



## **Determined Admission Arrangements**

**For entry in the  
Academic Year  
2023-2024**

## Admissions Authority

Orleans Park (hereafter referred to as 'the school') is an academy and therefore is its own admissions authority.

The school reserves the right to seek verification of any information given on the application form and to withdraw the offer of a place if false information has been given.

The Governors may refuse to make an allocation of a place on an address which might be considered only a temporary address.

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# Admissions to Year 7 for September 2023 and In-Year Admission Arrangements for Years 7-11

Admissions for Year 7 are managed by the London Borough of Richmond upon Thames, not by the school. Offers for September 2023 will be sent out by the Local Authority.

Full details can be found at: [http://www.richmond.gov.uk/school\\_admissions](http://www.richmond.gov.uk/school_admissions)

## Admissions criteria and Oversubscription criteria

Places will be allocated strictly in the following priority order:

1. **To currently Looked After Children and previously Looked After Children.** Applications under this criterion must be accompanied by professionally supported evidence.

Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made.

Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted, or subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989) or who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (conditional on the 2021 Schools Admissions Code passing through Parliament).

2. **Students who have an exceptional family, medical or social need** requiring attendance at this school, rather than any other school. Such needs must be supported by evidence from suitable professionals such as a GP, consultant or social worker. All information submitted will be treated as confidential and considered by our Governors' Admission panel. Please refer to the Admission to Richmond's Secondary Schools booklet.
3. **Any sibling of a student on roll** on Friday 1 September 2023 or at the time of admission to the school **and** that this sibling has the same permanent place of residence.  
Siblings - for the purposes of these arrangements, sibling is defined as a sibling, half-sibling (having one parent in common) step-sibling, foster or legally adopted sibling (having at least one adoptive parent who is a parent of both children) living permanently at the same address.
4. **Children of staff** (by which is meant full, step-, half- and adopted children living in the same household) directly employed by Orleans Park for two years or more before the admission application.
5. **Children living nearest to the school**, measured by the shortest route by road and/or maintained footpath from the permanent place of residence to the main pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.

## Measuring home to school distances

In order to be fair to all applicants, the Council has a standard method of measuring home to school distance. This is done by using the geographical information system that measures the home to school distance using routes by road and/or maintained footpath.

**The starting point** is a point in the property determined by address point data supplied by Ordnance Survey. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical starting point, regardless of the distance to ground floor level.

### **Permanent Place of Residence**

The permanent place of residence must be the address where your child is living permanently and must be the address where your family normally lives at the time of application and at the time the student starts at the school. If you move at any time during the application process you must inform the Admissions Department at the Local Authority immediately. (The admissions process covers the entire period from submitting your application to your child starting school).

You are not permitted to use a temporary address to secure a school place for your child. This includes a business address, a childminder's address or any other address, including that of a family member or friend. An offer of a place will be conditional on the student being resident at the address provided. Any address other than the student's permanent home will not be used for processing the application. Address checks will be carried out as necessary. Temporary addresses will not be used for the purpose of administering applications.

Where parents live separately, the application must be based on the address where the child lives for the majority of the week. Where the child lives with both parents at different addresses, evidence for the care arrangements will be required. All available evidence provided to support the application will be considered in the decision of which address will be used to process the application.

The Local Authority will check the authenticity of the address stated. Satisfactory proof of residence of the child will be requested and permission must be provided to allow the Local Authority to verify this.

If the main address has changed temporarily, for example where a family is renting a property on a Short-Term Tenancy Agreement (12 months or under), then the permanent place of residence remains that at which the parent/carer and child were resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not reversible.

By submitting an application to Orleans Park the parent/carer guarantees that the permanent place of residence of the child is as stated on the Application Form.

If the permanent place of residence of the student is incorrectly stated or a parent/carer submits false or misleading information or deliberately withholds any relevant information, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the school.

An allocation of a place may be refused on an address which might be considered only a temporary address.

Further information can be obtained from the [Admission to Richmond's Secondary Schools](#) brochure from [Richmond.gov.uk](http://Richmond.gov.uk).

## Entry to Year 7 for September 2023

*This section relates to Year 7 September Admissions only*

### General Procedure

1. The school's Planned Admission Number (PAN) into Year 7 for September 2023 is 216.
2. The school is part of the Pan London Co-ordinated Admissions Scheme. In order to make an application to the school, an applicant must name Orleans Park on the Application Form issued by the applicant's Local Authority.
3. Students with an education, health and care plan or a statement of special educational needs will be offered a place at the school if it is named in their plan or statement in accordance with the Education Act 1996 and the Special Educational Needs Code of Practice.
4. Age of applicant - in exceptional cases, applications may be considered for places in an academic year other than that of their chronological age subject to there being appropriate written professional evidence that this would be in the child's best interests.

Each request must be considered in light of an individual child's exceptional circumstances. The expectation is that in all but a very tiny number of exceptional cases, students will be both on roll and educated within their chronological year group.

For transfer to secondary school, for any applicants, from either in or out borough primary schools, seeking a placement out of their chronological age group, consideration of educational, social and developmental evidence from their current school on attainment levels forms part of the assessment/ decision making.

The long-term decision to educate a student in a year group below that of their chronological age group will only be agreed when the request, which is supported by evidence, indicates that the student is unlikely to 'catch up' over the duration of their education.

5. Waiting lists - ranked waiting lists will be held in the order determined by the admissions criteria.
6. Appeals – to make an appeal contact the Independent Appeals Service on 020 8891 7183 or email [education.appeals@richmond.gov.uk](mailto:education.appeals@richmond.gov.uk) for further information.

## How to Apply

All applications must be made through the home Local Authority of the child's parents. Applications can be made online or by post.

### Timeline for Admissions (tbc)

Online Applications Open via <a href="http://www.eadmissions.org.uk">www.eadmissions.org.uk</a>	1 September 2022
Closing date for receipt of online and paper applications	31 October 2022
Latest date for applications from people moving into the borough after 31 October 2022 who have already submitted an on-time application to their current local authority	12 December 2022
Online applicants sent an email during the evening informing them of the result of their application Letters will be posted first class giving detailed results of applications	1 March 2023
Date by which parents must accept or decline the offer	15 March 2023
Closing date by which appeals for secondary schools must be received	April 2023
Admission appeals are heard	May/June 2023
Year 6 students visit new secondary school	3 July 2023
Start of Autumn Term	4 September 2023

### Waiting Lists

Your child's name will automatically be put on the waiting list, in criteria order, of any school which is a higher preference than the school they have been offered. The names of late applicants will be added to waiting lists in criteria order regardless of the date the application was received.

Waiting list positions are subject to change. You should be aware that if an application is received for a child who has higher priority under the school's admission criteria, it can affect your child's position on a waiting list. They can move down as well as up the list.

The address to be used for waiting lists after the initial allocation of places will be the child's current address. Parents/carers have a responsibility to notify the school and their Local Authority of a change of address. Any offer is conditional upon the child living at the address notified to the school on the date of any offer made.

Waiting lists for Richmond schools will be held in criteria order (regardless of when an application is received or where the school is ranked in terms of preference) until the end of the academic year in July 2024. After this date, parents will have to request in writing to have their child's name added to a waiting list for any school.

### Late applications

Late applications must be made via the home Local Authority of the child's parents and will only be considered if the application is considered to be on-time within the terms of the home Local Authority's scheme. All late applications will be considered after all the on-time applications are processed.

You may contact the school's Admissions Officer by phone: 020 8891 0187 or email: [admissions@orleanspark.school](mailto:admissions@orleanspark.school)

## **In Year Admission Procedure**

All In Year applications for any maintained school or academy in Richmond upon Thames must be made to Richmond Local Authority on their In Year application form.

Following recording and verification, Richmond Local Authority will share the application with the school.

Once the outcome of the application is known, the school will notify the applicant and Richmond Local Authority of the offer of a place, or refusal.

Where an applicant lives outside the borough, Richmond LA will advise the Home LA of the application and outcome only where the offer of a place is made and accepted by the parent; a parent of a child not in education declines an offer of a place; a parent of a child not in education is unsuccessful with their application.

If the Year Group applied for is oversubscribed the applicant will be placed on a waiting list following the admissions criteria above.

Waiting lists will be held until the end of each academic year, parents will need to request in writing if they wish their child to remain on the waiting list for the following academic year.

## Entry to Sixth Form, Year 12 for September 2023

*This section relates to Year 12 September Admissions only*

### Introduction

1. Orleans Park (School) is an academy and is therefore its own admissions authority responsible for the admission of students into the Sixth Form at the school.
2. The anticipated capacity for Year 12 for September 2023 entry is 140 students, the minimum number of external students the school will admit is 5.
3. Students with a statement of special educational need or EHCP that specifies the school as the placement school will be allocated a place through the statementing process, in accordance with the Special Educational Needs Code of Practice, providing they have met the academic requirements of their chosen courses.
4. Students on roll at the school (internal applicants) are required to apply for a place in the Sixth Form as are students from other schools (external applicants).
5. The entry requirements for admission to the Sixth Form (see school website) shall be the same for students on roll in Year 11 at the school and external applicants.
6. Students will be admitted into the Sixth Form at the start of the Autumn Term each school year.
7. Some applicants may be invited to attend an informal meeting at the school, but an offer of a place will not be dependent upon the outcome of the meeting.

### **Places will be offered subject to and dependent upon;**

- I. sufficient demand for places in each of the subject areas the applicant has indicated they wish to study,
- II. availability of the combination of subjects selected by the applicant
- III. and Orleans Park's ability to staff and resource the subjects selected

Places will be offered at Orleans Park Sixth Form but the school cannot offer places for specific courses. It is possible that some courses may not run in any given academic year. It is also possible that some subjects will have to be capped at a specific class size to protect staffing, rooming and specialist facilities planning. Final capping will not be able to take place until enrolment day. Where the school is not able to confirm a place on a specific course an alternative course may be suggested. A waiting list will be held in order of the oversubscription criteria for places on courses should they become available in the first two weeks of term



## How to Apply

All applications must be made through the application form on our Sixth Form website.

### Timeline for Admissions - All dates to be confirmed

Information Evening for parents/carers of Year 10 Orleans Park students	Thursday 7 July 2022
Applications open online (School Website)	Monday 26 September 2022
Open Evening	Wednesday 5 October 2022
Applications close	Friday 6 January 2023
Interviews for Internal applicants begin	Monday 9 January 2023
Offers of places made to Internal applicants	Week commencing Monday 6 February 2023
Interviews for External applicants	Week commencing Monday 27 February 2023
Offers of places made to External applicants	Week commencing Monday 6 March 2023
Induction day for all candidates	Thursday 22 June 2023
GCSE results published	Thursday 17 August 2023
Sixth Form Registration and Start of Term	Tuesday 5 September 2023
Final date for admissions	Friday 22 September 2023

### Minimum entry requirements

The minimum academic entrance requirement for the sixth form for September 2023 is six grade 9 - 4 GCSEs with at least three subjects at grade 6 including English and Mathematics at grade 4 or higher. Most students will study three A Level subjects over two years. Most individual subjects have specific entry requirements (e.g. usually at least a grade 6 GCSE). Please consult the school's sixth form website page if you are unsure whether this applies to your preferred course(s).

### Admissions criteria and Oversubscription criteria

Places will be allocated strictly in the following priority order, and where there are more applications than places, they will be prioritised as follows:

1. **Students already attending the school at the time of application** (internal applicants). (If this criterion is oversubscribed, the following criteria will be used to determine allocations within this criterion).
2. **Currently Looked After Children and previously Looked After Children.** Applications under this criterion must be accompanied by professionally supported evidence.

Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions

in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made.

Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted, or subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989 or who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (conditional on the 2021 Schools Admissions Code passing through Parliament).

3. **Students who have an exceptional family, medical or social need** requiring attendance at the school, rather than any other school. Such needs must be supported by evidence from suitable professionals such as a GP, consultant or social worker. All information submitted will be treated as confidential and considered by our Governors' Admission panel.
4. **Siblings** - for the purposes of these arrangements a sibling is defined as a sibling, half-sibling (having one parent in common) step-sibling, foster or legally adopted sibling (having at least one adoptive parent who is a parent of both children) living permanently at the same address.
5. **Children of staff** (by which is meant full, step-, half- and adopted children living in the same household) directly employed by Orleans Park for two years or more before the admission application.
6. **Students living nearest to the school**, measured by the shortest route by road and/or maintained footpath from the property to the school (as determined by Google Maps). Accessibility of private or public transport will not be considered. The distance will be measured using the student's permanent place of residence postcode using Google Maps to calculate the route/distance. Multiple applicants with the same postcode will be offered together and will have the same position in the oversubscription ranking.

### **Permanent Place of Residence**

The permanent place of residence must be the address where the student is living permanently and must be the address where your family normally lives at the time of application and at the time the student starts at the school. If you move at any time during the application process you must inform the Admissions Department at Orleans Park immediately. (The admissions process covers the entire period from submitting your application to the student starting school). Once you have informed us, we will revise your position in our Admissions Criteria accordingly.

You are not permitted to use a temporary address to secure a school place for the student. This includes a business address, a childminder's address or any other address, including that of a family member or friend. An offer of a place will be conditional on the student being resident at the address provided. Any address other than the student's permanent home will not be used for processing the application. Address checks will be carried out as necessary. Temporary addresses will not be used for the purpose of administering applications.

Where parents live separately, the application must be based on the address where the student lives for the majority of the week. Where the student lives with both parents at different addresses, the school will require evidence of the care arrangements. We will consider all available evidence provided to support the application so that we can decide which address we will use to process the application.

If necessary to apply these criteria, Orleans Park will check the authenticity of the address stated. Satisfactory proof of residence of the student will be requested and permission must be provided to allow the Local Authority to verify this.

If the main address has changed temporarily, for example where a family is renting a property on a Short-Term Tenancy Agreement (12 months or under), then the permanent place of residence remains that at which the parent/carer and student were resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not reversible.

By submitting an application to Orleans Park the parent/carer guarantees that the permanent place of residence of the student is as stated on the Application Form.

If the permanent place of residence of the student is incorrectly stated or a parent/carer submits false or misleading information or deliberately withholds any relevant information, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the school.

The Governors may refuse to make an allocation of a place on an address which might be considered only a temporary address.

### **Appeals**

The student and/or the parents/carers of students, internal or external, who are not offered a place, have the right to appeal against non-admission to an Independent Appeals Panel.

### **False Information**

Where the school has made the offer of a place in the Sixth Form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the Sixth Form to a student with a higher level of priority, the offer of a place will be withdrawn.

### **Late Applications and Applications from Students Living Abroad**

If an application is received after the deadline and before the date parents/carers are notified of places, this will be considered 'late'. Unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area, late applications will be considered after the allocation of places and notified after the main allocation date. Evidence will be required of exceptional circumstances.

Applicants who are living abroad during their GCSE studies will be added to the waiting list until they have settled permanently in the local area. Eligibility to study in the UK and proof of permanent place of residence will be required and is defined as excluding any business address or a relative or childminder's address and must be where the child lives for the majority of the week. Applications will only be considered for students who are studying for GCSE/IGCSE prior to A Levels.

Applications received after the start of the school year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course.

### **Accepting or declining the offer of a place**

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Students are required to accept or decline the allocated place using the form sent with the offer letter. The form must be returned to the school within two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn. Parents/carers are requested to advise the school at any stage, if they are not accepting the place for any reason.

You may contact the school's Admissions Officer by phone: 020 8891 0187 or email:

[sixthform@orleanspark.school](mailto:sixthform@orleanspark.school)