

**CLEEVE PARK SCHOOL**  
**ADMISSIONS POLICY SEPTEMBER 2026 ENTRY**  
**ADMISSIONS TO YEAR 7**

Arrangements for applications for places in Year 7 at Cleeve Park School will be made in accordance with Bexley's co-ordinated admission arrangements; parents resident in Bexley can apply online [here](#); parents resident in other areas must apply through their home local authority. Cleeve Park School will use Bexley's timetable published online for these applications and Bexley will make the offers of places as required by the School Admissions Code.

**Published Admission Number (PAN)**

The PAN for Year 7 is 180. If there are fewer applicants than places available all applicants will be admitted.

**Special Educational Needs**

Any child with an Education, Health and Care Plan that names the academy will be admitted.

**Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below:

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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes 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. A child with a sibling on roll at the time of admission. Siblings include a brother or sister, half brother or sister, adopted brother or sister, step brother 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 at the date of their application.
3. Children of staff 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This applies to all staff.
4. Distance. Priority will be given to the child living nearest the school. We use the distance between the child's permanent home address and the main entrance of the school, measured in a straight-line using Bexley's computerised measuring system.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used. If no joint declaration is received where the residence is split equally by the closing date for

applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### **Tie-break**

If a tie-break is necessary in criteria 2-4 to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

### **Multiple Births**

In the case of twins or other multiple births, where there is only one place available in the school, both (or all) will be considered together as one application. The school will be allowed to go above its admission number for this purpose.

### **Fraudulent or Misleading Applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with Bexley's Fair Access Protocol. This may mean admitting children above the PAN.

### **Admission of Children outside their Normal Age Group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Cleeve Park School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available 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;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

### **In-year admissions**

For all information regarding In-Year Admissions, including details on how parents can apply for a school place, an application form to complete, the timescale in which your application will be processed and details on the right to appeal, please visit the school website.

### **Waiting List**

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained for the academic year after which it will be cleared. If you would like your child to remain on the waiting list please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

## **ADMISSIONS TO YEAR 12**

### **Academic Entry Criteria**

The minimum qualification for entry into the Sixth Form to study level 3 courses is 5 GCSEs at grades 9-4 including English or Maths. There are specific individual minimum entry requirements for each subject, which can be found on our website. Cleeve Park School cannot guarantee an offer of a place on specific courses. Applicants who meet the entry requirements but who cannot be accommodated in their preferred subjects will be offered an alternative course.

Students who do not achieve at least a grade 4 GCSE in either English or Maths will be eligible to choose from the full range of courses (assuming they meet the individual subject criteria) if they have 5 or more 9 - 4 equivalent grades in total, but will need to retake the relevant English or Maths GCSE.

If an applicant meets these criteria they will be eligible for consideration for a sixth form place.

All students in the current Year 11 at Cleeve Park School who meet the academic entry criteria will continue into the Sixth Form, if they wish.

Offers of sixth form places are conditional on final GCSE results.

Students who have studied in another country will need to have obtained an equivalent qualification to meet the entry criteria. It is the applicant's responsibility to prove the equivalency of their qualifications before the application will be considered.

### **PAN**

A minimum of 25 places will be filled by eligible external applicants to the Sixth Form provided sufficient applications are received.

External applicants should complete the on-line application form on the Cleeve Park School website. Students are entitled to apply in their own right. All application forms must be completed and returned by the date outlined on the school's website. Applications made by the date published on the website will be considered at the same time and conditional offers made to those who are eligible.

### **Oversubscription Criteria for External Applicants**

If there are more applications than places available, offers will be made in the order of the oversubscription criteria listed above.

### **Waiting list**

The school will keep a list, ranked against the oversubscription criteria, of those applying for entry to Year 12 who are not made a conditional offer. Any of those students meeting the academic entry criteria will be considered for a place if any students who were previously offered places, conditional upon meeting the above academic entry criteria, do not achieve their grades.

### **Appeals**

The parents and/or student refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.

Determined [DATE]