

**DARRICK WOOD SCHOOL**  
**ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2025-2026**

**Introduction**

The School will comply with the Department for Education's School Admissions Code and the School Admissions Appeals Code and the law relating to admissions. Under the Code, the School is the 'Admission Authority'.

The School will consult the relevant bodies where amendments to this policy are required or within the specified timescale as per the School Admissions Code.

The School participates in the local coordinated admissions arrangements for entry to Year 7. This and in-year admissions are administered by the [London Borough of Bromley](#) ('the Local Authority').

The School will comply with the Local Authority agreed application procedures and timetables. Applications should be made using the Common Application Form.

The Governing Body of Darrick Wood School has determined the admissions criteria and arrangements for 2025-2026 as follows:

**1. Admission to Year 7**

1.1 The Published Admissions Number (PAN) for Year 7 is 260. The PAN is inclusive of students with an Education, Health and Care Plan (EHCP) that are admitted to the School pursuant to the School being named in Section I of their EHCP.

1.2 In the event of over-subscription, the following criteria will apply in priority order:

(i) Children Looked After (Children in Public Care)

a) A child looked after is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be "looked after" when the child starts school unless (b) applies.

b) Or a child who was previously looked after and immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. This includes those children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.

(ii) Siblings of pupils in school at the time of proposed entry.

Sibling - in this context, is defined as a full 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. Sibling applications will only be accepted for siblings of pupils in Years 7, 8, 9, 10 and 12; siblings of pupils in Year 11 whose parents have confirmed their commitment to the pupil continuing into Year 12 (written confirmation will be required). However, siblings of Year 13 students will not be accepted. A "Parent" is any person who has parental responsibility or care of the child and documentary evidence of residence of the sibling will be required.

Where a twin, triplet (s) or sibling (s) of a higher multiple birth achieves a place at the School within the published admission number in the normal way, but their twin, triplet (s) or sibling (s) of a higher multiple birth did not achieve their place, the School will nevertheless admit their twin, triplet (s) or sibling (s) or a higher multiple birth even where this means exceeding the published admission number. This does not apply to admission to Year 12.

(iii) Children of Staff at the School

Darrick Wood will give priority in the oversubscription criteria to children of staff directly employed by the School in either or both of the following circumstances:

- a) 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
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(iv) Proximity

Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the School, using the Local Authority's computerized measuring system. This identifies the unique national grid reference (Easting and Northing) for the property. Those living closer to the School receive the higher priority. Where applicants measure the same, the system will go to further decimal places to determine who is nearer. Where applications are received from flats that have the same "Easting and Northing", places will be allocated by door number; the lower the number the higher the priority. 'Home' is where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are not considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. Change of parental responsibility, unless exceptional circumstances exist through a court order, will not be accepted during the coordinated admission process. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

1.3 Any child not offered a place will be placed on the waiting list. Waiting lists for Year 7 will be maintained in the order of the published admissions criteria until 31<sup>st</sup> December 2025.

1.4 Where an application to the School is declined, parents/carers have the right to appeal to an independent appeal panel except when applying out of normal age group and a place has been offered in the child's correct year group. The School will provide guidance for parents/carers on how the appeal process works and a named contact who will be able to answer any questions or queries. A timetable for appeals will be published by the date specified in the Appeals Code.

## **2. Admission to Year 12**

2.1 The School will make available sufficient places in Year 12 to allow the transfer of all Year 11 students who meet the published entry criteria for the courses they wish to study. The criteria are published on the School's website. In addition, the School has a published admission number of 10 pupils. This PAN applies only to those being admitted from outside

of the School who meet the same published entry criteria for the courses they wish to study. If fewer pupils intend to transfer from Year 11, the School will admit over the PAN.

2.2 In the event of over-subscription, places will be allocated in the following priority order:

- (i) Children looked after and formerly looked after young people who meet the published criteria (see definitions in admission criteria for Year 7).
- (ii) Students transferring from Year 11 at Year 2025 who meet the published criteria for the courses they wish to study.
- (iii) External applicants who meet the published criteria for the courses they wish to study.

### **3. In-year Year 8-11 Admissions**

Parents wishing to apply for a place for their child at a time other than when joining Year 7, and for Year 7 after 1<sup>st</sup> January 2026, should contact the [London Borough of Bromley](#). In the event of over-subscription, the applicant will be placed on the waiting list in accordance with the over-subscription criteria outlined in 1.2 above. The waiting list is maintained by the Local Authority and will be closed in July 2026. Parents have a statutory right of appeal.

### **4. Fair Access Protocol**

The School will participate in the LA's Fair Access Protocol and children placed at the School through the application of the Fair Access Protocol will be prioritised over those children on the in-year waiting list. This includes admitting children over the PAN.

### **5. 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 has experienced problems such as ill health. The School will consider applications outside of the child's normal age group on an individual basis taking into account any 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents wishing to apply for a place outside of the normal age group should contact the Head Teacher in writing in the first instance.

### **6. Falsifying information**

Falsifying information to gain advantage in obtaining a school place will lead to the withdrawal of the offer of a place. If it is found that a place has been achieved by falsifying information, any further siblings will not be considered.