

# **Connaught School for Girls**



## **Admissions Policy**

*(to be read in conjunction with Waltham Forest Admissions Policy and Arrangements)*

**Date of Ratification by the Governing Body: 13<sup>th</sup> February 2019**

## 1. Overview

Connaught School for Girls is an 11-16 secondary school.

The admissions authority of Connaught School for Girls is the "Connaught School for Girls Academy Trust" (the Governing Body of the school).

Under present legislation, all admissions to state schools in the normal admission round, including Academies must be administered by the Local Authority in which the family resides.

## 2. Application for a place in the normal September admission round

The London Borough of Waltham Forest manages the admissions process for schools in Waltham Forest. Applications to Secondary Schools for each September start should be made online at <https://www.eadmissions.org.uk/eAdmissions/app> where full support and guidance may be found.

For any queries regarding the September secondary admission process, please contact:

Secondary School Admissions - Information and Advice Service  
Sycamore House Town Hall Complex  
Forest Road  
London E17 4JF

Telephone: 0208 496 3000 - option 5

9:30am - 12:30pm; 1:30pm - 4:30pm, Monday - Friday

Email: [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)

## 3. Published Admissions Number

The School has an agreed Published Admission Number (PAN) of 120. All applicants will be admitted if 120 or fewer apply. If, however we believe that we could admit more children, we will inform the Local Authority and either admit children above our agreed PAN or increase the PAN accordingly to accommodate additional children. For other year groups, the agreed admission limit will be the PAN which was determined for the cohort as it entered the school in Year 7, unless this was varied, in response to a change of circumstances at the school.

## 4. Oversubscription Criteria

If there are fewer applications than places, the Academy will not refuse an application and all applications will therefore be approved and offered a place. Only if there are more applications than places available, the Academy will prioritise applications according to the following oversubscription criteria:

- a) **A looked after child or a child at risk.** A looked after child is a child who is or was in public care or is being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children's Act 1989 (b) or being provided with accommodation by a Local Authority. For admission purposes, a 'looked after child'

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

**b) Children where an exceptional medical or social need is evident at the closing date.**

(October 31<sup>st</sup>). Applications must be supported by a written statement from a doctor, social worker, psychologist or other relevant medical professional. The information must confirm the exceptional medical or social reason, and demonstrates how the specified school is the only school that can meet the defined needs of the child.

- Exceptional medical need means that the child's health and welfare would be best served if they attended Connaught School for Girls. Parents/carers would need to provide medical evidence in the form of a letter from a doctor to support their case. The evidence would have to establish that Connaught School for Girls is the best / only school to serve the child's needs and clearly state why other schools could not provide the appropriate support. For medical conditions affecting mobility to be considered, Connaught School for Girls should be the nearest to the child's permanent address. All evidence must be provided by the closing date.
- Exceptional social need means that the child's welfare would be best served if they attended Connaught School for Girls. Parents/carers would need to provide evidence, in the form of a report from a Social Worker or other professional in the area of children's welfare to support their case. The evidence would have to establish that Connaught School for Girls is the best/only school to serve the child's needs and clearly state why other schools could not provide the appropriate support. All evidence must be provided by the closing date.
- There is no guarantee that a child will get a place at Connaught School for Girls as an independent panel of professionals have to be convinced that the child's medical or social needs can only be met by the school.

**c) Children who have an older sibling attending the school at the time of entry.**

A sibling means a full, half, step, foster brother or sister living as part of the family unit. In all cases, the brother or sister must be living as part of a family unit with, and at the same address as, the child for whom the application is being made. The child of a parent or carer's partner living at the same address is also a 'sibling'. Cousins, aunts or uncles are not siblings. A sibling connection will be recognised between Norlington School & 6<sup>th</sup> Form and Connaught School for Girls. This means a brother in Norlington School & 6<sup>th</sup> Form counts as a sibling in an application for a girl to go to Connaught School for Girls and vice versa.

**d) Children of members of staff who have been employed at the school for two or more years**

at the time which the application is made, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

**e) Distance from the school.**

Distance is measured from the child's permanent address to the main gate of the school using a straight line (using the Local Land and Property Gazetteer) in miles with 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.

**NB - Multiple Births** - If the last child to be offered a place is one of multiple births, all multiple birth siblings will be admitted to the school.

## **5. Waiting Lists**

Following the allocation of places, the Local Authority will retain a waiting list until 31<sup>st</sup> December each year.

Waiting lists will be kept in order of the oversubscription criteria listed above. List placement will not be prioritised according to how long a child's name has been on that list and it remains possible that a child's name could move up or down the list when the criteria is applied against other waiting applicants.

All waiting lists close on the 31<sup>st</sup> December each year. If parent/carers want to rejoin the waiting list they should register on line with the In-Year Portal : Go to the main Waltham Forest Council website and search In-Year Admissions. These waiting lists will then remain open until the end of June each year. The Local Authority Admissions team will retain and administer our waiting list.

## **6. Academy admission appeals**

Any applicant refused a place at Connaught School for Girls, due to our over subscription, has a right to appeal to an independent panel established by the admission authority for the school.

The timetable and process for appeals for admission to year 7 in the normal September admissions round is laid out in Appendix A.

Appeals must be sent directly to Connaught School for Girls, using the Admissions Appeal Form (Appendix B), who will process your request. Appeals submitted after the deadline will be heard after the main round of appeals.

Appeals are heard by panels of skilled people who have not taken part in deciding how places were offered on National Offer Day.

The parent/carer will be invited to present their case in person and may bring a friend or representative to help.

The parent / carer will be notified of the date of the appeal hearing at least two weeks prior to that date. A week before the hearing is due to take place, they will receive a copy of Connaught's statement case (Appendix C). The statement of case will explain why it was not possible to offer the place at the school and the implications of more children admitted above the admission number.

The panel will consider the school's case against the reason for the parent/carer's appeal and will make the decision to uphold or reject the appeal. The parent/carer will be notified of the panel's decision in writing within five working days of the hearing.

### **a. Successful Appeal**

If the appeal is upheld (successful) then the parent/carer have secured a place at Connaught School for Girls for their child. The child's details will be forwarded to the school and they will be included in any induction visits etc.

## **b. Unsuccessful Appeal**

If the appeal is dismissed (not successful), the decision is final. The child will remain on the waiting list in case any vacancies arise in the future.

It is only possible to have one appeal for the same school within the same year group, unless there is a significant change in circumstances.

The Local Authority School Admission Team will continue to encourage the parent/carer to consider other Schools/Academies for the child, whilst remaining on the waiting list for our school. There is no further appeal. The letter that the parent/carer receives explaining the decision of the Appeal Panel will inform the parent/carer about the limited options that are available.

There is no further right of appeal to the Governing Body or Local Authority. There is also no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but does have limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of the admission appeals panel. This is not a right of appeal and must relate to issues such as failure to follow correct procedures or failure to act independently, rather than complaints where the parent/carer simply feel that the wrong decision has been made.

## **7. In-Year Admission**

An in-year admission is one that is made outside of the normal time of transfer between schools, for example, when a family moves house part way through a school year. Parents/carers can make a request for admission after the normal round of admissions (after 31<sup>st</sup> December each year) Register on line with the In-Year Admissions Portal : Go to the main Waltham Forest Council website and search In-Year Admissions.

This information is published on the school website.

## **8. Fair Access Panel – In-Year Admissions.**

The Waltham Forest Fair Access Panel may require Connaught School for Girls to admit a child in order to protect the interests of vulnerable children and those with challenging behaviour.



## Connaught School for Girls

### Appendix A – Timetable for Year 7 Appeals in the Normal September Admissions Round

Although it is the school's intention to adhere to the plan, it may be necessary to vary slightly the timetable in accordance with statutory requirements and guidance.

- 1<sup>st</sup> March 2019 National Offer Day – parents informed of outcome of application
- 29<sup>th</sup> March 2019 Deadline by when appeals should be submitted to Connaught School for Girls
- May / June 2019 Secondary appeals to be heard
- Up to 12<sup>th</sup> July 2019 Appeals heard for the late appeals
- September each year Appeals heard for those not heard before July 12<sup>th</sup>



**Appendix B - ADMISSIONS APPEAL FORM**

Please use this form to appeal for a year 7 place in Connaught School for Girls Academy.

**DO NOT use this form to appeal to any other school.**

Your child has not been offered a place at Connaught School for Girls because the school is full in that year group. The Academy believes adding more pupils will prejudice the quality of education provided, and be an inefficient use of education resources.

For more information, please read ***A Parent's Guide to Admission Appeals*** and also ***Waltham Forest's Brochure 'Starting Secondary School 2019'***. When a school has more applications than places available, the admissions criteria is applied for each school to determine the priority for admitting pupils.

**Forename**

**Surname**

**Name of child:** \_\_\_\_\_

**Date of birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Female**

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Daytime phone number:** \_\_\_\_\_

**Is the child in Public Care with a Local Authority? Yes/No** (delete where applicable)

**Name of Parent/Carer:** \_\_\_\_\_

**School requested:** \_\_\_\_\_

**School offered by LA:** \_\_\_\_\_

## Appendix B – ADMISSIONS APPEAL FORM – Page 2

Please state your case for the panel to consider and attach to this form any evidence you wish to offer in support of your appeal.

(Please use an additional sheet(s) if required)

**Signed: (Parent/Legal Guardian)** \_\_\_\_\_ **Date:**

\_\_/\_\_/\_\_

Please return this form to: Mrs Connolly, Connaught School for Girls,  
Connaught Road, Leytonstone, London E11 4AB :

[Julie.connolly@connaught.waltham.sch.uk](mailto:Julie.connolly@connaught.waltham.sch.uk)

If you have any queries please telephone the School on 0208 539 3029



### **Appendix C - School Impact Statement in Respect of Admission Appeals Hearing for 2019-2020**

Connaught School for Girls is a small, four-form entry, oversubscribed school in Leytonstone.

For the September 2018 admissions round the furthest distance for student intake was 3.673 miles.

In September 2016, in order to meet the demand for school places, the school increased the roll of Year 7 students by 10% to 132. The school also took 132 students into Year 7 in September 2017 and 2018

A risk assessment of the building and a curriculum audit demonstrates that the school cannot continue this plan. By September 2019 the school building will have reached full capacity and therefore in September 2019 the Year 7 roll will return to 120.

#### **Health and Safety**

Students at Connaught School for Girls move from one room to another at every lesson change, this is five times a day excluding break and lunchtime. Students also move between our two sites many times during a timetable cycle.

Corridor space in the school is extremely limited. Key entrances and exits to our buildings are not expandable. The footpaths between our two sites are fixed in their width and capacity. Admitting more students than planned can overcrowd corridors, and cause overcrowding problems at key entrances, exits, stairwells, pavements and footpaths. Such problems make it more difficult for teachers to monitor and control the safe flow of students around the building and ensure their health and safety.

Having enough physical space is very important. Playground space at the school is very limited and any more than the planned number of children will make it more difficult for them to relax and enjoy themselves. If students are too crowded accidents are more likely to happen. Where there is more pressure on space it makes it difficult to maintain good relationships.

An increase in student numbers will put pressure on existing resources. An example of this is our well-used library area that is already at capacity during general opening times. Students go there to use computers. Having to share computers / resources will adversely affect the learning of the children who have to share.

At Connaught School for Girls, the uptake of school meals is very high. Our dining space is restricted and extra children will make the dining experience very uncomfortable. In order to serve extra children, they would need to be hurried along. Students' well-being and wider social development would be adversely affected by a frenetic eating experience. School aims include instilling good eating habits and sociability in young people.

Connaught School for Girls is a progressive yet traditional establishment. We are proud of our traditions, one of which is weekly assemblies. If the number of students increases above our planned capacity, it will be impossible to hold weekly assemblies to combined year group cohorts. This would be a great loss to the ethos of the school as girls from all year groups support each other in their five-year journey

Risk Assessments in Design Technology and Art have shown that the current accommodation is not big enough to take extra students in subjects of a practical nature, an increase in group size will result in there being not enough specialist equipment to go around.

Teacher time and attention is fundamental to a young person's learning. Having extra children in the class will make it more difficult for teachers to match their lessons to all students' needs and abilities. This will mean spreading teachers' time and attention more thinly and all students losing out. In a secondary school, when students have different teachers for each subject, extra children in the class increases the workload for teachers. This obviously affects the education for all the children in the class and, indeed, in other year groups.

## Admissions

As an academy the admissions authority of Connaught School for Girls is the "Connaught School for Girls Academy Trust" (the Governing Body of the school).

### Application for a Place in the Normal September Admission Round

The London Borough of Waltham Forest manages the admissions process for schools in Waltham Forest. Applications to Secondary Schools for September 2019 can be made online at <https://www.eadmissions.org.uk/eAdmissions/app> OR by submitting a paper application form, available in primary schools. **Please note:** *If you live outside Waltham Forest, you must apply to your home local authority, even if you are applying for a Waltham Forest school.* More details can be found in the brochure '[Starting Secondary School 2019](#)'. If prospective parents have not received a copy of the brochure from their daughter's primary school or if parents have any queries regarding secondary admission, including casual admissions, please contact:

#### Secondary School Admissions - Information and Advice Service

Sycamore House Town Hall Complex

Forest Road

London E17 4JF

Telephone: 0208 496 3000 - option 5

9:30am - 12:30pm; 1:30pm - 4:30pm, Monday - Friday

Email: [admissions@walthamforest.gov.uk](mailto:admissions@walthamforest.gov.uk)

Our full **Admissions policy** which outlines the Admissions criteria can be accessed on the link below :

#### [School policies](#)

#### Academy Admission Appeals

Any applicant refused a place at Connaught School for Girls, due to over subscription, has a right to appeal.

The appeal must be made directly to Connaught School for Girls using the form in the link below by 29<sup>th</sup> March 2019 (Appendix B) [Admissions Appeal Form](#)

- |                                    |   |
|------------------------------------|---|
| • 1 <sup>st</sup> March 2019       | <b>National Offer Day – parents informed of outcome of application</b>            |
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