

## Admission Arrangements for entry from September 2023

### 1. BACKGROUND

Fortismere is an inclusive, high achieving and popular comprehensive school set in the heart of Muswell Hill. Our vision is to offer a transformative education to our local community, working closely with our partners and enabling all our students to be fully prepared for a successful adult life. Our Admissions policy reflects these aims.

As a mixed, 11-18 Foundation School, Fortismere is its own Admission Authority. Applications for places in the normal admissions round should be made via the Local Authority in which you live. If you live in Haringey this should be done using the Haringey common application form via the Haringey website.

Fortismere School is heavily over-subscribed and all decisions about the priority order in which places will be offered are made according to the criteria outlined below.

### 2. PUBLISHED ADMISSION NUMBER

The published admission number is 270. If there are 270 or less applications, all applicants will be offered a place. If there are more than 270 applications the oversubscription criteria outlined in paragraph 4 will apply.

### 3. SPECIAL EDUCATIONAL NEEDS

Students with an Education, Health and Care Plan which names the school will automatically be offered a place.

### 4. OVER-SUBSCRIPTION CRITERIA

For all other applicants, where there are more applications than places available, priority will be given in the following order:

#### a) Looked after children/previously looked after children

Children who are looked after children and all previously looked after children, including 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. See definitions below:

*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 Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

*Previously looked after children means 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*

**b) Exceptional medical or social need for a place at Fortismere**

Children who the Governors accept have an exceptional medical or social need for a place at Fortismere. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other appropriate professional. Governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this category. The evidence provided must relate specifically to Fortismere and must clearly demonstrate why Fortismere is the only school that can meet the needs of the child.

**c) Children with a sibling at Fortismere**

Children where, at the time of application, an older sibling is expected to be on roll when the younger child starts at the school. The sibling link will not apply where the older sibling joined the sixth form as an external applicant in year 12. If a place is obtained for an older child using fraudulent or misleading information such as an address of convenience, the sibling link will not apply to any subsequent siblings from that family.

Sibling includes foster brothers/sisters, half brothers/sisters and stepbrothers/sisters. In all of these cases the brother or sister must be living at the same address as the child for whom the application is being made.

**d) Children of members of staff**

A staff member is defined as a person who has a permanent contract of employment with the governing body of the school at the time of application and qualifies in the following circumstances:

- (a) the member of staff has been employed by the school for two or more years at the time the application for admission to the school is made, or
- (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

In both cases, the child must be living at the same address as the staff member.

**e) Children living closest to the school**

Children living closest to the school measured in a straight line from the Ordnance Survey address point of the child's permanent home to the school address point, which is the Reception in South Wing. The home to school distance measurement will be provided by Haringey Local Authority as outlined in their admission arrangements and application information. Permanent home address means the child's only or main residence, where the child resides for the majority of the week, at the time of application and for the foreseeable future.

This criterion (e) will also be used as a **tie-breaker** for all the other over-subscription criteria a) to d)

The tiebreak for two or more applications that live exactly the same distance from the school will be random allocation using a computerised system. This will be carried out on behalf of the school by Haringey Local Authority.

**5. NOTIFICATION OF OFFER OF PLACES**

Parents will be informed by Haringey Local Authority (or their home authority if they do not live in Haringey) which school they have been offered on National Offer Day. Parents should confirm their acceptance of the offer, to Haringey (or their home local authority) by the deadline specified.

## **6. FURTHER EVIDENCE TO CONFIRM HOME ADDRESS**

If a place is offered at the school under criteria (e) home to school distance, Fortismere will ask parents to provide further evidence confirming that the address given on the application is the child's permanent home address. Two of the following will be required:

- The child's medical card or an official communication or record from the child's doctor or other medical practitioner that includes the child's name and address.
- An official document containing the child's name and address such as a child benefit letter, a child trust fund letter or a bank account letter for example.
- A letter or any other recent communication from the child's current school that includes the child's name and address.

All documents provided must be dated within three months of the request.

If satisfactory evidence is received the offer of a place at Fortismere will be confirmed.

## **7. MISLEADING OR FRAUDULENT INFORMATION**

Under the School's oversubscription criteria (e) places are allocated on the basis of the proximity of the child's permanent home address to the school. The Governors and some other applicants are concerned that the permanent home address given by some applicants may not be genuine, but rather a temporary address or an address of convenience, given for the specific purpose of securing a place at the school. Governors want to ensure that applicants who provide an address of convenience or misleading or fraudulent information do not deprive other children of a rightful place at the school.

An address of convenience is considered to be an address used by a parent/carer solely or mainly in order to gain an advantage in accessing a school place for a child where the address used is not the child's only or main residence or permanent home address. Governors will refer the suspected use of an address of convenience to Haringey Local Authority for consideration under the Haringey Address of Convenience Protocol. The Haringey Protocol sets out the procedure for investigating potential addresses of convenience and can be found on the Haringey website.

If Governors become aware that a place was secured for a child at the school on the basis of an address of convenience or misleading or fraudulent information, they reserve the right, within the terms of the School Admissions Code, to withdraw the offer of a place or, if the child has already started at the school, to remove the child from the school roll. As stated in category 4 (c) the sibling link will not apply if a place is obtained using an address of convenience, fraudulent or misleading information.

## **8. APPEALS**

Unsuccessful applicants have the right to appeal for a place at the school by writing and stating their reasons for the appeal. The letter should be addressed to: The Admission Appeals Clerk, Fortismere School, Tetherdown, Muswell Hill, London, N10 1NE.

Appeals will be heard by a panel which is independent of the school. Letters of appeal should be submitted by the deadline specified. In the normal admissions round, if your appeal is received after the deadline, the school cannot guarantee that your appeal will be heard before the end of the summer term, and may have to be carried over to the autumn term. An appeals timetable will be posted on the school website.

## **9. WAITING LIST**

Parents can request that their child's name is added to the waiting list for the school. The waiting list will be kept in the same order as the over-subscription criteria. The waiting list is managed, on behalf of the school, by Haringey Local Authority.

Waiting list positions can change at any time depending on other applicants' circumstances and it is important to note that a child's position may go down as well as up if other applicants, with higher priority, join the waiting list. Being on the waiting list does not guarantee a place in the school.

## **10. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents can make applications for their child to be placed outside of their normal age group. The Governors will consider such applications and make decisions on the basis of the circumstances of each individual case.

## **11. LATE APPLICATIONS**

The closing date for applications in the normal admissions round will be *31 October*. Applications received after this date will be deemed late and will only be considered after all other applications that were received on time, unless there is written evidence of exceptional circumstances that prevented the application from being submitted on time. Haringey Local Authority will refer any late applications to Governors for consideration. Parents should note that a late application will prejudice your child's chance of getting a place at the school.

## **12. IN-YEAR ADMISSIONS**

If you are applying for a place at Fortismere at any time other than starting Year 7 at secondary transfer time, or if you are applying for your child to transfer to Fortismere from their current secondary school, you should contact Haringey Local Authority Admissions who handle all in-year admissions on behalf of Fortismere. Places will be offered in accordance with the over-subscription criteria set out in paragraph 4.

If there are no places available in the required year group, parents can request that their child's name is added to the waiting list for the school as outlined in paragraph 9. Any child who is refused a place at the school will have the right of appeal as outlined in paragraph 8.

Evidence of a child's date of birth and home address will be required and a place will not be allocated on the basis that a change in address is expected to happen.

## **13. FAIR ACCESS PROTOCOL**

The Haringey Fair Access Protocol exists to ensure that access to education is secured quickly for certain vulnerable children who have no school place. Fortismere will participate in any Local Authority scheme agreed by the Governors.

#### **14. ADMISSION TO THE SIXTH FORM**

The admission number for the sixth form is 50. This is the minimum number of external students admitted into the sixth form. The actual number of places will depend on the number of existing Fortismere students continuing into the sixth form. Fortismere expects to be able to offer sixth form places to all students meeting the academic entry requirements. In the event of over-subscription, places will be allocated in accordance with the over-subscription criteria set out in paragraph 4.

#### **15. SIXTH FORM ACADEMIC ENTRY REQUIREMENTS**

The minimum entry requirement for admission to Fortismere Sixth Form will be at least five GCSE passes at grade 9-5 including English and Maths with specific requirements for particular subjects depending on the pathway to be followed.

Students wishing to follow an academic **A level** pathway must demonstrate appropriate ability through their GCSE grades as follows:

- A minimum of grade 5 in five different subjects including a minimum of grade 5 in English and Maths
- A minimum of grade 6 in the subjects they wish to study or in related subjects
- Any specific subject requirements as stated in the subject entry requirements on the school website

Students wishing to follow our **BTEC** applied pathway must demonstrate appropriate ability through their GCSE grades as follows:

- A minimum of grade 4 in five different subjects including a minimum of grade 4 in English and Maths.
- Any specific subject requirements as stated in the subject entry requirements on the school website.

Specific subject requirements will be posted on the school website. Due to the significant changes to the examinations system and GCSE gradings applicants should ensure they check the website for specific subject requirements.

The Director of Sixth Form will review and make decisions on particular courses followed for any borderline cases or special considerations for combinations of academic and applied subjects.

#### **16. APPEALS FOR THE SIXTH FORM**

Students who are not offered a place in Year 12 may appeal against the decision as described in paragraph 8 above.

*Agreed by Fortismere governing body January 2022*