

## **Admissions Policy 2021-2022**

### **Admissions - September 2021**

St Andrew the Apostle Greek Orthodox School is part of the coordinated Pan-London Admissions process. You should apply through the LA in which you live by 31st October 2020.

The admission and review of students with an EHCP or a statement of special educational needs is dealt with by a completely separate procedure involving parents, schools, the LA and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP (or statement) by the student's home Local Authority. Details of this separate procedure are set out in the Special Education Needs Code of Practice.

Where the number of applications for admission is greater than the places available and after the agreed admission of any children with an Education, Health and Care Plan, the following oversubscription criteria will be applied in the order below:

1. Children who are looked after or have been looked after by a local authority in accordance with Section 22 of the Children Act 1989.
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice from a doctor, social worker or other health professional, explaining why these needs can realistically only be met by St Andrew the Apostle.
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship
4. Children (by which is meant full, step, half, adopted, or fostered children who will be living permanently at the same address of the member of staff at the date of their entry to the school) of staff directly employed by St Andrew the Apostle Greek Orthodox School for two years or more before the admission application and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made
5. This is a designated Greek Orthodox School and if oversubscribed, up to 50% of the places available after the application of 1, 2, 3 and 4 above, will be based on a 'faith' criterion; this criterion is detailed in the notes at the end of this policy.
6. Places will be offered in order of distance from the home address of the applicant to the school, distance being measured in a straight line from the middle of the front door of the student's accommodation to the centre of the main front gate of the school. (The main entrance of the school is Building 5 of the NLBP.)

7. For this purpose, the ground floor is considered closer than the first and so on. Should there be a 'tie' between two or more applicants for a place in any category then lots will be drawn.

8. If fewer than the designated number places are taken up by those satisfying the Greek Orthodox faith criterion, then these remaining places will be first offered to those meeting the Wider Faith Criterion in order of distance - defined above. Should there be places remaining after this they will be added to those offered to 'non-faith' applicants.

9. The places remaining after the 'faith' places have been allocated will be offered to any other applicants. If there are more applicants than there are places available in this category, then they will be offered in order of distance from the school – distance being defined as in 6. 'Faith applicants' unsuccessful because of distance in category 6, will automatically be considered against the distance measure for non- faith places, but will receive no priority.

#### **Notes:**

#### **Operation of waiting lists**

Where in any year the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The parents of students on the waiting list will be contacted twice a year to ensure that they wish to remain on the waiting list.

#### **Home Address**

The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the parent as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address, the Governing Body will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where Child Benefit is paid and where the child is registered with a doctor.

#### **Faith Criterion**

A supplementary information form will be completed by applicants under this criterion and will be certified by their priest confirming baptism certificate and monthly attendance\* at a Greek Orthodox Church.

\*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **Wider Faith Criterion**

The faith criterion is based on monthly\*\* Church attendance at a Church which is recognised by Churches Together in England. A supplementary information form is available for applications under this criterion.

\*\*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **Appeals**

Parents who fail to gain a place at St Andrew the Apostle Greek Orthodox School for their child can appeal to an Independent Appeals Panel. Please telephone the school office for further details.

### **Sixth Form**

#### **Sixth Form Overview & Entrance Requirements**

St Andrew the Apostle Greek Orthodox Sixth Form will give priority to applications from internal students who have attended Year 11 of the school during the preceding academic year.

St Andrew the Apostle Greek Orthodox Sixth Form will also accept applications for entry to the Sixth Form from external students. The Published Admission Number for external students for entry to Year 12 in September 2021 will be 50, but more places may be available subject to the take up by internal students.

Acceptance onto a programme of subjects/courses is dependent upon a student having achieved the necessary minimum entry and course requirements, as published in the prospectus and course guide. Individual subjects may be limited in the number of students they can accommodate.

#### **Application Process**

All application forms should be completed and submitted by the midday on the last Friday of the February Holiday.

External students must meet the same academic minimum entry and course requirements as internal students.

Where there are more applications than places available to external students, the 'Oversubscription Criteria' will apply.

#### **Oversubscription Criteria for External Students**

Should applications from suitably qualified external students (i.e. those meeting the minimum entry and course requirements) exceed the number of places available to external students, the Oversubscription Criteria (Criteria 1-6) as set out on pages 1 and 2 of this admissions policy will be applied to those applications in the given order e.g. criteria 1, 2, 3, 4, 5i), 5ii) then 6.

The Supplementary Information Form referred to in criterion 5) (Faith Criterion) should be completed by the Priest/Minister and returned to the school as described in criterion 5) save for the deadline will be the same deadline as given for the Sixth Form Application Form, which is midday on the last Friday of the February Holiday.