



STONE LODGE SCHOOL

Admission Policy for Entry in September 2025

Introductory statement

Stone Lodge School is a non-selective 11-18 free school. With a strong emphasis on self-management and high expectations of outstanding achievement for all, Stone Lodge is a perfect choice for parents and students who are looking for an innovative approach to learning.

Admission number(s)

The school has an admission number of 240 for entry in year 7.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

Application to the school is through the Local authority (LA) co-ordinated admission scheme. All applicants must complete their own LA Secondary Common Application Form (SCAF) and return it to their home LA by the closing date.

Places will be allocated by the LA using the information provided on the SCAF and parents/carers will be notified in March 2025. Should the number of applicants exceed the number of places available our oversubscription criteria will be applied when places are allocated.

All children with an Education, Health and Care plan or a Statement of Educational Needs naming the school will be admitted and, as a result the published admission number will be reduced accordingly.

Oversubscription criteria

When the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out in the order below:

1. Looked after children and previously look 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. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's or parent's medical or social needs cannot be considered.
3. Priority will next be given to the 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.
4. Places will be offered next to a child with siblings in the school at the time the applicant starts. For a definition of sibling, please see notes.
5. Places will be offered next to students living within three miles of the school and south of the River Thames on a distance basis with those living closest to the school receiving priority. We use the distance between the child's permanent home address (as defined in KCC's annual admissions prospectus) and the school, measured in a straight line 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. These straight line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, the Local Authority may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Local Authority Senior Admissions Officer and confirmed by Head of Service. A catchment area map can be viewed on page 5 of this policy.
6. All remaining places will be offered to students on a distance basis with those living closest to the school receiving priority. Distance is measured as described above.

Tie-break

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available

place at the school, the names will be issued a number and drawn randomly to decide which child should be given a place. This process will be independently verified.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. All siblings from multiple births will be admitted, even if doing so takes the school above its PAN.

Admission of children outside their normal age group

Requests for admissions outside of the normal age group should be made to the Headteacher at Stone Lodge School as early as possible in the admissions round associated with the student's date of birth. This will allow the admissions authority sufficient time to make a decision.

Parents are not expected to provide evidence to support their application, however, where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to a deferral or early entry.

For deferred entry to Year 7 parents are required to complete an application for the normal point of entry at the same time as requesting a deferral, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred entry into Year 7 the following year.

Deferred applications must be made via paper CAF to the Local authority, with written confirmation from each named school attached.

Deferred applications will be dealt with in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with the school's oversubscription criteria.

Waiting lists

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact appeals@stonelodgeschool.co.uk by March 2025 (exact date to be confirmed by KCC) for information on how to appeal. Information on the timetable for the appeals process is on our website at www.stonelodgeschool.co.uk

Notes:

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is 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 for the purpose of admission to school. 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.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions. To be considered under this criteria the independent evidence must be supplied to the school at the time the application is made.

Determined by Endeavour MAT Board of Trustees

Date: 14th December 2023

Three Mile Catchment Area Map



Stone Lodge School Sixth Form Admissions 2025-2026

Application Process

Stone Lodge School will be offering a maximum of 80 places to the Year 12 cohort to start in September 2025. The sixth form will offer a specialised study program for students as detailed in the Stone Lodge Sixth Form Curriculum Booklet which is available on the school website.

Entry Requirements

All students wishing to study in the sixth form at Stone Lodge School need to attain at least:

- Grade 5 in GCSE English Language or Literature;
- Grade 5 in GCSE Mathematics;
- Grade 5 in at least 2 more GCSE subjects;

In addition, students must also attain the course specific requirements as detailed in the curriculum booklet for the course(s) they wish to study.

Offer of places and the admissions process

An open evening will take place in October 2024 and interested students are encouraged to visit the school. More information will be provided on our website

www.stonelodgeschool.co.uk

New applicants who wish to apply to Stone Lodge School to study a sixth form programme must complete the application form on the website and ensure this is returned by **31st January 2025**.

Conditional offers will be made to candidates who submit application forms which based on predicted outcomes at GCSE, indicate suitability for a SLS sixth form place. Applicants who applied on time should expect to receive a conditional offer no later than 31st March 2025. Following publication of GCSE results in August 2025, students will have their offers confirmed if entry requirements have been met or exceeded and where a viable place on a suitable programme remains.

Late applications

Students applying after the normal deadline will still be eligible to apply to join the school if they meet the criteria and there are places available on the courses they wish to follow. Any students wishing to apply in late August following receipt of GCSE results should contact the school and be prepared to attend a meeting to discuss the programme on offer. Late applications will be processed after all other applicants have been considered.

Over-subscription Criteria

Students with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, receive priority over other students. Where there are more applicants seeking places than the number of places available, the following oversubscription criteria will be applied until the overall figure for the year group is reached.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in Local Authority Care or Previously in Local Authority Care

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).

A previously looked after child means such children who were adopted (or subject to child arrangement 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. All other eligible students will be ranked in the following order:

- A) Those students who have a grade profile that enables them to best access an available programme of study.
- B) In the case of a tied score, preference is given to the applicant living nearest to the school. The distance between a student's permanent home address (as defined in KCC's annual admissions prospectus) and SLS is measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the student'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. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, the Local Authority may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Local Authority Senior Admissions Officer and confirmed by Head of Service. Further information on how distances are calculated including what is regarded as permanent residence and how flats will be treated is available in the Admissions Booklet provided by the Local Authority. In the unlikely event that two or more students have equal eligibility for the last available place at the school the tie-break process will be applied as detailed on page 2.

A waiting list will be held until the end of September 2025 and ranked according to the over-subscription criteria and updated accordingly as new applications are received.

Withdrawal of place

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

- When the applicant has failed to respond to a confirmed offer by the start of the academic year; or
- Where a place has been offered on the basis of a fraudulent or intentionally misleading application

Determined by Endeavour MAT Board of Trustees

Date: 14th December 2023