



Woolwich Polytechnic  
School for Girls



**Woolwich Polytechnic School for Girls**  
**PolyMAT**  
**DETERMINED ADMISSIONS POLICY**  
**2024-2025**

Ratified by Trustees: 6 February 2023

1. This document sets out the admission arrangements for Woolwich Polytechnic School for Girls. The document forms an Annex to the Funding Agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Any changes to this policy will be consulted on fully in line with the timescales laid down by the regulations.
2. The Academy will comply with all relevant provisions of the statutory Codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy.
3. Notwithstanding these arrangements, the Secretary of State may direct Woolwich Polytechnic School for Girls to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

### **ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

4. The admission arrangements for Woolwich Polytechnic School for Girls for this year and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) Woolwich Polytechnic School for Girls has an agreed admission number of 240 pupils in Year 7. The Academy will accordingly admit 240 pupils in the relevant age group each year if sufficient applications are received;
  - b) The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. The Academy is not required to consult on any proposed increase to the PAN, however it must notify the Local Authority of the increase and specify the changes on the Academy website.

### **Process of application**

5. PolyMAT is the Admissions Authority of the Academy. Applications for places will be made in accordance with the Royal Borough of Greenwich, co-ordinated admissions scheme and timetable.

### **Consideration of applications**

6. Woolwich Polytechnic School for Girls will consider all applications for places. Where fewer than 240 applications are received, the Academy will offer places to all those who have applied.

### **Procedures where Woolwich Polytechnic School for Girls is oversubscribed**

7. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs / education health and care plan (EHCP) where Woolwich Polytechnic School for Girls is named on the statement / plan, applicants will be considered, in the following priority order:

- a) Children looked after and all previously children looked after, including those children, 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 'child looked after' is a child who is in the care of an English or Welsh local authority, including foster care.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

- b) Children who can demonstrate a need to attend either Woolwich Polytechnic School for Girls or Woolwich Polytechnic School because of their (or an immediate family member's) chronic medical or social need (see Note 1).

**Note 1:**

Admissions under this category are normally only made in exceptional circumstances. The application must be supported by a letter written by a hospital consultant, or senior social worker, setting out the reasons why the school is the only one that the child can reasonably attend for the specified reasons and the implications if the child did not obtain a place at the school. Sufficient evidence must be provided to support the reason for admission. The admission authority reserves the right not to admit a child on these grounds if it is not presented with sufficiently compelling evidence in this regard.

"An immediate family member is the child's mother, father, sibling (see Note 2) that reside in the same house as the child/ whether the child resides with them or not"

- c) Children with a sibling living at the same address who will be attending either Woolwich Polytechnic School for Girls or Woolwich Polytechnic School (including the School's Sixth Form) at the time of the child's admission (see Note 2).

**Note 2:**

Sibling means a full, half, step, natural or adopted brother or sister.

- d) Children of a staff member who is currently employed on permanent contract at the time of application for admission to the academy is made. The academy reserves the right to ask for proof of relationship.
- e) Other children based on home to school distance.

Distance from home to school is measured as a straight line from the centre of the home address to the centre of the main school site. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be decided by random allocation. In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required.

Additional children may be admitted under very exceptional circumstances. This will be in instances where children are twins and children from multiple births when one of the children is the 240<sup>th</sup> child admitted.

### **Operation of waiting lists**

8. The Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for the duration of that academic year, ending on August 31st. This will be maintained by the Academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Each added child will require the list to be ranked again in line with the published oversubscription criteria. From 1<sup>st</sup> September to 31<sup>st</sup> August, the Academy will maintain the waiting list with pupils ranked in admissions criteria order.
9. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria set out in paragraph 8.

### **Admission out of normal age range**

10. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.
11. The process for requesting such an admission is as follows:  
With the application for the child's normal age group, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Head Teacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development, including their prior learning if recently admitted to the country from abroad;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered as long as the year group exists in the school, alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

This applies to all admissions whether made in the planned admissions round or in-year admissions.

## Appeals

12. Under the School Standards and Framework Act 1998, you have the right to appeal against the decision not to offer your child a place at the Academy. If you wish to appeal against a decision not to offer your child a place at this school, you need to complete and return an appeal form within 20 school days from the date you received the outcome of your application. If you wish to appeal, an appeal form and guidance notes on the procedure are available on request.

The Academy will act in accordance with the School Standards and Framework Act 1998, ensuring that an Independent Appeal Panel is trained to act in accordance with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. Parents should contact the Business Manager who will answer any enquiries parents/carers may have about the process, with regard to published timescales.

### **Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the Academy**

13. Subject to any admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. Where it has not been possible to admit the child due to any of the special circumstances permitted by the School Admissions Code 2021, the academy must set out the reason for refusal and advise the applicant of their right to appeal. Where an application is deemed to meet the criteria set by the local authority's Fair Access Protocol (FAP), it will be referred to the next FAP meeting subject to appropriate consent being received. In the case of applications for such places in Years 8-11 the Academy may refuse admission to pupils where the student concerned has been previously excluded from two or more schools.

However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding. Parents/Carers whose application is turned down are entitled to appeal.

14. The Academy participates in the Local Authority's Fair Access Protocol. Children admitted via the Fair Access Protocol take priority over those children on the school's waiting list and those pending appeal. For information on how requests for children to be educated outside of their chronological year group, please refer to Royal Borough of Greenwich's 'Secondary Schools in Royal Greenwich' booklet.
15. EHCP children applying for the Academy should do so via the Local Authorities SEN department.
16. Children can only apply for admission to the Academy if they already reside in their UK home address.

