# Secondary School Admission Policy 2027-2028

**Orion Spires**

## Year 7 Admissions

All Year 7 applications shall be received and offers made individually by the relevant Local Authority in common with other local secondary schools.

Each school has a standard number for admissions to each school. The published admission number (PAN) is inclusive of students with a statement of special education needs in accordance with the relevant statutory requirements.

| School | PAN |
|---|---|
| Orion Coopers | 240 |
| Orion Eden Park | 240 |
| Orion Spires | 150 |
| The Ravensbourne School | 240 |

Where application for admission to Year 7 exceeds the published admission places available, the oversubscription criteria applies to determine which students to admit to the relevant secondary school.

All applications shall be made by applying to your home local authority (the borough within which you live) via their website.
Bexley – www.bexley.gov.uk
Bromley – www.bromley.gov.uk
Croydon – www.croydon.gov.uk
Greenwich – www.royalgreenwich.gov.uk
Lewisham – www.lewisham.gov.uk
Kenty County Council – www.kent.co.uk

**Students with a Statement or Special Education Needs; Education, Health and Care Plan (EHCP)**

Children with a full statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) are dealt with under a separate process by the Special Educational Needs Team. The published admission number in our schools are inclusive of students with a statement of Special Educational Needs or Education Health and Care Plan (EHCP) that are admitted to the school being named in their statement or EHC plan.

## Admissions Criteria

Where applications are oversubscribed, after the admission of children with statements of special educational needs/Education Health Care Plan (EHCP), places will be offered in line with the admission criteria outline below:

1. Children Looked After (CLA)
2. Students entitled to the Pupil Premium Grant (up to 20% of the total places on offer)
3. Sibling (sibling on roll at the proposed time of entry)
4. Children of staff at the School
5. Medical or Social Needs
6. Proximity

## Further Information on Oversubscription on Year 7 Admissions

1. **Children Looked After** (Children in Public Care)

   **'child looked after (CLA) ' definition is a child who is:**

   **a)** in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. These children **must** still be "CLA" when the child starts school unless **(b)** applies.

   **b)** or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those 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.

2. **Students entitled to the Pupil Premium Grant** (up to 20% of the PAN places on offer; where there are more than 20% students entitled to the PPG that apply, the Proximity criterion will be applied to select the 20%).

   This includes all students who are entitled to the Pupil Premium Grant or the Service Premium.

   A student will be eligible for the Pupil Premium or the Service Premium if:

- The student is eligible for free school meals or ever has been in the last 6 years prior to admission to the school.
- The student is admitted under oversubscription criteria 1: Child Looked After.
- One or both of the child's parents are currently serving in the UK's regular armed forces or has served within the past 3 years at the time of application.
- One or both of the child's parents died while serving in the UK armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

The evidence MUST be provided with the application form.

Supporting evidence for free school meals will include evidence of receipt of income support, child tax credit, job seekers allowance, employment support allowance (income 2 based), guaranteed element of state pension credit and support under Part VI of the Immigration and Asylum Act 1999.

Supporting documentary evidence of the Service premium will include pay slips of the serving parent(s), a letter from the parent(s) armed forces commander or other senior officer and/or evidence of pension rights. Where the applications under this criterion exceed the 20% of places available, priority will be given according to the distance of the student's main home address to the main entrance. Those living closest to the main entrance will receive higher priority.

The deadline for submission of this form with supporting documentation is 31 October 2026. Forms submitted after this date or received without supporting documentation will not be considered under this criterion for National Offer Day.

Late applications will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly encouraged to submit their applications on time.

Where the application under the PPG criterion is not successful, the application will be placed into the next highest criteria and will be considered along with all of the other students falling within that criterion.

3. **Siblings** – children who have a brother or sister attending at the beginning of their first term.

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

Sibling applications can only be accepted for:

- Siblings in Years 7 to 10
- Siblings of students in Year 11 who's parent(s) have confirmed their commitment to the student continuing in Year 12

- Siblings of Year 12 students who are attending a 2-year course

Siblings of Year 13 students cannot be accepted under this sibling rule.

Where twins, triplets or children from other multiple births qualify for the last school place to be allocated, The school will admit all of the qualifying siblings in excess of the published admissions limit, and they will be considered as 'excepted pupils'.

**4. Children of staff at the School**

Our schools will give priority to children of staff: i.e.: Teachers; Administration, Site Staff and all other staff, directly employed in either of the following circumstances:

**a)** Where the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, and/or

**b)** The member of staff recruited within the last two years to fill a vacant post for which there is a demonstrable skill shortage.

**c)** Where the salaried staff member's duties are undertaken at different schools the admission priority can only be at the one school where he/she works for more than 50% of their duties.

**5. Medical or Social Needs**

Children who have an exceptional medical or social need for a place at the school. Applications will only be considered under this category if they are supported by a written statement from a hospital consultant, special support service, social worker or other similar professional. The information must confirm the exceptional medical or social need and demonstrate how the school is the only school that can meet the defined needs of the child before an admission is made.

**6. Proximity**

Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school building using the Local Authority's computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property; those living closest to the school receiving higher priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by drawing lots.

'Home' being where the child normally resides as their only or principal residence. Addresses involved in child minding (professions or relatives) are excluded.

Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances through a Court Order, during the co-ordinated admission process.

**Timetable**

All schools will comply with the timetable and procedures laid down the Local Coordinated Admissions Scheme. Please refer to school websites for this information.

**Fair Access Protocol**

Additionally, students directed via the Local Authorities' 'fair access protocol' will take precedence over any student on the waiting list and the referral of a student from 'fair access protocol' includes admitting students over the published admission number, (The Admissions Code 2021). Under the protocol we must agree to share 'hard to place' students in our secondary schools. Further details are available from the Admissions Team of the Local Authority.

**Admission of children outside their normal age group**

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round and write separately to the Headteacher to explore the options for admission outside of the normal age range.

The secondary schools will consider applications outside of the child's normal age group on an individual basis and in the interests of the child concerned. In accordance with the School Admission Code, this will include taking account of:

- Information about the child's academic, social and emotional development
- Where relevant their medical history and the views of a medical profession
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The Principal's View

This is not an automatic right to choose this option as decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

**Waiting Lists**

Each admission authority must maintain a waiting list for a minimum of one term in the academic year of admission. This arrangement is published through The Co-ordinated Admission Arrangements for both Primary and Secondary.

Children will be ranked in the same order as the published oversubscription criteria.

## In Year Admissions (admissions to Year Groups 8-11)

Whenever an application is received for a student to join a year group at a time other than when joining Year 7, an application must be made directly to the relevant Local Authority.

When necessary, the oversubscription criteria will be applied. It is likely that the previous school will be contacted for a report and the parent and student invited into the Academy for an admission meeting and tour of the facilities.

Any student not offered a place will be asked if they wish to be placed on the waiting list. In year waiting lists will be maintained by the Local Authority until the end of the academic year. Applicants wishing to remain on a school waiting list will be required to reapply at the beginning of the next academic year.

## Sixth Form - Year 12 Admissions

Each Sixth Form across the Trust will automatically offer places to current Year 11 Trust school students who wish to continue to Post 16, who meet the general sixth form entry requirements for their study pathway:

- 5 grade 5s at GCSE, including English and Maths for the 'A Level pathway. The English GCSE can be in either Language or Literature.
- 5 grade 4s for the BTEC pathway

There are three pathways a student can take in in relation to their APS. An academic pathway, a mixed pathway, or a vocational pathway.

| Academic pathway | Mixed pathway | Vocational pathway |
|---|---|---|
| APS > 5.5 = Three A-Levels<br>Four A-Levels only possible with an APS > 8 | APS > 5 = BTEC/A-Level combination (BTEC double plus one A-Level) including 4 in Math's and English | APS between 4 and 5 = BTEC only pathway including 4 in Math's and English |

N.B. DFE chances charts

The entrance requirements shall be published each year on the school's website.

Students must meet both the general admissions requirements and the specific course requirements to enrol. There must be a suitable course available which appropriately meets the student's needs.

Each Sixth Form across the Trust will have a published admission number (PAN) for places available for external candidates.

| Sixth Form | Capacity | External PAN Places |
|---|---|---|
| Orion Coopers | | 30 |
| Orion Eden Park | 125 | |
| The Ravensbourne School | | 100 |

When current Year 11 students take up places elsewhere or do not meet the entry requirement for A Level or BTEC courses, additional places will be offered to external candidates up to Post 16 capacity in accordance with the required general Post 16 entry requirements.

*Where students have not taken GCSEs (e.g. due to taking the IB Middle Years Programme, IGCSEs or a foreign country's national examinations), a decision on entrance will be made on the qualifications presented or as a result of passing the school's entrance examinations in English and Mathematics.*

Students may be accepted onto a course having not met the entrance requirements in exceptional circumstances at the discretion of the headteacher.

Students and their parents have a statutory right of appeal against the decision to refuse them admission to Post 16. Those wishing to appeal should register their intention to do so by sending a letter addressed to the appropriate school via the PA to the Head Teacher. This needs to be within 30 days of the GCSE results day.

**Oversubscription Criteria**:
Admission is based on actual GCSE grades attained. In the case of more applicants than places available, the admission criteria set out in this Policy will apply plus a rank order of predicted APS across their best eight subjects including English and Mathematics.

## Appeals

If an application is refused, parents have a statutory right of appeal to an independent school appeal panel. Any applicant refused a place will be advised in writing and given further details of the Appeals Procedure.

Appeals are heard before the end of the Summer Term prior to proposed admission to Year 7 or 12. Information on how to make an appeal is available from the school.

Once an applicant is unsuccessful at appeal, a reapplication for a place will be determined by whether there have been significant and material changes in the circumstances of the parent, child or school which are relevant to a further application for a place. (DfE School Admission Appeal Code of Practice, October 2022).

## Proof of Residence

It is expected that the applicant and pupil will still be resident at the same address when the child starts school.

An original proof of residence must be one of the following: an original and current Council Tax Statement or utility bill i.e. electricity, gas, water, dated within 3 months of the application. If gas/electricity is paid by key/meter you must provide a summary from your supplier showing usage and payments dated within 3 months of the application.

Places may be withdrawn if address details do not match the information given on the application. Changes of address after offers have been made will be investigated and applications will be reconsidered on the basis of the new home address.

## Falsifying information

Falsifying information (or providing misleading information) to gain an advantage in obtaining a school place will lead to the withdrawal of the offer of a place. If it is found that a place has been gained by a false information, siblings will not be considered in the 'sibling' category.

## Monitoring Arrangements

This policy will be reviewed and approved by the Admissions Authority (Orion Education Trust Board) every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Admissions Authority will publicly consult on these changes.