

Blackfen School for Girls



Admissions Policy (Years 7 – 11) September 2026

Headteacher: Ms C Senior
Chair of Governors: Mr S Fitz-Gerald

	Date	Name	Signature
Policy Date	October 2024		
Review Date	October 2025		
Review Period	Annually		
Consultation Review Date	September 2026		
Lead Person	Headteacher	Carrie Senior	
Prepared by	Headteacher	Carrie Senior	
Approved by	Chair of Governors	Stuart Fitz-Gerald	

Blackfen School for Girls

ADMISSION ARRANGEMENTS FOR SEPTEMBER 2026

At age 11 (Child born between 01.09.14 and 31.08.15 inclusive)

The school participates in the Bexley Co-ordinated Secondary School Admissions Scheme and the application process dates will be those set out in that scheme.

<https://www.bexley.gov.uk/services/schools-and-education/secondary-schools/starting-secondary-school>

Consideration of Applications

Blackfen School will consider all applications for places. Where fewer applications than the published admission number (230) for any relevant age group are received Blackfen School will offer places to all those who have applied.

Over-subscription criteria and priority

If the school is oversubscribed, after the admission of students with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order. The process for the admission of EHCP applicants is set out by the relevant Local Authority. Priority for admissions is given below:

Priority 1 - Looked After Students

A child in public care ('Looked After') or a child who has previously been in public care (previously Looked After), but has ceased to be so because she has been adopted or become subject to a child arrangements or special guardianship order, and including children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2 – Medical

A child, sibling or a parent has a medical condition which makes it essential on medical grounds, for the child to attend Blackfen School. Documented social, medical or psychological evidence must be provided from an appropriate independent registered professional. The Council's own medical advisor may be asked for a professional opinion on the case presented.

Priority 3 – Sibling

A child with a sister or brother attending school named in the list here (Sherwood Park Primary School, Blackfen School or Hurstmere School). Sister or brother is defined in these arrangements as children who live as brother or sister at the same address at the time of application, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where twins or children from a multiple birth apply, if one child is allocated a place, their sibling or siblings will automatically be allocated a place.

Priority 4 – Feeder School named here (Sherwood Park Primary School)

A child who attends Sherwood Park Primary School.

Priority 5 – Children of a member of staff

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 was made.

Priority 6 – Distance

Other children on the basis of proximity to the school measured by reference to the shortest radial distance (direct line distance between the applicants' home address to Blackfen School's main visitor pedestrian entrance). Except in relation to the families of service personnel or crown servants returning from overseas, as set out below, home address will be taken as the child's home address at the time of application. That is the address at which they live with the parent or registered guardian who is the main carer; that is the parent eligible to receive Child Benefit and/or Child Tax Credit or if this does not apply the address where the child spends the majority of the school week (Monday - Friday).

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Tie-break

Distance (as defined above) is used as a tie-breaker in any case where two applicants with the same priority cannot otherwise be separated and random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Children of UK Service Personnel and crown servants

Children of service personnel with a confirmed posting or of crown servants returning from overseas can be allocated an available place even if they do not yet live in the area at the time of application, provided that the application is accompanied by an official letter setting out the relocation date. In this case the address to be used in applying the oversubscription criteria is the address where the child will live (provided this is supported by suitable evidence) or, if the parents request this, the Unit or quartering address.

In-Year Admissions

Applications for places during the year should be made direct to the school by completing an application form which is available on the school website or from the school office. Applicants will be notified of the outcome of the application within 15 school days. If there are more applicants than places available, places will be allocated based on the oversubscription criteria above. If an application is refused, we will set out the reasons for refusal and provide information about the right of appeal against the decision. An unsuccessful applicant will be placed on the waiting list as set out below unless parents do not want this. A child's position on the waiting list is determined solely in accordance with the oversubscription criteria set out above. Where a child is offered an in year place, the child must start at school as soon as practicable.

Right of Appeal

There is a right of appeal to an Independent Appeal Panel for unsuccessful applicants. Please contact the school to make an appeal.

For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

Waiting List and Continued Interest List

Where applications exceed places, a waiting list will be maintained until 31st December in the year of admission, in accordance with the admission criteria. After that date a new Year 7 list will be created and held from January 1st to 31st July, containing the names of students whose parents have expressed (in writing) a continued interest in a place at Blackfen. Similarly, continued Interest lists will be created and held from September 1st until 31st July each year for Years 8-11 inclusive.

Waiting lists and Continued Interest lists will be ordered in line with the oversubscription criteria, and therefore positions on those lists are subject to change in the event of new applications.

Fair Access Protocol

Blackfen School is required to participate in the Fair Access Protocol. The school can be directed to admit a student and this could mean such a child being admitted ahead of the waiting list or even if the year group is full.