



## Admission to Coombe Boys' School Policy

**Equality Analysis Impact**

Title of Policy: **Coombe Boys' School Admission policy**  
Considered at Governors' Committee meeting: **Pastoral**

Date: November 2014, March 2015

**Is there relevance to equality?**

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|---|--|-----------|
| 1 | Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? If yes, then please answer questions 2 and 3.                                 | <b>No</b> |
| 2 | Does the policy have an adverse effect upon a group with protected characteristics? (Age, Disability, Gender reassignment, Marriage/Civil partnership, Pregnancy/Maternity, Race, Religion or belief, Sex, Sexual orientation) | <b>No</b> |
| 3 | Does the policy affect one or more of the equality objectives set by the school? (Please refer to the Equality Policy)   | <b>No</b> |

If the answer to question 2 or 3 is yes, a full equality analysis will need to be completed by the SLT Lead before the next committee meeting.

Please detail the objective and explain the relevance of the policy to the objective and protected characteristics below.

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## Admission to Coombe Boys' School

**Coombe Secondary School Academy Trust - The Royal Borough of Kingston upon Thames**

**Determined admission arrangements for Coombe Boys' School for the school year 2016-2017**

The published admission number for Coombe Boys' School (CBS) is 180 for the year commencing September 2016.

### **Admissions Criteria for CBS**

The oversubscription criteria for CBS is as follows:

Where more applications are received than there are places available, places will be offered in the following order of priority:

- i) places will be offered firstly to Looked After Children (LAC) i.e. children who are in the care of a local authority or being provided with accommodation by a local authority in their exercise of their social services functions as defined in Section 22(1), and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
- ii) places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school at the time of admission;
- iii) places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school concerned the most suitable one for the individual child;
- iv) the remaining places will be offered to children who live nearest to the school, as measured by home to school distance in a straight line. All distances will be measured using the Kingston Council School Admissions computerised Geographical Information System.

The admission criteria does not give priority to parents who wish to apply to the school solely on the grounds that they require a single sex education for their son.

### **Use of a final tie –breaker**

- For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.
- If a parent applies for entry into the same year group for more than one child and there is only one place available, the parent will be asked to decide who should have the place. The names of the remaining sisters will be added to the waiting list in accordance with the sibling criterion (ii).

### **Appeals:**

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school, within a few days of receiving the refusal, to obtain the procedure and the date by which an appeal must be received by them.

**Waiting lists.**

- The waiting list will automatically consist of the names of unsuccessful applicants who have not had a higher preference offer. This list will be held in criteria order regardless of the date the application was received.
- Names of boys who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names will be added to the list

in criteria order regardless of the date the application was received. The waiting list will be held open throughout the year. Parents are contacted annually to ask if they want to remain on the waiting list.

#### **Children with Special Educational Needs**

- If a child is undergoing an assessment of special educational needs and a parent/carer does not know what the outcome will be by the closing date of application, they should apply using the common application form. If a particular school is later named in the child's EHCP, a place will be automatically provided for the child at that school.

#### **Children with an Education and Health care Plan (EHCP)**

If a child has an EHCP, he will be offered a place at the school named in their plan in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.

CBS follows the RBK guidelines regarding educating a child out of year.

#### **IN YEAR ADMISSIONS FOR 2016/2017 FOR ALL MAINTAINED SCHOOLS**

- **in-year applications to your school must be made using Kingston's In Year Application Form** available from Kingston School Admissions. To request a copy call 020 8547 4610 or email [Kingston.admissions@achievingforchildren.org.uk](mailto:Kingston.admissions@achievingforchildren.org.uk) or a copy can be downloaded from the Kingston website at [www.kingston.gov.uk](http://www.kingston.gov.uk)