

ADMISSIONS POLICY

2026- 2027



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Part of United Learning

Date of last review	July 2026	Review period	2 years
Date of next review	June 2027	Owner	LOR
Type of policy	Statutory	Approval	SIB
SLT member in charge	LOR		

Aims of this policy:

- To have clear procedures for the admission and induction of pupils to Conisborough College
- To ensure that the experience of becoming a student at Conisborough College is a welcoming and pleasant one supported by all staff

Conisborough College is an ambitious school community that is committed to ensuring that all students at the school receive a broad and deep education that prepares them fully for adult life. With the highest expectations for all our students, we want them all to be the best that they can be, and we provide them with the platform from which they can achieve this.

As part of United Learning, we can provide our students with access to a range of exceptional and inspiring experiences beyond that which would be possible as a stand-alone school. United Learning schools seek to improve the life chances of all of the children and young people it serves, and our mission is to bring out the best in everyone – students, staff, parents and the wider community.

If your child is admitted to our school, they will experience a diverse curriculum and an enrichment programme that stretches them academically and socially and which has character development at its heart.

Admissions Number

The published admission number for Year 7 is 180

Process for Application for Year 7

The Governors of the school are delegated responsibility by the Trust for the admission of students. For entry into Year 7, the admissions application and offer process will be co-ordinated by the London Borough of Lewisham, more information can be found [here](#).

Applications should be submitted on the Common Application Form to the relevant local authority (that is, the local authority responsible for the child's address).

Consideration of Applications for Entry into Year 7

There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome. All students are admitted without reference to ability or aptitude.

The school will consider all applications for places. Where fewer than 180 places are received, the school will offer places to all those who have applied, except where the Admissions Committee decides to refuse a place in line with the provisions made within the School Admissions Code.

Procedures where the School is Oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered as follows. After the admission of students with Education Health Care Plans (EHCP) where Conisborough College is named on the EHCP, the criteria will be applied in the order in which they are set out below:

1. Children who are “Looked after” by a Local Authority, or a child who was previously looked after but immediately following being looked after were subject to an adoption or residency order, including those from outside of England (see notes A and B).
2. Children who have a chronic or acute medical or social care need, which are not covered by an EHCP but mean admission to Conisborough College is necessary (see evidence required below, notes a-c).

In such circumstances, the application must be supported by written specific professional advice, e.g., from a doctor or specialist, not a primary school alone. If you feel that there is a specific reason why your child should be offered a place at Conisborough College, please state this in your application. Where the need relates to another family member, that family member must live at the same address as the child.

You will need to provide the following evidence:

- a. Evidence of the medical condition or social care need e.g., professional medical diagnosis or statement
- b. Reasons why your child should attend our school, stating the consequences for them or the family member if they have to attend a different school to ours
- c. Documentation from the relevant professional, which supports your application for naming our school on these grounds

Conisborough College Admissions Committee meets in advance of school offers being made and this committee makes a decision based on the individual merits of each case. Moderate learning difficulties, such as delayed speech and language or dyslexia, work commitments and childcare arrangements are not considered to be a medical or social care need and so will not be considered by the Panel.

3. Siblings. For 11–16 schools, we offer places to children whose older brother or sister attends the school on the closing date for applications and will still be attending the school at the intended date of admission. Siblings must all live at the same address as the child applying. You may need to provide proof of the sibling relationship. Siblings include: all blood and adoptive siblings, half-siblings, foster siblings of looked-after children, step-siblings. If schools are oversubscribed entirely with siblings, priority will be given to:
 - a. those with exceptional social and medical need
 - b. those living nearest the school.
4. Children of staff subject to either or both of the following circumstances:
 - a. where the member of staff has been continuously employed at the school 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 is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Distance from home to school which is measured as a straight line from the centre of the home address to the main school entrance. In the event that two or more applicants have equal right to a place under any of the criteria, priority will be given to those who live nearest to the school (see note E). London Borough of Lewisham can provide distance measurements.

The school will apply the above criteria to applicant's subject to the following exceptions:

- Where an applicant is seeking admission for September in the normal admission round, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time at the school's discretion. Exceptional circumstances could be illness involving hospitalisation or a bereavement.
- If you submit your application form late, you must state the reason or reasons, providing documentary evidence where possible. This will enable us to assess quickly whether your application may be deemed as late with good cause. Examples of what is considered to be 'good cause' include circumstances where:
 - a single parent or carer has been ill for some time
 - a single parent or carer has been dealing with the death of a close relative
 - a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property will be required).
- When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

Admission Criteria – Notes

- A. A "Looked After Child" means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the school what evidence is required. The final decision will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the School may refuse to offer a place, or if already offered, may withdraw the offer.
- B. 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. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the school what evidence is required. The final decision will be made by the school.

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- C. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading,
- D. the school may refuse to offer a place, or if already offered, may withdraw the offer.
- E. The significant specific need which parents may ask to be taken into account must: relate directly to the student; be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education. Parent/carer(s) wishing to make application on the basis of this criterion must demonstrate that the school is specifically suited to meet the need described in the application and that no other school can meet this need. Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The school reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the school. Parent/carer(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the school to consider late information.
- F. Brothers or sisters are defined as full or half-brother/sister, adoptive brother/sister, fostered brother/sister, and
- G. the children of parents who are married or cohabiting, where the parents and children live together in the same household. For the purpose of clarity, it does not include cousins. The school reserves the right to ask for proof of relationship.
- H. The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the school what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.
- I. Applications from separated Parents/Carers only: One application can be considered for each child. Where parents/carers are separated, it is essential that agreement be reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. The address used would normally be the one of the parent/carer who receives the Child Benefit Allowance for the child. If Child Benefit is not claimed, the address should be that at which the child spends most of their time during term time at the point of application.
- J. In the case of over subscription against criteria 1 - 5, priority will be given within category to children who live closest to the school as measured by the distance between the centre of the applicant's house and the main entrance to Conisborough College. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation. Details of this process are outlined below under 'Final tie-break allocation process.'

Waiting Lists

The school operates a formal waiting list for those who are unsuccessful in securing a place.

The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Education Health Care Plan or one who is required to be admitted through an In-year Fair Access Protocol (see below), are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date. The governors will review the waiting list regularly and all parents / carers will be asked to reaffirm their intention to remain on the waiting list at the end of each academic year.

Final Tie-Break Allocation Process

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the Trust's IT system in use at this time and ratified by the governing body.

National Offer Day

On National Offer Day (normally the 1st of March) your home borough / local authority will inform you of the outcome of your application and which school you have been allocated. Conisborough College will also send out Year 7 offer letters with a deadline for accepting or declining a place.

In-Year Admissions: Arrangements for Admitting Students outside of the normal admissions round

In-year admissions are for students for whom a school place is being sought outside of the usual admission round. These applications may be due to a variety of reasons, including but not limited to students who are newly arrived from abroad, students who have been rehoused, students placed in the care of the local authority, managed moves, exclusions, reintegration to mainstream school.

Conisborough College manages its in-year admissions applications. More information on the process can be found [here](#) and detailed below:

- All in-year applications should be made via the school by emailing admissions@conisboroughcollege.co.uk
- Completed forms should be returned, along with all original documentary proof to: Conisborough College, Conisborough, SE6 2SE. Documents include; a utility bill or a driving license for proof of address, a

driving license or passport for parent/ carers proof of identity and a birth certificate or passport for the

child's proof of identity. For further information, contact the Admissions Team

at admissions@conisboroughcollege.co.uk

- If there is a space in that year group, following the receipt of an enquiry for a place, the Office Manager will send an admission pack to the applicant.
- The Office Manager will send a request for information pro-forma to the previous school or other institution.
- The completed admissions/new starter form will be reviewed by the designated member of SLT and cleared for processing.
- The Office Manager will notify the parents/carers of the outcome of their application within 15 school days of receipt of the application form and documentation.
- In the case of in-year admissions, if the year group is full then the student will be placed on the waiting list and be advised of their right to appeal.
- Again, in the case of in-year admissions, if the student has an existing place at another Lewisham school, Conisborough College will inform the current school that an application has been made. This allows the current school to review the parent's/carer's reasons for requesting a move and the opportunity to resolve any issues.
- If a parent/carer has been advised by the current school to apply elsewhere to avoid permanent exclusion, the application should be referred back to the school and the local authority.

Admissions: outside of the normal age-range

Families may seek a place for their child outside of his/her normal age group under various circumstances such as for summer born children who started primary school later, ill health, if the child is gifted and talented or when the child has experienced problems.

Where a parent wishes to seek a place for their child outside their normal age group, they should contact the School whereupon the process will be explained. The School's Admission Committee will meet to consider the application and will make its decision on the basis of: (a) the circumstances of each case and in the best interests of the child concerned; (b) taking account of the parent's views; (c) information about the child's academic, social and emotional development; (d) the child's medical history and the views of a medical professional (where relevant); (e) whether the child has previously been educated out of their normal age group; and (f) whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Admissions Committee will take into account the

views of the Principal. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.

Where the school agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7 or Year 12) the local authority and school will process the application as though it were any other application

made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Rights of Appeal

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the school. The appeal panel will be independent of the school. The arrangements for appeals will be in line with the School Admissions Appeals Code (the “Code”) published in accordance with the School Standards and Framework Act 1998 by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

Parents/carers can obtain appeal forms and details of the appeals process by emailing admissions@conisboroughcollege.co.uk

Fair Access Protocol

The London Borough of Lewisham operates a Fair Access system so that children with a history of challenging behaviour and vulnerable children are offered the most appropriate education placement as quickly as possible. Where a child is assigned to Conisborough College through the Fair Access system, this child takes priority over any children on our school waiting list of those potentially awaiting an appeal.

2.3 Resource Base

Conisborough College has a Resource Base (RB) provision which is a service provided by the London Borough of Lewisham for students with a diagnosis of ASD. The DEC is for students of secondary age (Years 7-11) that have:

- All students in the unit have a diagnosis of SEND and EHCP/statement
- Students must be working considerably below the appropriate level for children of their age both academically and socially
- Students require support in the following areas of their development to fit into the intervention plan: communication and interaction, cognition and learning, social and emotional and sensory and/or physical needs, with cognition and learning being their primary need
- Students should not require personal care and be able to dress/toilet independently
- Students should not have a history of challenging behaviour which requires regular physical intervention.

Applications for the RB are made via the London Borough of Lewisham SEN Department and considered by the SEN Placement and Provision Panel. The best route for support with an application is to consult the SENDCO in the child's current school for advice. Any application for a place at the RB will require the student to have a diagnosis of ASD supported by an EHCP and supporting evidence to demonstrate that the student needs additional

support.

We welcome visitors who are considering applying for a place. Please contact the school to speak to Lucy Oragano Principal and SEND lead at the school.

1.0 – Staff roles and responsibilities

- ✓ A designated member of school staff will have overall responsibility for admissions and will work with The London Borough of Lewisham to process applications
- ✓ The Office Manager will be responsible for all administrative tasks linked to in-year admissions
- ✓ Once the application has been processed, the prospective Head of Year or a member of the Senior Leadership Team is responsible for arranging and carrying out the admission meeting
- ✓ The Office Manager will arrange tests students and share relevant information with staff. These tests will help to set the students in the correct classes
- ✓ The Heads of Year, tutor and where appropriate the SEND Manager are responsible for the integration of the student within the tutor group and the wider school community

2.0 – The Induction Meeting

Parents/carers and the new student should be given an opportunity to discuss all aspects of Conisborough College. A translator should be provided where necessary.

Parents/carers should be given a copy of the following documents at induction:

- ✓ Information for new students' booklet
- ✓ Behaviour policy
- ✓ Health plan (if required)
- ✓ Uniform information
- ✓ Home school agreement
- ✓ ICT user agreement

Free school meals application is an online form accessed using the link on the school website.

The latter two documents should be clearly explained and signed by both the parent/carer and the student. Support strategies should be explained if appropriate and the student will be tested to decide on groupings. Finally, a start date should be agreed if this is an in-year admission.

3.0 - Managed Moves

Where a student has been excluded from a previous school and is coming to Conisborough College as a managed move, has an EHCP or is being reintegrated after attending a PRU, a multi-agency meeting should take place prior to admission and these students should have a support package to enable successful reintegration.

Where it is agreed by the parents/carers that it would be in the student's best interests to move school, the Headteacher can make arrangements with the Headteacher of another school.

A managed move form should be completed by the school prior to the transfer proceeding and a transfer date should be agreed which will normally be for the start of the following half-term. An interview should take place and involve staff from both of the schools. The student should not be removed from the school roll until the receiving school

confirms that the student has started with them and successfully completed a probation period.



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The student will undergo a number of literacy, numeracy and cognitive ability tests, the results of which will be shared with relevant staff.

7.0 –

Start Date

- ✓ A start date should be given as near to the induction meeting as possible.
- ✓ The designated SLT member, Head of Year, tutor, subject leaders and relevant support staff, including Reception, should be informed of the start date.
- ✓ Details should be given to all staff via email, staff briefing and the staff bulletin where necessary.
- ✓ The student should report to Reception at 8.15a.m. on the start day.
- ✓ The student should be met by their Head of Year.
- ✓ The student should be issued with the school equipment according to age and year group, this includes details of the student's timetable.
- ✓ The Head of Year should assign a student to look after the new tutee.
- ✓ The tutor should monitor the new student carefully, offering all needed support and inform the Head of Year should any concerns arise.

