

# Free schools – criteria

## Gildredge House

1. Looked after children (as defined under section 22 of the Children Act 1989) and children who were looked after but ceased to be so because they were adopted or became subject to an Arrangement Order or Special Guardianship Order.
2. Children whose parents are founders of Gildredge House Free School and who have been granted this provision by the Secretary of State for Education.
3. Children of staff who are employed at the school.
4. Children who have siblings attending this school at the time of application and on the date of admission. This excludes a sibling of external students who join the school in Year 12 or Year 13. In the event where the number of siblings exceeds the number of places available the published over-subscription criteria will be applied.
5. To fulfil the school's role as a community hub, after places have been filled under the first four criteria, 60% of any remaining places will be offered to those children who live nearest to the school based on a straight line distance measurement.
6. To provide fair and open access to the wider community, after places have been filled under the first five criteria, any remaining places will be offered to children living within the East Sussex County Council Electoral Divisions of Eastbourne, Polegate, Willingdon and East Dean. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
7. After places have been filled under the first six criteria any remaining places will be offered to children from other areas. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

## Definition of terms

**Founders** are those members of the steering group who were instrumental in the set-up of the school as decided by the Governing Board in 2012 and who have been granted this provision by the Secretary of State for Education.

**Staff** will include all those who are permanently employed directly by the school. At the start of the academic year beginning 2015 staff will need to be employed for 2 years or more at the time when 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. Staff does not include Contractors or Peripatetic Teachers.

**Sibling** – The term 'sibling' means brother or sister, half brother or sister, legally adopted brother or sister, step-brother or step-sister, or the child of the parent / carer's partner, brother or sister of a child who is a Looked after Child or a child who is the subject of an Arrangement Order or Special Guardianship Order, and in every case, the child must be living in the same family unit at the main dwelling.

**Straight Line Distance Measurement** – East Sussex County Council uses a Geographical Information System (GIS) that East Sussex County Council applies to all school applications. East Sussex County Council uses Ordnance Survey Mapping data to measure the distance, as the crow flies, from a point designated by Gildredge House (this being the entrance to the Waterfield building – the front entrance at the main reception area). This point is defined by an Ordnance Survey grid reference and is mapped to the Ordnance Survey address point for the applicant property. An address point is the official Ordnance Survey location of a property within the UK and is unique to that property. For applicants that share an address point, the tie breaker process will be used.

**Main dwelling** – Main dwelling will be defined as your child’s only or main residence and not an address at which he or she might sometimes stay or sleep. If your child regularly stays with another parent or relative and you give two addresses, the Admissions Authority at Gildredge House will decide which address should be used as the main residence for the purpose of processing your application because we can only accept one current address.

Where parental responsibility is split between two parents living at alternative addresses and residency is split equally between the parents (and there is a Court Order present to confirm this) then parents may decide which address to apply from. A copy of the Court Order will be requested as proof of equal residency. In the absence of a Court Order, ‘Main Dwelling’ will ultimately be determined by the address to which Child Benefit is paid.

After a place is offered, a Council Tax bill and one other proof of address (such as a utility bill) will be requested. Further evidence may be required to confirm the address given and we reserve the right to check the information you supply. In some instances it may be necessary to obtain evidence from the GP as to which address the child is registered. The offer of a place will be withdrawn if it was obtained through a fraudulent or intentionally misleading application.

**Main dwelling** is also defined as the main address at which the student lives at the time of application. A place cannot be offered on the basis of a possible future move. A place can only be offered on the basis of a planned future move as evidenced by:

- a) a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application, together with a copy of the signed and dated contract;
- b) A signed and dated tenancy agreement confirming the renting of a specific property relevant to the application for a minimum term of twelve months;

- c) A letter from a housing association confirming that the parent(s)/ carer(s) will be living at a specific address relevant to the application and when that residency is to commence.

- d) A letter from an employer, social services or other official agency to support the declaration of a return to the UK including evidence of planned Main Dwelling as defined within paragraphs (a) – (c) above. In the case where an applicant is returning to the UK to a residential address to which they already have legal title – Office Copy Entries (available from the Land Registry) will be required. Supporting documentation of a planned future move **must** be supplied at the time of application.

### Methods for random allocation

Those applications that are subject to random allocation will:

- a. Have their details entered into a computer programme.
- b. Each application will be given a Unique Identification Number.
- c. The programme will randomise all the applications and present the names in a randomised list.
- d. The relevant number of places to be filled under category 6 will be offered to students in position order from the list of randomised applications.

**Tiebreaker** – In the event where the number of applicants within a specific criterion from 1 to 4 exceeds the number of places available (e.g. two Looked After Children for one available place) the next relevant over-subscription criterion will be applied (e.g. staff). In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats) the tie breaker will be decided by random allocation.

The tie-breaker process will be overseen by a responsible person who will be independent of the school.