

NORTHBROOK CHURCH OF ENGLAND SECONDARY SCHOOL
ADMISSIONS POLICY
2009/2010

ADMISSIONS

The Governors admit 100 students to year 7 each September. The Governors seek to maintain as far as possible those banding arrangements set by the Local Education Authority. Parents applying for places do so knowing that Northbrook Church of England School provides an education based on Christian principles. Applications can also be made on line at www.yourlondon.gov.uk/admissions/.

1. Foundation Places

The Governors have designated 60% of places each year as Foundation places for children of families who are in the first instance practising Anglicans. Members of other Christian churches are considered thereafter. Applications must be supported by the family's parish priest or minister. A letter of support should be attached to the application form.

Priority will be given in the following order:

- (a) Families living within a radius of 3 miles from the school.
 - (i) All looked after children
 - (ii) Children attending Church Primary Schools, at the time of application
 - (iii) Children who have a brother, sister or step siblings including fostered and adopted attending Northbrook at the time of admission.
 - (iv) Applicants who live nearest to the school, measured along a straight line from the school gate.
- (b) Families living beyond a 3-mile radius. Criteria (i) – (iv) above apply in prioritising.

If there are insufficient places to accommodate all applicants qualified under one criterion, places will be allocated by applying criterion (iv).

Unsuccessful Foundation Applicants will be considered for any Open Places.

1. Open Places

The Governors have designated 40% of places each year as Open Places. Priority will be given to:

- (a) Families living within a radius of 3 miles from the school
 - (i) All looked after children
 - (ii) Children who have a brother, sister or step siblings including fostered and adopted attending Northbrook at the time of admission.
 - (iii) Applicants who live nearest to the school, measured along a straight line from the school gate.
- (b) Families living beyond a 3-mile radius. Criteria (i) – (ii) above apply in prioritising.

If there are insufficient places to accommodate all applicants qualified under any one-criterion places will be allocated using criteria (iii).

For admission in 2009, the school will occupy a temporary site in Leahurst Rd. Home to school distance will be considered from the school's main site in Taunton Rd.

The school is committed to taking its fair share of vulnerable children who are hard to place in accordance with locally agreed protocols and definitions. Outside the normal round of admissions, the Governing Body will consider admitting a child as directed by the Local Authority even when admitting the child will exceed the normal admission number.

The school is part of the locally agreed co-ordination school and the timescales for applications to be received to be received and processed are those agreed with the Local Authority. Parents must complete the Local Authorities Common Application form (CAF) and return the form to the Authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parents who wish to apply for a foundation place must also attach a letter of support from the family's parish Priest or Minister.

Appeals Procedure

The Local Authority write to families of all applicants on 1st March giving details of the school to which their child has been allocated, and the contact details of the school should the family wish to appeal. Appeals should be put in writing to the Clerk of the Appeals panel care of the school by the appeals deadline and clearly state the grounds for the appeal. The school has adopted the same appeals deadline as the Local Authority Community Schools, which vary from year to year but published in the Local Authority Secondary Transfer Booklet. Appeals can be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the school before the Appeals Panel meets, the school will allocate the vacancy to an applicant in accordance with its published admissions criteria.