



ADMISSION CRITERIA FOR ROSEBERY SCHOOL

Admission Arrangements for September 2020 – July 2021

Rosebery School is a comprehensive school for girls aged 11-18 in Epsom, Surrey.

Admission into Year 7 in September 2020

The Published Admission Number (PAN) for the School in Year 7 is 240. Rosebery School participates in the Local Authority Co-ordinated Scheme and all deadlines within that should be adhered to by applicants. This includes late applications, which should be made direct to the Local Authority.

Any child with an Education and Health Care Plan (former Statement of Special Educational Need), naming Rosebery School, will automatically be allocated a place.

In the event of over-subscription, places will be allocated in the following order:

Category 1: Looked after and previously looked after children

Looked after and previously looked after children will be considered to be:

Children who are registered as being in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a) eg fostered or living in a children's home, at the time an application for a school is made; and

Children who have previously been in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or a special guardianship order in accordance with Section 14A of the Children Act 1989).

Category 2: Exceptional social/medical need

Occasionally, there will be a very small number of girls for whom exceptional social or medical circumstances will apply and whose needs can only be met by Rosebery School. Supporting evidence from a professional is required, such as a consultant doctor for medical circumstances. It is expected that all mainstream schools, and not just Rosebery School, will support children with the more common medical illnesses, common allergies including nut allergy, stress-related symptoms and/or social issues.

For exceptional social circumstances, evidence from a social worker, health visitor, housing officer, probation officer or the police must be received. This evidence must confirm the circumstances of the case and must set out why the girl should attend Rosebery School and why no other school could meet the girl's needs.

Providing evidence does not guarantee a priority place and in each case a decision will be made by the Governors based on the merits of the case and whether the evidence demonstrates that a placement should be made at Rosebery School above all others.

Category 3: Applicants who have a sibling at Rosebery School

Sisters of students who are attending the school (including the Sixth Form) at the date of the new student's application. Sibling is defined as:

- Sisters living at the same address who have one or both natural parents in common;
- Sisters living at the same address who are related by a parent's marriage;
- Sisters living at the same address whose parents are living as partners at this address;
- Sisters not living at the same address but who live in a neighbouring borough to Rosebery School and who have one or both natural parents in common;
- Adopted and foster siblings.

Category 4: Daughters of staff

Daughters of staff who have had a contract of employment with Rosebery School for more than two years at the application closing date or who have been appointed to fill a particular skill shortage will be eligible to apply for a place for their daughter under this category. A supplementary information form must be completed which can be found on our school website.

Category 5: All other applicants

The remaining places will be allocated on the basis of distance of the child's home from the main school entrance on Whitehorse Drive, measured in a straight line, with those closest to the school being given highest priority.

The address used for applying the distance criteria will be the one where the child is permanently residing at the closing date of application, unless a change of address for good reason has been accepted by the Admissions Authority. Home address excludes any business, relative's or child minder's address and must be the girl's normal place of residence.

Where parental responsibility is split between two parents living at alternative addresses and residency is split equally between the parents (and there is a court order present to confirm this) then parents may decide which address to apply from. A copy of the court order will be requested as proof of equal residency.

After a place is offered, a Council Tax bill and one other proof of address (such as a utility bill) will be requested. The offer of a place will be withdrawn if it was obtained through a fraudulent or intentionally misleading application.

Tie Breaker

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to Rosebery School. Distance will be calculated in metres using the GIS system maintained by Surrey's Admissions team, to determine the distance from the child's home to school. The distance is measured in a straight line from the address point of the child's house, as set by Ordnance Survey, to the main school entrance on Whitehorse Drive. Applicants who live in the same block of flats may share the same address point; these applicants will be considered to be living equidistant from the school.

Where two children live equidistant from the school, Rosebery School will draw lots to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible, the child(ren) ranked highest will retain their offer and the applicant will be advised of their right to appeal and informed about waiting lists.

Requesting admission for a child out of their normal age group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, ie to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Headteacher, Governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, ie to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Headteacher, Governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Waiting lists

After the full number of places in Year 7 has been offered in accordance with the Admissions procedure, a waiting list will be established according to the oversubscription categories listed earlier.

Late applications will be considered in accordance with Surrey's Co-ordinated Scheme and should be made direct to the Local Authority. Late applications are usually due to families moving into the area. They must be in writing and be supported by evidence of proof of address, such as a solicitor's letter/Council Tax bill.

As part of the initial intake to the school, applicants will automatically be added to the waiting list if they have not been offered a place at one of their higher preference schools. The school will maintain a waiting list in respect of admittance into Year 7 until the end of the Autumn term. At the end of this term, each Year 7 parent who is on the waiting list will be contacted and asked to confirm in writing that they wish to remain on the list. For all those who do confirm in writing, then this will be for the rest of the academic year.

If a parent/carer has not put Rosebery as a preference for entry into Year 7, or if they were offered a higher preference school, then they will need to apply to their home Local Authority in accordance with the Local Authority's Co-ordinated Scheme in order to be placed onto the waiting list.

The child of a member of staff who does not qualify for priority admission because the staff member joined less than two years before the application was made will have priority on the waiting list from the time when their parent has been employed at the school for two years or more.

A separate waiting list is maintained for Years 8 and 9 in line with the oversubscription criteria outlined above for Year 7 entry. At the beginning of each academic year, all parents on these waiting lists will be contacted and asked to confirm in writing that they wish to remain on the list. For all those who do confirm then this will be for the rest of the academic year.

Rosebery School have to admit any student who is allocated a place at the school through the appeals process, or according to the local Fair Access Protocol, and any such students take preference over the waiting list.

In-Year Admissions

Admissions mid academic year, including applications from children with an Education and Health Care Plan, for any year group will be dealt with in accordance with this policy and will be managed by the school. In-year applications must be made in accordance with the process set out by the School each year and this information will be available on the School website.

A waiting list is maintained for Years 8 and 9 in line with the oversubscription criteria outlined above for Year 7 entry.

For daughters of staff applying mid academic year, the date that will initially be used in respect of length of service will be the date that the application is made. Their daughter's position on the waiting list will be updated according to eligibility, ie, when more than two years' employment has been achieved. A supplementary information form must be completed when applying under the daughters of staff category. The form can be found on our school website.