



## **LANGLEY PARK SCHOOL FOR GIRLS**

### **ADMISSION POLICY**

#### **ACADEMIC YEAR 2022 - 2023**

##### **1 Introduction**

- 1.1 Langley Park School For Girls (the School) is a single sex secondary school located in London Borough of Bromley. The School is part of a multi academy trust, Langley Park Learning Trust (the Trust).
- 1.2 The School is located on the same site as Langley Park Primary School, as well as Langley Park School for Boys, which is also single sex secondary school.
- 1.3 Parents should note that pupils in Year 6 at Langley Park Primary School will not automatically transfer to Year 7 at one of the secondary schools - an application for admission to Year 7 will need to be made in the usual way.
- 1.4 Parents should also note that, while both secondary schools have a mixed sex sixth form, only Year 11 pupils at that secondary school will automatically transfer to Year 12 (if they meet the minimum academic entry criteria, and want to). Year 11 pupils at the other secondary school will need to apply for admission to Year 12 as external candidates, in the usual way.
- 1.5 Under the School Admissions Code 2014 (Code), the Trust is the 'Admission Authority' for the School, and is therefore responsible for determining the School's 'admissions arrangements' each year. The term 'admission arrangements' includes this policy and all other admission related documents.
- 1.6 Although the Trust is involved in deciding the overall admission strategy for all of its schools, it delegates formal determination of the School's admission arrangements each year to the Governing Body of each school. The implementation of the School's admission arrangements (for example, consideration of requests for inclusion within specific oversubscription categories, and requests for admission outside normal age group) may be delegated by the Governing Body to an Admission Committee consisting of at least three Governors.
- 1.7 This policy sets out the admission arrangements for entry of children to the main school

(Year 7) as well as entry of external candidates to the sixth form (Year 12). References to a 'child' or 'children' should be taken to include a reference to an 'external candidate' or 'external candidates' in respect of admission to Year 12.

- 1.8 Where an external candidate applies for admission to Year 12 without the support of a parent, references to a 'parent' or 'parents' should be taken to include a reference to an 'external candidate' or 'external candidates'.

## **2 Definition of a 'Parent'**

- 2.1 In education law and in this policy, the term 'parent' means a natural or adoptive parent of the child (regardless of whether they have care of, or parental responsibility, for the child, or with whom the child lives) as well as any person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

## **3 Children with an Education Health and Care Plan**

- 3.1 Children who have an EHC Plan are admitted to the School under separate statutory procedures, not under this policy. These procedures are managed by the child's home Local Authority. Parents of children with an EHC plan should not therefore apply for admission under this policy, they should liaise with their home Local Authority's SEN team.
- 3.2 Where a child's EHC plan names the School, the child will be admitted to the School. Where this happens in the normal admission round to the School (e.g. entry to Year 7 in September), the child will be allocated their place before all other applications are processed, thereby reducing the number of places available within the published admission number. At all other times, children with an EHC plan naming the School will be admitted even where this means exceeding the published admission number.

## **4 Inclusivity and Equality**

- 4.1 The School is fully inclusive and welcome applications for the admission of children with relevant protected characteristics (including disability, gender reassignment, race, religion or belief and sexual orientation). The School's admission arrangements are determined and implemented with the School's equality duties in mind, including the public sector equality duty (PSED).
- 4.2 The School welcomes applications for the admission of children with special educational needs and disabilities, including behavioural or mental health difficulties and/or disabilities.
- 4.3 The School is mindful of its duties towards parents who have additional needs and/or protected characteristics.

## **5 Twins, Triplets and Siblings of a Higher Multiple Birth**

- 5.1 Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School

within the published admission number in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth did not achieve a place, the School will nevertheless admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the published admission number. This does not apply to admission to the sixth form.

## **6 Requests for Admission Outside Normal Age Group**

- 6.1 Parents have an absolute right to make a request for their child to be admitted to a year group other than their normal year group at the School. This may be to a year group below or above the one they would normally be admitted to. There will be a variety of reasons why parents may want to make this request, for example where their child is gifted, has suffered a long period of illness or has been educated overseas and are used to studying at a different level.
- 6.2 Parents do not, however, have an absolute right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Governing Body, who delegates this task to an Admission Committee (Admission Committee), which will decide whether or not to agree the request in principle, or refuse the request.
- 6.3 Requests for admission outside normal age group are not applications for admission, which will need to be made separately in the usual way. Parents are urged to make their requests for admission outside of normal age group in a timely manner and, if possible, well before any admission application deadlines, so that they can make informed choices.
- 6.4 The Admission Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The School does not operate a blanket policy in relation to requests for admission outside normal age group - each request will be determined on a case by case basis.
- 6.5 The Admission Committee will take into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Headteacher of the School. This is not an exhaustive list, and there may be other factors put forward by the parents which the Admission Committee may take into account.
- 6.6 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form, which can be downloaded from the School's website or obtained from the School's main office, and sending it with any supporting documents to The Clerk to the Governors by post or hand delivery to Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham, Kent, BR3 3BE, or by email to [info@lpgs.bromley.sch.uk](mailto:info@lpgs.bromley.sch.uk).
- 6.7 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, the letter confirming this

should accompany any application for admission subsequently submitted for a place at the School.

- 6.8 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe that their request was properly considered, or the decision of the Governing Body was reasonable or fair.

## **7 Published Admission Numbers**

- 7.1 The published admission number (PAN) for Year 7 will be **240** pupils.
- 7.2 The PAN for Year 12 will be **60** external candidates.
- 7.3 Parents should note that current Year 11 pupils at the School do not apply for admission under this policy, they will simply transfer from Year 11 to Year 12 if they meet the minimum academic entry criteria, and want to continue their studies at the School. These pupils are not included in the PAN stated above, which applies to external candidates only.
- 7.4 There are a total of 250 places available in Year 12 to accommodate current Year 11 pupils and external candidates. Once the number of Year 11 pupils transferring to Year 12 is known (shortly after GCSE results day), the School will be in a position to determine if it can offer additional places to external candidates over and above the PAN stated above.

## **8 Minimum Academic Entry Criteria for Entry to Year 12**

- 8.1 All current Year 11 pupils wishing to transfer to Year 12, and all external candidates applying for admission to Year 12, must meet the minimum academic entry criteria set out in the table below:

<b>Course</b>	<b>Minimum Academic Entry Requirements</b>
4 A levels	APS score of 7 plus subject specific requirements
3 A levels	APS score of 5.3 plus subject specific requirements
BTEC (plus 1 A level)	APS score of 4 (plus subject specific requirement)

- 8.2 'APS' means the average point score derived from adding together the best eight grades of the pupil/candidate's GCSE examination results, and dividing the total by eight. The pupil must have taken at least eight GCSE examinations to meet the minimum academic entry criteria.
- 8.3 'Subject specific requirements' means the additional entry requirements for specific subjects, as set out in the Sixth Form Prospectus, which is published on the School's website with this policy.
- 8.4 Once the minimum academic entry criteria has been met, current Year 11 pupils will transfer to Year 12, and all external candidates will be placed on an equal footing, with places being allocated by reference to the oversubscription criteria set out below where the

number of applications exceeds the PAN.

- 8.5 The School is not permitted to make an exception to allow a Year 11 pupil to transfer to Year 12, or agree to admit an external candidate to Year 12, where they did not achieve the minimum academic entry criteria, unless the school decides that this is a reasonable adjustment for a disabled pupil who was at a substantial disadvantage in relation to the application of the minimum academic entry criteria because of their disability.
- 8.6 The School does not select pupils/candidates for its sixth form on the basis of the highest GGCE grades/APS score achieved.

## **9 Oversubscription Criteria**

- 9.1 Where there are more applications than there are places available in Year 7 or Year 12, places will be allocated in the following order of priority:

### **Category 1: Looked After and Previously Looked After Children**

Children with the status of looked after children or previously looked after children at the time the application is submitted will be allocated places in this category.

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order.

In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.

### **Category 2: Children with a Sibling at either Langley Park School for Girls or Langley Park School for Boys**

Children who will have a sibling attending either Langley Park School for Girls or Langley Park School for Boys at the time of application and who will still be on the roll at the time of their admission will be allocated places in this category. Siblings admitted to Year 12 as external candidates (other than those admitted as external candidates from Langley School for Boys) will not meet the definition.

In this category, a 'sibling' is defined as a natural or adopted brother or sister (sharing one or both parents), a foster brother or sister (a looked after child being cared for by one or both parents), a step brother or sister (where one child's parent is married to the other child's parent) or the child of the parent's permanently cohabiting partner, and in all cases the sibling must live

with the applicant child as part of the same core family unit at the child's home address (as defined by this policy). For the avoidance of doubt, the children of friends or extended family members (e.g. cousins) will not be 'siblings' under this policy, even where they live at the child's home address.

The School may require parents to provide documentary evidence of sibling status before the applicant child is included in this category, including to support permanent cohabitation.

To be included in this category, full details of the sibling must be clearly stated in the application form.

Category 3: Children of Staff Members at Langley Park School for Girls

Children of staff members (i.e. full or part time teaching and non-teaching staff) employed by Langley Park Learning Trust and based at Langley Park School for Girls who:

- a) have been continuously employed for two or more years at the date that the application is submitted; or
- b) were recruited to fill a vacant post for which there was a demonstrable skill shortage;

will be allocated places in this category, with neither sub-category having priority over the other.

For the avoidance of doubt, the children of staff members employed by Langley Park Learning Trust at any of its schools other than Langley Park School for Girls will not be included in this category.

In this category, a 'child' is defined as the staff member's natural or adopted child (whether living with the staff member or another parent), and a foster child placed with the staff member, or a child of the staff member's spouse or cohabiting partner (living with the staff member at the child's home address, as defined by this policy). For the avoidance of doubt, a child of a friend or extended family member will not meet the definition of a 'child' in this category, even where they live at the staff member's home address, unless the staff member has care of the child, and the child's natural or adoptive parent does not live with them.

In order to be included in this category, only the employed parent's details must be provided in the application form, with no details of the other parent being given.

In respect of applications for admission to the main school, in order to be included in this category, a Category 3 Form (which is available to download from the School's website or in hard copy format from the School's main office) must also be submitted with the application or, if later, by the closing date for applications. This does not apply to applications for admission to the

sixth form.

**Category 4: All Other Children**

All children not falling into any of the categories above will be allocated places in this category.

**10 Tie Breaker**

- 10.1 Where there are more applications than places available within any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child's home address and the School, with those living nearer the School receiving higher priority.
- 10.2 Distance will be measured in a straight line from the easting and northing coordinates for the child's home address (or block of flats in which the child's home address is located) to the front door of the School, using London Borough of Bromley's electronic measuring software system which uses Ordnance Survey's GIS references.
- 10.3 Parents should note that it is unlikely that they will be able to accurately measure this distance using other software or online apps such as Google maps. If parents would like to know the distance between the School and the child's home address, they should contact London Borough of Bromley's Admission Team to request this.
- 10.4 After carrying out this process, where there are two or more applications which cannot be separated because the children live an equal distance from the School (including where they live in the same block of flats), the order in which places will be allocated will be determined by the drawing of lots supervised by somebody independent of the Trust and the School.

**11 Definition of 'Child's Home Address'**

- 11.1 Under this policy, the child's home address will be the residential (not business) address of their parent (as defined above) at which they live and sleep for more than 50% of their time from Sunday night to Thursday night during term time. It will usually be the address at which the child is registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit and Child Tax Credit (if eligible) is claimed, at the time of application. For the avoidance of doubt, the application will be processed using the address that meets this definition, rather than the address stated by the parent in the application, if different.
- 11.2 The School and/or London Borough of Bromley will carry out checks to prevent fraudulent applications, and will seek documentary evidence of the child's home address. Where parents are found to have provided an address which does not meet the definition set out above, any offer of a place will be withdrawn (and this may be the case, even if the child has started at the School). Where the address was given fraudulently, the parent may be prosecuted by London Borough of Bromley or their home Local Authority.
- 11.3 If the child permanently changes address during the application process, their parent must notify London Borough of Bromley and/or their former/new home Local Authority (as

appropriate) in the case of admission to the main school, and the School in the case of admission to the sixth form, immediately and provide documentary evidence to support that the change of address is permanent.

- 11.4 In the case of admission to the main school, parents should check with London Borough of Bromley and/or their former/new Local Authority (as appropriate) to find out how their application will be treated (this is likely to depend on the stage that the application has reached).
- 11.5 In the case of admission to the sixth form, if the change of address is notified with satisfactory supporting evidence before all applications received by the closing date have been processed, the new address will be used when the application was processed (as long as the original application was made on time). In all other cases, the old address will be used, and the application will need to be processed using the new address as a late application, reducing the chances of achieving a place.

## **12 Children of UK Armed Forces Personnel/Crown Servants**

- 12.1 Applications for the admission of children of UK armed forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address to use when applying the oversubscription criteria.
- 12.2 This exception is necessary for the School to support the Government's commitment to removing disadvantage suffered by the children of UK armed forces personnel or Crown servant families who often live overseas for periods of time and regularly move with their families.

## **13 Procedure for Applications for Year 7 Places in the Normal Admission Round**

- 13.1 Applications for a place in Year 7 in September is known as admission 'in the normal admission round'. All Local Authorities are legally required to coordinate the admission of all children living in their area in the normal admission round.
- 13.2 The School participates in London Borough of Bromley (LBB)'s co-ordinated scheme, which is called the Pan-London Coordinated Admissions Scheme (the Scheme) and covers all 33 London Local Authorities and 7 Local Authorities that border London. Full details of the scheme can be accessed via LBB's or any of the other participating Local Authorities' websites.
- 13.3 For admission in the normal admission round, parents must complete a Common Application Form (CAF), which should be accessed via their home Local Authority's website. The completed CAF must be submitted to the home Local Authority, along with any other supporting documentation identified in the oversubscription categories above.
- 13.4 The statutory deadline for admission to Year 7 in the normal admission round is **Monday, 1 November 2022**.



13.5 National Offer Day for Year 7 places in the normal admission round is **Tuesday, 1 March 2022**.

#### **14 Late Applications for Year 7 Places in the Normal Admission Round**

14.1 Applications for Year 7 places which are received after the closing date for applications in the normal admission round will be processed after all applications received on-time and places allocated. This means that the chances of achieving a place at the School are likely to be reduced.

#### **15 Procedure for In-Year Admission Applications (Main School)**

15.1 Applications for admission to the main school which are made other than in the normal admission round are known as 'in-year admission' applications.

15.2 Local Authorities are not legally required to coordinate in-year admission applications in the same way they are required to coordinate admission in the normal admission round, however the School has entered into an agreement with London Borough of Bromley (LBB) to manage its in-year admission process.

15.3 Parents must complete a Secondary In-Year Application Form, which is available to download on LBB's website or in hard copy format from Bromley Civic Centre, and submit it to LBB, along with any other supporting documentation identified in the oversubscription categories above. The form contains guidance notes on how it should be completed and submitted.

#### **16 Procedure for Applications for Year 12 Places (External Candidates)**

16.1 As stated above, current Year 11 pupils at the School do not apply for admission under this policy, they will simply transfer from Year 11 to Year 12 if they meet the minimum academic entry criteria, and want to continue their studies at the School. Year 11 pupils seeking transfer should speak to the Head of Year 11 to obtain details as to the internal procedure they must follow.

16.2 Parents of external candidates seeking a place in Year 12 must complete a Sixth Form Application Form (External Candidates), which is available to download from the School's website or in hard copy format from the School's main office, and submit the original signed form (along with any other original supporting documentation identified in the oversubscription categories above) to:

The Clerk to the Admission Committee  
Langley Park School for Girls  
Hawksbrook Lane  
South Eden Park Road  
Beckenham  
Kent

*Hawksbrook Lane, South Eden Park Road, Beckenham, Kent, BR3 3BE*

- 16.3 The closing date for applications for admission to Year 12 in September is **Friday, 4 March 2022**.
- 16.4 Parents of external candidates will be notified of the outcome of their applications on or before **Friday, 1 April 2022**. All offers of places will be provisional until GCSE results are known.
- 16.5 Applications for the admission of external candidates to Year 12 will be processed by the Governing Body's Admission Committee.

## **17 Meetings with External Candidates for Year 12 Places**

- 17.1 Parents of external candidates who are interested in applying for a place in Year 12 are advised to contact the Head of the Sixth Form, at the School well in advance of the closing date for applications in order to arrange a meeting with themselves and the external candidate to discuss course options and their respective entry requirements.
- 17.2 Parents and external candidates should note that this meeting is not an interview - the aim of the meeting is to discuss future career/study aspirations and predicted grades to inform course/subject choices given in a subsequent application for admission. The outcome of the meeting will have no bearing on the application process or the chances of success, as this will be determined solely on meeting the minimum academic entry criteria and the application of the oversubscription criteria, which are set out above. For this reason, those members of staff present during the meeting will not be involved in processing applications, making provisional offers and allocating places.

## **18 Statutory Right of Appeal**

- 18.1 Where an application for admission is refused, full details of the parents' statutory right of appeal against the refusal will be included with the letter, with the address to which appeals should be sent and the deadline by which appeals must be lodged. This applies equally to refusal of a place in Year 12 for an external candidate.
- 18.2 The School will publish an appeals timetable for appeals against a refusal of a place in Year 7 in the normal admission round on its website on or before 28 February before national offer day.
- 18.3 Admission appeals are heard by a panel of three persons independent of the School or the Trust. Full details as to how appeals are heard are set out in the School Admission Appeals Code 2012.

## **19 Waiting Lists**

- 19.1 On behalf of the School, LBB will operate a waiting list containing the names of all children refused a place in Year 7 in the normal admission round until 31 December following the

cohort's entry to the School in September.

- 19.2 The School will operate a waiting list containing the names of all external candidates who met the minimum academic entry criteria but did not achieve a place in Year 12 until 31 December following the cohort's entry to the School in September.
- 19.3 Parents should note that, in the interests of fairness, children/external candidates will be ranked on the waiting lists strictly in accordance with the oversubscription criteria that applied at the application closing date in the normal admission round and tie breaker set out above, and not by reference to the date on which their name was added or any heightened priority they may have obtained as a result of the admission of another child in the same admission round (e.g. opposite sex sibling).
- 19.4 Parents should note that this means that a child/candidate's name may go down, as well as up, the waiting list as further names are added.
- 19.5 Children allocated places under the Local Authority's Fair Access Protocol will take precedence over those on the waiting list.