

Connaught School for Girls



Admissions Policy (to be read in conjunction with Waltham Forest Admissions Policy and Arrangements)

Date of Ratification by the Governing Body: **27th March 2024**

To be reviewed by Curriculum Committee : **February 2026**

1. Overview

Connaught School for Girls is an 11-16 secondary school.

The admissions authority of Connaught School for Girls is the "Connaught School for Girls Academy Trust" (the Governing Body of the school).

Under present legislation, all admissions to state schools in the normal admission round, including Academies, must be administered by the Local Authority in which the family resides.

2. Application for a place in the normal September admission round

The London Borough of Waltham Forest manages the admissions process for schools in Waltham Forest. Applications to Secondary Schools for each September start should be made online at <https://www.eadmissions.org.uk/eAdmissions/app> where full support and guidance may be found.

For any queries regarding the September secondary admission process, please contact:

Secondary School Admissions - Information and Advice Service
Sycamore House Town Hall Complex
Forest Road
London E17 4JF

Telephone: 0208 496 3000 - option 5

9:30am - 12:30pm; 1:30pm - 4:30pm, Monday - Friday

Email: admissions@walthamforest.gov.uk

3. Published Admissions Number

The School has an agreed Published Admission Number (PAN) of 124. All applicants will be admitted if 124 or fewer apply. If, however, we believe that we could admit more children, we will inform the Local Authority and either admit children above our agreed PAN or increase the PAN accordingly to accommodate additional children. For other year groups, the agreed admission limit will be the PAN which was determined for the cohort as it entered the school in Year 7, unless this was varied, in response to a change of circumstances at the school.

VARIATION OF PAN by 10% FOR 3 YEAR GROUPS TO ENSURE THE SCHOOL IS AT ITS CAPACITY OF NOR 636

Admission Year Number of Students Admitted
2021 132
2022 132
2023 132
2024 124
2025 124
2026 124
2027 124
2028 124
2029 124
2030 124

4. Oversubscription Criteria

If there are fewer applications than places, the Academy will not refuse an application and all applications will therefore be approved and offered a place. Only if there are more applications than places available, the Academy will prioritise applications according to the following oversubscription criteria:

a) A looked after child or a child at risk. A looked after child is a child who is or was in public care or is being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children's Act 1989 (b) or being provided with accommodation by a Local Authority. This includes children with a social worker. For admission purposes, a 'looked after child' is a child in care or a child who was in care but became subject to an adoption residence, or a special guardianship order, immediately after leaving care.

b) Children where an exceptional medical or social need is evident at the closing date. (October 31st). Applications must be supported by a written statement from a doctor, social worker, psychologist or other relevant medical professional. The information must confirm the exceptional medical or social reason, and demonstrates how the specified school is the only school that can meet the defined needs of the child.

- Exceptional medical need means that the child's health and welfare would be best served if they attended Connaught School for Girls. Parents/carers would need to provide medical evidence in the form of a letter from a doctor to support their case. The evidence would have to establish that Connaught School for Girls is the best / only school to serve the child's needs and clearly state why other schools could not provide the appropriate support. For medical conditions affecting mobility to be considered, Connaught School for Girls should be the nearest to the child's permanent address. All evidence must be provided by the closing date.
- Exceptional social need means that the child's welfare would be best served if they attended Connaught School for Girls. Parents/carers would need to provide evidence, in the form of a report from a Social Worker or other professional in the area of children's welfare to support their case. The evidence would have to establish that Connaught School for Girls is the best/only school to serve the child's needs and clearly state why other schools could not provide the appropriate support. All evidence must be provided by the closing date.
- There is no guarantee that a child will get a place at Connaught School for Girls as an independent panel of professionals have to be convinced that the child's medical or social needs can only be met by the school.

c) Children who have an older sibling attending the school at the time of entry. A sibling means a full, half, step, foster brother or sister living as part of the family unit. In all cases, the brother or sister must be living as part of a family unit with, and at the same address as, the child for whom the application is being made. The child of a parent or carer's partner living at the same address is also a 'sibling'. Cousins, aunts or uncles are not siblings. A sibling connection will be recognised between Norlington School & 6th Form and Connaught School for Girls. This means a brother in Norlington School & 6th Form counts as a sibling in an application for a girl to go to Connaught School for Girls and vice versa.

d) Children of members of staff who have been employed at the school for two or more years at the time which the application is made, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) Distance from the school. Distance is measured from the child's permanent address to the main gate of the school using a straight line (using the Local Land and Property Gazetteer) in miles with a computerised mapping system called Route-finder GIS. If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and / or alphabetically. Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

NB - Multiple Births - *If the last child to be offered a place is one of multiple births, all multiple birth siblings will be admitted to the school.*

5. Waiting Lists

Following the allocation of places, the Local Authority will retain a waiting list until 31st December each year.

Waiting lists will be kept in order of the oversubscription criteria listed above. List placement will not be prioritised according to how long a child's name has been on that list and it remains possible that a child's name could move up or down the list when the criteria is applied against other waiting applicants.

All waiting lists close on the 31st December each year. If parent/carers want to rejoin the waiting list they should register on line with the In-Year Portal : Go to the main Waltham Forest Council website and search In-Year Admissions. These waiting lists will then remain open until the end of June each year. The Local Authority Admissions team will retain and administer our waiting list.

6. Academy admission appeals

Any applicant refused a place at Connaught School for Girls, due to our over subscription, has a right to appeal to an independent panel established by the admission authority for the school.

The timetable and process for appeals for admission to year 7 in the normal September admissions round is laid out in Appendix A.

Appeals must be sent directly to Connaught School for Girls, using the Admissions Appeal Form (Appendix B), who will process your request. Appeals submitted after the deadline will be heard after the main round of appeals.

Appeals are heard by panels of skilled people who have not taken part in deciding how places were offered on National Offer Day.

The parent/carer will be invited to present their case in person and may bring a friend or representative to help.

The parent / carer will be notified of the date of the appeal hearing at least two weeks prior to that date. A week before the hearing is due to take place, they will receive a copy of Connaught's statement case (Appendix C). The statement of case will explain why it was not possible to offer the place at the school and the implications of more children admitted above the admission number.

The panel will consider the school's case against the reason for the parent/carer's appeal and will make the decision to uphold or reject the appeal. The parent/carer will be notified of the panel's decision in writing within five working days of the hearing.

a. Successful Appeal

If the appeal is upheld (successful) then the parent/carer have secured a place at Connaught School for Girls for their child. The child's details will be forwarded to the school and they will be included in any induction visits etc.

b. Unsuccessful Appeal

If the appeal is dismissed (not successful), the decision is final. The child will remain on the waiting list in case any vacancies arise in the future.

It is only possible to have one appeal for the same school within the same year group, unless there is a significant change in circumstances.

The Local Authority School Admission Team will continue to encourage the parent/carer to consider other Schools/Academies for the child, whilst remaining on the waiting list for our school. There is no further appeal. The letter that the parent/carer receives explaining the decision of the Appeal Panel will inform the parent/carer about the limited options that are available.

There is no further right of appeal to the Governing Body or Local Authority. There is also no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but does have limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of the admission appeals panel. This is not a right of appeal and must relate to issues such as failure to follow correct procedures or failure to act independently, rather than complaints where the parent/carer simply feel that the wrong decision has been made

7. In-Year Admission

An in-year admission is one that is made outside of the normal time of transfer between schools, for example, when a family moves house part way through a school year. Parents/carers can make a request for admission after the normal round of admissions (after 31st December each year) Register on line with the In-Year Admissions Portal : Go to the main Waltham Forest Council website and search In-Year Admissions.

This information is published on the school website.

8. Fair Access Panel – In-Year Admissions.

The Waltham Forest Fair Access Panel may require Connaught School for Girls to admit a child in order to protect the interests of vulnerable children and those with challenging behaviour.



Connaught School for Girls Appendix A – Timetable for Year 7 Appeals in the Normal September Admissions Round

Although it is the school's intention to adhere to the plan, it may be necessary to vary the timetable in accordance with statutory requirements and guidance.

- 1st March is the National Offer Day – parents will be informed of outcome of application
- 15th March is the deadline by when appeals should be submitted to Connaught School for Girls
- May / June - Secondary appeals to be heard
- Up to 9th July Appeals heard for the late appeals
- September each year Appeals heard for those not heard before July 9th



Appendix B

ADMISSIONS APPEAL FORM

Please use this form to appeal for a year 7 place in Connaught School for Girls Academy.

DO NOT use this form to appeal to any other school.

Your child has not been offered a place at Connaught School for Girls because the school is full in that year group. The Academy believes adding more pupils will prejudice the quality of education provided, and be an inefficient use of education resources.

For more information, please read ***A Parent's Guide to Admission Appeals*** and also ***Waltham Forest's Brochure 'Starting Secondary School 2019'***. When a school has more applications than places available, the admissions criteria is applied for each school to determine the priority for admitting pupils.

Forename Surname

Name of child: _____

Date of birth: ____/____/____ **Female**

Address: _____

_____ **Postcode:** _____

Daytime phone number: _____

Is the child in public Care with a Local Authority? Yes/No (delete where applicable)

Name of Parent/Carer: _____

School requested: _____

School offered by LA: _____

Appendix B – ADMISSIONS APPEAL FORM – Page 2

Please state your case for the panel to consider and attach to this form any evidence you wish to offer in support of your appeal.

Type here (continue on a separate sheet if necessary)

Signed: (Parent/Legal Guardian) _____ **Date:** __/__/__

Please return this form to: Mrs D Ryan, Connaught School for Girls,
Connaught Road, Leytonstone, London E11 4AB :

deryan@connaught-cloud.co.uk

If you have any queries please telephone the School on 0208 539
3029