **Child Living Closest** to the front gate of the school, as measured from the ground floor front door of his or her permanent residence taking the most direct public rights of way.

Should two or more children remain tied after all criteria have been applied, lots will be drawn by an independent body to determine to whom the place will be allocated.

5. Waiting Lists

Those children who are not offered a place after all the over-subscription criteria have been applied will be placed on a waiting list, which will be maintained for one full school term. Should a place become available, the School will immediately offer that place to the child at the top of the waiting list. A child’s ranking on the waiting list will be determined strictly in line with the criteria above, and the requirements of the School Admission Code, and not on the basis of “first come first served”. Should the parents of that child not wish to take up the place, it will be offered to the child occupying the next place on the list, and so on.

6. Appeals Procedure

Parents who have not been successful in obtaining a place will be informed of their right to appeal. The School will make arrangements for an Independent Appeals Panel to be constituted, in line with statutory requirements. The decision of an Independent Appeals Panel is binding on both parties, and the School will make arrangements to admit any child where an appeal has been upheld.

7. In-Year Admissions

In-Year applications include applications made part-way through a school year or at the beginning of a school year which is not a normal entry point. The School will work closely with the Local Authority to enable a coordinated response to be made to in-year applications. To facilitate this, the School will communicate the availability of such places to the Local Authority as requested. Although in many instances the School would be able to fill places from an existing waiting list, careful consideration would be given to all applications as it might be the case that a particular child should, under the requirements of the School Admissions Code, be moved to the top of the list. All in-year applications will be treated fairly and, if a place cannot be offered, parents will be informed immediately and made aware of their right to appeal.

Admission: Information for Parents 2018/2019