The Charter School
East Dulwich

ADMISSIONS POLICY

for the Academic Year 2026-2027

Owner	Admissions Manager /Headteacher
Approved by	Local Governing Body
Approved on	28 November 2024
Review	Annually

Aim of the school

The Charter School East Dulwich enables all students to develop the knowledge, skills and character so that they can be happy in life and be successful in higher education or the inspiring career pathway of their choice.

The Charter School East Dulwich was founded to serve the needs of families who live locally to the school and is intended to reflect the character of the community surrounding the school.

PRINCIPLES

- To provide an open and accountable admissions procedure that is in line with current legislation and DfE departmental guidance.
- To recognise that the core values of the school as an inclusive, comprehensive school with academy status serving the needs of the community should be reflected in the admissions procedures.
- To recognise the school's duties with regard to admissions in law. The Charter School East Dulwich's Admissions Policy has been revised with effect from September 2021, following publication of the school Admissions Code 2021.

PURPOSES

- To provide a framework within which parents can understand the admissions process and procedures.
- To develop, implement and maintain clear systems that can be understood by all stakeholders.
- To promote the school as a school serving the needs of our local community

GUIDELINES

Responsibilities

1. The Headteacher has delegated the role of Admissions Administration to the School Admissions Manager.
2. The Headteacher has delegated the role of Presenting Officer to the Appeals Committee to the Deputy Headteacher with responsibility for admissions procedures.
3. The Local Governing Board (LGB) have delegated the role of Appeals Committee to an independent committee of individuals who receive training to ensure that they carry out their duties impartially.

ADMISSION ARRANGEMENTS TO THE CHARTER SCHOOL EAST DULWICH
Statement by the Admission Authority

Introduction

4. The Charter School East Dulwich was founded to serve the needs of families who live locally to the school and it reflects the character of the community surrounding the school. Applications should be completed by parents, carers or others who have parental responsibility.

5. All parents applying for a place at The Charter School East Dulwich must complete the Common Application Form, available from their Local Authority.

6. The Charter School East Dulwich has a Year 7 admission number of 240 pupils. The size of the school site and its buildings are not able to admit more than 240 students in any year group.

7. Children with full statements of Special Educational Needs or Education, Health and Care Plans are dealt with under a separate process by the Special Educational Needs section. These applicants will have priority over the criteria below, in accordance with the arrangements made with the applicant's home LA. This applies to applications for Year 7, Year 12 and in year applications

Procedures where The Charter School East Dulwich is over-subscribed

Allocation of Places

8. The admissions criteria are published by the LA in the booklet “Starting Secondary School”.

This stipulates that if there are more applications than places to The Charter School East Dulwich, the school will allocate places in the following order of priority.

240 places will be allocated to children under criteria i) to vi) below. If any places remain unfilled under this criterion, they will be allocated to children under criterion vi).

i) Looked after children.

A 'looked after child' or a child who was previously looked after but **immediately after being looked** after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians). Documentary evidence will be required at the time of application by the LA.

ii) Children with siblings who are already on roll at The Charter School East Dulwich and will still be on roll at their date of entry*

iii) Children with exceptional medical, psychological or social needs, which mean that The Charter School East Dulwich is the most suitable school to best, address their needs

Written evidence should come from at least two NHS registered health or social care professionals and should set out the particular reasons why The Charter School East Dulwich is the most suitable provision. Any supporting evidence to substantiate that the child has an exceptional medical, psychological or social need must be provided at the time of application and must be less than 6 months old at the time of application. **Additional** supporting evidence submitted from other professionals who work for a government organisation (e.g. school SENCO, school Head Teacher etc.) who are currently providing direct care/support/treatment to the child on an ongoing basis in their professional capacity, according to the stated medical, psychological or social need, will only be considered if the two mandatory pieces of evidence have been submitted with the original application. Families need to explain difficulties that would be caused if their child had to attend another school. All such applications will be dealt with on an individual basis by the Admissions Committee of the school. Applications under this criteria, does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

iv) Children of permanent staff who work at The Charter School East Dulwich where:

a) Either the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
b) Or the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

v) Other children living closest to the school by the shortest straight-line measurement**

9. Procedures where The Charter School East Dulwich is over-subscribed: tiebreaker

In an instance where two applications cannot otherwise be separated (i.e., a tiebreaker), the distance measured by shortest straight-line measurement** would continue into further decimal places to determine the closer address. Subsequent to continuing into further decimal places, should the distance remain identical, lots will be drawn to determine which address will be offered the place.

Applications for Year 7 Secondary Transfer Process

Applications to the school are made using the Common Application Form for your Local Admissions Authority. Please note that all applicants from Southwark residents must be made online at www.southwark.gov.uk/schooladmissions by 31 October.

Late Applications for Year 7 Secondary Transfer Process

Please note, from 2019 onwards Southwark residents who are making a late application must do so online at www.southwark.gov.uk/schooladmissions. Non-Southwark residents wishing to make a late application to the school must check how to do so with their home local authority.

10. After an offer of a place has been made, all applicants will be required to produce at least three pieces of documentary proof of residence at the **permanent** home address which include the council tax bill, child benefit letter or tax credit and utility bill. A copy of the short birth certificate is requested on acceptance of the place. The **permanent** home address is where the parent/carer lives and the child **permanently** resides unless otherwise directed by a Court Order. Where a child has shared care and spends time with both parents/carers in separate homes and both have parental responsibility, the home at which the child spends the majority of school nights will be treated as the home address. The school is only able to accept this one address. ***

11. Failure to provide current proof of **permanent** address to the school's satisfaction will result in an offer of a place being withdrawn. The documentary proof of residence as determined by the school must apply to this address. ***

12. The LA will write to the families of all applicants on or as close to 1st March annually giving details of the school to which the pupil has been allocated. Should a parent or carer wish to appeal they should write to the Admissions Officer (Appeals) at The Charter School East Dulwich. An appeal against the refusal of a place must be made to the Admissions Officer (Appeals) within 20 school days of the date of the refusal letter from the LA. Appeals against an admissions decision are heard by an impartial panel in line with the DfE Code of Practice on School Admissions Appeals as it applies to academies. The Admissions Officer will send the appeals to the Clerk to the Appeals who will inform appellants of their rights of appeal and the appeal procedures. The determination of the appeal panel is binding on all parties.

Arrangements for Admission to Year 12 (The Charter School East Dulwich Sixth Form)

13. Admission to Year 12 at The Charter School East Dulwich Sixth Form is a separate and distinct point of entry. Entry to The Charter School East Dulwich Sixth Form is by application during Year 11 no later than the stipulated application deadline. This applies to students in Year 11 at The Charter School East Dulwich and students who apply in Year 11 from other schools.

200 places overall will be available in Year 12 at the school/academy (the Year 12 'capacity'). The published admission number for Year 12 is 40. This is the number of places, which will be offered on an annual basis to external applicants who meet the academic entry requirements. If fewer than 160 of the school's own Year 11 pupils who meet the academic entry requirements transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 200.

- Offers will be made on the day following enrolment and will be issued with a clear deadline for acceptance. Anyone missing this deadline will have enrolment declined.
- Offers are subject to space being available on desired courses, which are allocated by priority as per the admissions criteria.
- Enrolment takes place in person. Remote enrolment must be requested in advance and all steps completed by the deadline or enrolment will be declined.

Minimum Academic Entry Requirements for Year 12 (The Charter School East Dulwich Sixth Form)

14. All Year 11 students and external candidates wanting a place in Year 12 must achieve the general entry requirements for the appropriate pathway, as published in our Sixth Form prospectus, in addition to the specific minimum entry criteria for each of the courses they wish to study in the sixth form.

Please refer to the Sixth Form Prospectus on the school website, www.chartereastdulwich.org.uk, for details of the courses offered and the specific entry criteria for each course.

Procedures where The Charter School East Dulwich Sixth Form is over-subscribed for External Applicants.

15. Year 11 pupils already enrolled at The Charter School East Dulwich will transfer into Year 12 where there are appropriate courses and where they meet the general entry requirements for the appropriate pathway, as published in our Sixth Form prospectus, in addition to the specific minimum entry criteria for each of the courses they wish to study in the sixth form.

In the event of oversubscription, for External Applicants, priority will be given in accordance with the criteria set out below:

i) Looked after children.

A 'looked after child' or a child who was previously looked after but **immediately after being looked** after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Documentary evidence will be required at the time of application by the LA.

ii) Children with siblings who are already on roll at The Charter School East Dulwich and will still be on roll at their date of entry*

iii) Children enrolled in Year 11 at any other secondary school within The Charter Schools Educational Trust.

iv) Children with exceptional medical, psychological or social needs, which mean that The Charter School East Dulwich is the most suitable school to best, address their needs.

Written evidence should come from at least two **NHS registered** health or social care professionals and should set out the particular reasons why The Charter School East Dulwich is the most suitable provision. Any supporting

evidence to substantiate that the child has an exceptional medical, psychological or social need must be provided at the time of application and must be less than 6 months old at the time of application. **Additional** supporting evidence, submitted from other professionals who work for a government organisation (e.g. school SENCO, school Head Teacher etc.) who are currently providing direct care/support/treatment to the child on an ongoing basis in their professional capacity, according to the stated medical, psychological or social need, will only be considered if the two mandatory pieces of evidence have been submitted with the original application. Families need to explain difficulties that would be caused if their child had to attend another school. All such applications will be dealt with on an individual basis by the Admissions Committee of the school. Applications under this criteria, does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

v) Children of permanent staff who work at The Charter School East Dulwich where:

a. either the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
b. or the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made

vi) **Children eligible for receiving Free School Meals, up to a maximum of 20 places.** To receive priority under this criterion, all applicants MUST attach a Free School Meal eligibility certificate to the Sixth Form online application when prompted.

vii)Other children living closest to the school by the shortest straight line measurement**

Procedures where The Charter School East Dulwich Sixth Form is over-subscribed: tiebreaker

In an instance where two applications cannot otherwise be separated (i.e. a tiebreaker), the distance measured would continue into further decimal places to determine the closer address. Subsequent to continuing into further decimal places, should the distance remain identical, lots will be drawn to determine which address will be offered the place.

There is a right of appeal to an independent appeal panel for unsuccessful applicants. This must be done in writing within 20 school days of the date of the refusal letter from The Charter School East Dulwich Sixth Form.

The Waiting List for The Charter School East Dulwich

16. Subject to any provisions regarding waiting lists in the LA's coordinated admissions scheme, The Charter School East Dulwich will operate a waiting list. Where in any year The Charter School East Dulwich receives more applications for places than there are places available, a waiting list will operate.

Waiting lists are kept by The Charter School East Dulwich until the end of the Autumn Term in the admission year. Parents need to confirm with the school after this time if they wish their child's name to remain on the waiting list. Placing a child on the waiting list does not affect the parent's right of appeal. The waiting list also applies to Sixth Form applicants who meet the entry requirements.

17. Any parent may ask for her or his child's name to be placed on the waiting list for The Charter School East Dulwich. All responses to the offer of a school place must be made directly to the LA within the timescale stated in their "Starting Secondary School booklet". Documentary proof of the child's address will be required and checked by the school once the offer of a place is made***. Where a place becomes vacant, it will be offered to the child next on the waiting list. The priority on the waiting list is determined by the over-subscription priorities listed above.

18. The addition of a child to the waiting list will require the waiting list to be ranked again in line with the published oversubscription criteria.

Looked after/previously looked after children and those allocated a place via the Fair Access Protocol must take precedence over those on a waiting list.

In Year Applications

Applications for places outside the normal round of admissions (in-year admissions) will be allocated in accordance with the school's published admission criteria and processed as per Southwark's agreed protocol. Please read the following carefully to ensure that you follow the correct procedure depending on

your circumstances.

1. Transferring your child from one Southwark school to The Charter School East Dulwich

If your child is currently attending a Southwark school, and you plan to apply for a place at The Charter School East Dulwich, you must complete and submit Southwark Council's in-year application form.

Please click here to complete the In Year Application Form for pupils attending a Southwark School only.

On receipt of your application you will be notified of the outcome in writing within 15 school days.

2. Making a new in year application to any Southwark school, including The Charter School East Dulwich

If your child is currently not attending a Southwark school (new arrivals into the borough and overseas applicants), and you'd like to apply for an in-year place at The Charter School East Dulwich, you must complete and submit Southwark Council's in-year application form.

Please click here Citizen Portal - Sign in (southwark.gov.uk)
For more information on in-year admissions, please visit: In year admissions - Southwark Council

Admission of children outside their normal age range

19. Parents who want their child to be admitted outside of their normal age group for any reason (for example, because their child is gifted or talented and they want their child to be admitted to the year above their normal age group, or because their child has experienced problems such as ill health and they want their child to be admitted below their normal age group), may do so by attaching their written request to their application for admission, setting out in detail their reasons for making the request and attaching documentation from a maximum of two current medical, health, or educational professionals who support the request.

20. A request for such an admission should be made on the Local Authority's request form, which is available from the Local Authority. The Local Authority will forward to The Charter School East Dulwich the details of every family when The Charter School East Dulwich has been named by the family. This request form is available on the Local Authority's website and must be completed in addition to the secondary Common Application Form.

21. Even if the school agrees to the parent/carer's request to admit the child outside of their normal age group, there can be no guarantee of a school place being available at The Charter School East Dulwich. This is dependent on whether the child fulfils the admissions criteria, oversubscription criteria and the number of applicants that year.

22. Parent/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. The right to appeal does not apply if the child is offered a place at the school but the place offered is not within the parent/carers preferred age group.

**Siblings are defined as whole, half or step-brother or step-sister resident at the same permanent home address, also legally recognised foster or adopted children living at the same permanent home address.*

The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. Where a child has shared care and spends time with both parents/carers in separate homes and both have parental responsibility, the home at which the child spends the majority of school nights will be treated as the home address. As stated, all applicants will be required to produce at least three pieces of documentary proof of residence, which include the council tax bill, child benefit letter and utility bill. The school is only able to accept this one address.

***After offer**, as part of the standard Admissions process, the following documents are required as verification: the child's Short birth certificate.*

In the case of adopted children, ***documentary evidence will need to be submitted with the application to the local authority*** *relating to a child's looked after/previously looked after status prior to an offer being made.*

** *An independent agency determines the distance using a computerised Geographical Information System (GIS). This system measures the distance from each applicant's home to the designated main entrance of the school (where the pedestrian entrance joins Jarvis Road) by the shortest straight-line distance in metres. A centroid (centre point), derived by Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority.*

*** *If the Admission Authority has reason to suspect that a family does not live at the address stated, it will carry out an investigation. Should it be discovered that a parent is making a fraudulent or intentionally misleading application, the offer of a place will be withdrawn.*

The School Admissions Code states that.

'2.13 An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not.

Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.'

Child's home address

To ensure that offers are made correctly and fairly, the school is committed to following strict address verification procedures. The school will investigate any applications where there are doubts about information provided or where information has been received that suggests a fraudulent or misleading application has been made. Before we make our decision as to whether we consider a home address to be the **permanent home address**, we will consider your circumstances in accordance with the guidance set out below, which should be read in its entirety. As part of the admissions process, we will check Council records to confirm that the address you have given on your application is your child's **permanent home address**. If there are any doubts about your address details, we may request further evidence. It is your responsibility as the applicant to provide evidence to support your application.

In order to prioritise applications correctly, we will verify that home to school distances are being measured using the child's **permanent** home address. You must apply for a school place using your child's **permanent** home address. Examples of not using your child's permanent home address to apply for a school place include where you use: a business address, a childminder's address, the address of a family member or friend, or the address of a property that you are renting temporarily with no intention to permanently reside there.

If both parents or any parent, with whom the child is resident for the majority of school nights, owns an alternative property, which has been the main family home **within the last 3 years**, this will be treated as the permanent home address. Therefore, if this parent is renting a property closer to the school, the rental property will not be accepted as the designated permanent home address, when applying the admissions Criteria.

Tell us if you move

If your child's home address has changed after submitting your application but before the secondary application deadline of 31 October, you must update your child's online application with their new home address immediately. Please ensure that you re-submit the application once you have amended your child's home address so that the change can be recorded.

If you are a Southwark resident and your child's home address has changed after 31 October, you must complete and return a 'Change of address' form to Southwark Council's school admissions team immediately. You can download

the form at www.southwark.gov.uk/schooladmissions . You can also request the form from the school admissions team by calling 020 7525 5337. The Academy will then need to process your child's application again in order to apply the oversubscription criteria.

The school will need to see additional paperwork to confirm your child's new **permanent home address**. If you move to a new address during the application process without telling us, and secure an offer of a school place based on your old address, we shall consider this as being misleading information and the offer may be withdrawn.
We may also withdraw school places if information is deliberately withheld at any point (before, during or after the application process).

*Any applicants who move address at any point during the admissions process, and before an offer of a place is made, you will need to submit three **additional** documents as evidence of residency at the address from which the application is being made within ten days of notifying the local authority.*

Please provide any three of the following: (Original documents only)

- A copy of a current tenancy agreement signed by all parties and arranged through a letting / estate agency.
- Current private tenancy agreement (not arranged through a letting/estate agency) must be supported with three copies of utility bills.
- A copy of your Council Tax bill for the current year.
- A copy of a recent utility bill for your home address, showing usage - Gas, Electricity, Water, Tele- phone (Not mobile phones)
- A copy of your driving license
- Copy of rent book for a current Council tenancy dated within the last three months
- Copy letter from a Housing Association confirming that you and the child are living at address
- A copy of your house insurance dated within the last 12 months
- HMRC Tax notification documentation
- Credit Card Statements dated within the last three months
- Bank / Building Society / Statement dated within the last three months
- TV Licence (valid for the current year) with the name and address

- Letter from National Asylum Support Service (NASS) OR UK Border Force (UKBA) confirming placement
- at the address
- A photocopy of the Child Benefit statement, showing parent's name, the child's name and the home address
- A photocopy of the child's medical card, showing the home address
- Home Office paperwork (including child's name and date of birth)

****** Children living at more than one address**
Where parents live separately, the address at which the child spends the majority of school nights will be treated as the permanent home address.
Where the child lives equally with both parents at different addresses, the school will use the address of the parent or carer who claims the Child Benefit or Child Tax Credit. This will be considered the child's main address.
If you do not receive Child Benefit or Child Tax Credit, you must provide the school with evidence of the family's living arrangements. We will consider all available evidence that you provide to support your application. If the child's living arrangements change after you apply and they now spend the majority of school nights living with a different parent at a different address, you must provide the school with evidence of the child's new permanent address. This evidence must show that the child lives at the address and that the new arrangement is permanent.
If the school receives more than 1 application for a child with different address details and the **parents do not agree**, the school will use the address of the parent that claims Child Benefit or Child Tax Credit.

For Review : Annually