



# THE CHARLES DICKENS SCHOOL

## ADMISSIONS CRITERIA

### Academic Year September 2024

The Published Admissions Number (PAN) in Y7 for September 2024 is **232**. The school is usually over-subscribed. Before the application of oversubscription criteria children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP), who name the school, will be admitted. As a result of this, the Published Admissions Number will be reduced accordingly.

#### **Oversubscription Criteria**

Where applications for admission exceed the number of places available the criteria below will be applied, in descending order, to decide which children to admit. In the event of over subscription with one of the criteria, other than (3), proximity to the school will be the deciding factor.

1. **Looked After Children and previously Looked After Children.** 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.  
A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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.  
A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
2. **Sibling/Current Family Association.** A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, step-brothers or sisters and foster brothers and sisters.
3. **Children of staff** in either or both of the following circumstances:
  - a) Where the member of staff has been 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 in the school for which there is a demonstrable skill shortage for the requirements of the post.
4. **Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

If, in the event, more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. This process will be independently verified. In the event that the final place offered from the ranked list falls to a pupil of a multiple birth, the school will offer a place to each of these children who have met the over-subscription criteria.

**With reference to the oversubscription criteria please refer to *Appendix 1* regarding residency.**

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When a parent has failed to notify the school of important changes to the application information; or
3. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

**Waiting List:**

The Charles Dickens School will keep and maintain an up to date waiting list for each year group. The waiting list will be compiled according to the oversubscription criteria. Places will be allocated to students on that waiting list as they become available. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

### **Mid-School Entry: 2024-2025**

Applicants at a time later than the normal admissions age should apply direct to The Charles Dickens School. The Published Admissions Number and over-subscription criteria apply as above. In the event of the year group being over-subscribed, a waiting list will be held, ranked according to the over-subscription criteria.

Parents have a statutory right of appeal, should an application be refused, by writing to The Clerk to the Governors, Admissions, The Charles Dickens School, Broadstairs Rd, Broadstairs, Thanet, CT10 2RL, 01843 862988.

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

We do not routinely admit outside a child's normal age group however we will always consider any request for, and may offer without request, where we consider the student's needs would be best met in a different year group, an admission outside normal age group. The request, where possible, should be made in writing at the time of the admission application and should include the parental/carer reasons, and any information available from the child's current school including support or concerns, for the request. If necessary to help make an informed decision, the admissions officer may contact the child's current school to request their view.

All decisions will be made on the basis of the circumstances of each request with the best interests of the child considered, taking into account parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated 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.

### **Appeals**

Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, Admissions, Admissions, The Charles Dickens School, Broadstairs Rd, Broadstairs, Thanet, CT10 2RL, 01843 862988.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

A waiting list will be held, ranked according to the over-subscription criteria.

**Appendix 1** – This relates to all oversubscription criteria.

### **Home Address**

We will accept as a pupil's address the residential property that is the **child's only or main residence**, not an address at which your child may sometimes stay or sleep due to your own domestic arrangements. It will be either:

- owned by the child's parent, parents or guardian; or
- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

Evidence of ownership or rental agreement may be required, plus **proof of the child's permanent residency at the property concerned**. The Governing Body reserves the right to check information given on the application form. If any information given on the form is found to be incorrect, or if you fail to notify us of important changes in the information, the offer of a school place can be withdrawn.

We can only accept one current home address on the Secondary Common Application Form. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the **child sleeps for the majority of nights in each week**.

**The offer of a place may be withdrawn if proof of residency is not met.**