



Carshalton High School for Girls  
**CHSG**  
Excellence: everywhere, every day

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# **Admissions Policy**

## **2024 – 2025**

**(Applicable to the 2024 Admissions Year)**

**Approval by the Girls' Learning Trust Admissions Committee**

November 2022

**Next Review (for the 2025 Admissions Year)**

November 2023

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## **1 Admissions for September 2024 Entry, Year 7**

Carshalton High School for Girls (CHSG) is part of the Pan London co-ordinated admissions scheme for secondary admissions. Parents must complete their Home Local Authority (LA) Common Application Form (CAF) and return it to their Home Local Authority by the closing date **(31<sup>st</sup> October 2023)**. Sutton's CAF is available in Sutton's Starting School booklet or on-line at [www.sutton.gov.uk/education/admissions](http://www.sutton.gov.uk/education/admissions). If you wish to apply for a place at CHSG you must name the school as one of your preferences on the CAF.

Open Evening: TBC Thursday 21 September 2023 at 5.30-8.30 pm

Open Evening information and admission criteria are published in the Sutton Admission Booklet.

### **1.1 Oversubscription**

Places for Year 7 September entry will be allocated under priorities 1, 2, 3, 4 and 5 including some students with Special Educational Needs (see below) so that the number of offered places is no more than 240.

Girls with an Education Health Care Plan (EHCP) that names the school will be allocated a place before other applicants are considered. In this way, the number of places offered as set out above will be reduced by the number of girls with an EHCP who have named the school.

In the event of oversubscription, the following admissions criteria will be applied in the following order:

- Priority 1 To girls designated as Looked After Children in the care of a local authority (supporting evidence from a Social Worker will be required), girls who have previously been Looked After Children (supporting evidence of adoption will be required), and children who have been in state care outside of England including those who have ceased to be in care as a result of being adopted
  
- Priority 2 To those with exceptional medical reasons or exceptional social reasons for attendance at this school rather than at any other and, where applicants can show that this school is the most suitable to meet their stated needs, why no other school could meet those needs, and what the difficulties would be if they had to attend other schools. Applications must be supported by written evidence from a Doctor, Social Worker or other professional, which will be assessed by the Governors' Admissions Committee against a set of criteria. Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.
  
- Priority 3 A maximum of 24 places for students awarded a scholarship in either Music or Sport. To apply for a scholarship parents must complete the supplementary application form and return it to CHSG by midnight on 6<sup>th</sup> October 2023. (See section 4.0 Scholarship Places).
  
- Priority 4 Girls who have a sibling at the school up to and including Year 13 at the time of admission. Sibling refers to sister, half-sister, adopted sister, step sister, or the daughter of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Where a sibling is in Year 11 or 12 at the time of application, they will be deemed as being in the

school at the time of admission, unless the parent has specifically expressed that they will not be continuing into the following academic year.

Priority 5 Places will be offered to those living nearest to the school as measured in a direct line from their home to the main entrance of CHSG. This distance is calculated by the London Borough of Sutton (LBS) and there is a distance checker available on their website for parent use.

Where a parent applies for entry into the same year group for more than one daughter and it is not possible to offer a place to all of them, the names of the girls who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other girls.

If two or more applicants have exactly the same admissions criteria and only one place is available, a ballot will be held by the Headteacher and the Chair of Governors to decide who is successful.

### **1.2 Notification and Acceptance of Offers**

The relevant LA will send notification of offers to parents/carers on the National Offer Date, currently **1<sup>st</sup> March 2024**. Written acceptance of the offer of a place should be received by the home LA by the closing date **15<sup>th</sup> March 2024**.

### **1.3 Closing Date for Applications (31<sup>st</sup> October 2023)**

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. Changes of address up to **12<sup>th</sup> December 2023** may be considered if there are exceptional reasons behind the change, such as if a family has just moved into the area, or has just returned from abroad. If you are unsure whether your circumstances would be regarded as a 'good reason' you can contact your home LA for further advice.

### **1.4 Waiting Lists**

Where there are more applicants than places available, the waiting list will be maintained according to the oversubscription criteria shown in Section 1.1 and without regard to the date the application was received or when an applicant's name was added to the waiting list.

The waiting lists for Year 7 admission will be kept open until the **end of the Autumn Term 2024**. Parents/Carers wishing to remain on the list after this date must write to the school by **31<sup>st</sup> December 2024** stating their wish and providing their daughter's, date of birth and the name of their current school. After **18<sup>th</sup> December 2024** parents/carers whose daughters are not on the waiting list but wish them to be so, must apply for Mid-Term Admission through the LBS on a Mid-Term Application Form. Waiting lists for other year groups will be reviewed at least twice year.

A student's position on the waiting list may go down as well as up. This is because other applicants might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example when new families move into the area or when other families who had not previously named CHSG as a preference, ask to go on the waiting list after the initial allocation date.

### **1.5 Appeals**

Parents/Carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Appeals for September entry must be received by the date published by the school each year, which will also be placed on the school website. Appeals will be heard within 40 school days of the deadline date. An appeals form is available from the school.

## **2 In-Year Admissions for Years 7 to 11**

Carshalton High School for Girls is part of Sutton's Co-ordinated Admissions Scheme for Mid-Term Admissions. Applications for admissions to Year 7 after **1<sup>st</sup> September 2024** and for admission into Years 8 to 11 in 2024/25 must be made to the London Borough of Sutton on a Mid-Term Application Form. If you wish to apply for a place at CHSG you must name the school as one of your preferences on the application form.

Successful applicants without a local school place will be admitted mid-term. Those with a local school place will be admitted at the beginning of the next term, unless there are extenuating circumstances.

Waiting lists will be maintained for each year and reviewed at least twice a year and will be based upon the admissions criteria used for the original Year 7 entry for that cohort, with the exception of the Scholarship criteria which applies only to students transferring from primary to secondary school. For the new Year 7 intake, the waiting list will be reviewed at the end of the Autumn Term.

Parents/carers have a statutory right of appeal if a place cannot be offered. An appeal form is available from the school upon receipt of a written request. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 school days.

## **3 Admission to the Sixth Form**

The Sixth Form at CHSG is co-educational. It is the School's aim when considering applications to accept students onto a curriculum pathway that will suit their learning style and encourage them to flourish academically. Judgements and offers will be made on an appropriate level of prior academic achievement and a positive attitude/aptitude for learning.

### **3.1 Entry Criteria for Courses**

The minimum entry requirement for all courses is 5 subjects grades 9 – 4 and to meet the specific subject criteria, details of which are available on the school website.

If students do not have a 4 for English Language and/or Mathematics then they will need to resist these exams in Year 12 to get a 4 or above.

### **3.2 External Candidates**

External applications are welcomed from students who wish to continue their studies at Carshalton High School for Girls. The application process and entry requirements are identical for both internal and external applicants.

In the event of the Sixth Form being over-subscribed, places will be offered to those living nearest to the school as measured in a direct line from their home to the main entrance of CHSG.

If a student is refused admission both parents/carers and the student have the right to appeal to an independent appeals panel, either jointly or separately. If the appeal is lodged separately, both appeals will be held separately.

## **4 Scholarship Places based on Aptitude in Music or Sport**

Carshalton High School for Girls grants priority to up to 24 girls on the basis of aptitude for Music or Sport. Supplementary information regarding these places is at Appendix 1.

The supplementary application form for a scholarship place in either Music or Sport must be fully completed on line and submitted by no later than midnight on **Friday 6<sup>th</sup> October 2023**. Those applicants who are unable to apply online can download an application form from the school website or contact the school office for a copy at: Tel 020 8647 8294; Email: [office@chsg.org.uk](mailto:office@chsg.org.uk).

All girls will be invited to attend an assessment early in the Autumn Term. The assessment will give all girls the opportunity to demonstrate their potential and aptitude in either Music or Sport.

Parents or Carers will be notified of the results of the assessment within 5 school days of the assessment taking place. However, success in the assessment does not automatically mean girls will be offered a place at CHSG. If a girl is accepted onto the scholarship list, Carshalton High School for Girls must be named as a preference on the Common Application Form.

## Appendix 1

### CHSG Scholarship Supplementary Information for Admissions September 2024

A maximum of the equivalent of 10% of our admissions number per year group (currently 24 students) will be designated for Music or Sport scholarships which qualify for entry to the school.

Students wishing to apply for one of our scholarships will need to complete the supplementary application form online which must be received by the school by **midnight Friday 6<sup>th</sup> October 2023**. Successful applicants will be invited to an assessment day (details on the application form).

To be offered a scholarship, applicants must reach the scholarship standard. The highest ranked 24 applicants who have also named the school as a preference will be offered a place. A place will only be offered through the Pan London Co-ordinated Admission Arrangements if CHSG is stated as a preference school on the Common Application Form (CAF).

After the submission date for the CAFs, applicants who have not applied for a place at CHSG who reached scholarship standard will be removed from our scholarship ranking list. The Local Authority, following the outcome of the Pan London Co-ordinated Admission process, will remove applicants from our scholarship ranking list who have been offered a higher preference school. It is only at this point that the top 24 (10% of admissions) of scholarship applicants who have reached the required standard will be offered a scholarship place at CHSG.

Whilst the actual assessment methods differ between different disciplines the process used to determine the actual scholarships is the same. Students will need to reach a pre-determined score to be eligible for a scholarship. If more than the equivalent of 10% of students reach scholarship standard then they will be ranked according to their standardised score with the top 24 (10% of admissions) being eligible for admission. Students who reach scholarship standard but are ranked outside of the top 24 (10% of admissions) will be placed on our scholarship oversubscription list in rank order. Should scholarship places become available then the highest ranked student on the scholarship oversubscription list will be offered a place at the school.

Should places be secured through our other admissions criteria (Looked After Children, students with social or medical needs, siblings or distance) by students who reach scholarship standard then an opportunity to join the scholarship programme will be offered.

Reaching scholarship standard does not guarantee a place at CHSG as we expect there to be more students reaching scholarship standard than scholarship places available.

Details of the Scholarship Programmes and Assessment Procedure are available on the school's website [www.chsg.org.uk](http://www.chsg.org.uk).

The online scholarship supplementary form can be found on the school website [www.chsg.org.uk](http://www.chsg.org.uk) or is available as a hard copy from the school by request.

#### ASSESSMENT DATES

Sport - Saturday 14<sup>th</sup> October 2023

Music - Wednesday 18<sup>th</sup> October 2023

(Times for assessments to be confirmed)