



## **Admissions Policy and Criteria for September 2019**

These criteria are founded within our School ethos which provides a caring, friendly and safe environment for all members of our community.

## **1.0 Core Values**

- 1.1 Heston Community School is an academy with a Visual Arts specialism. Our mission is to instil in our community a passion for learning and to change lives. Our overarching aim is to ensure that each individual is educated and supported to succeed in the world today - as an individual, as a partner, as a member of a team and as a citizen.
- 1.2 In all aspects of educational provision by the School, including admissions, there will be no discrimination on grounds of academic ability, disability as defined in the Equalities Act 2010 educational or social special needs, race, cultural heritage, colour, religion or creed, national origin, gender or sexual orientation. No payments are required as a condition of entry. Children who meet their Home Local Authority's criteria for the provision of assistance with transport may be provided with transport by that authority.
- 1.3 Pupils will be admitted to Heston Community School without reference to ability.

## **2.0 Admissions of Pupils**

- 2.1 Admissions to the School are the responsibility of the Governing Body of the School.
- 2.2 The Governing Body will operate an equal preference system in accordance with the Pan-London Admissions System and any current legislation.
- 2.3 **Home Address**  
The child's home address provided on the application must be the one at which the child is permanently living and must be the address where the family normally lives at the time of application. Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. Address verification against Local Authority records will be undertaken for all applications made by residents of the London Borough of Hounslow. Where we are not satisfied as to the validity of an address further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information. Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application, you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes. If you own a property which has previously been used as your home address and you are living at and apply from a different address, we will assume that the second address is temporary. Therefore, we will use the address of the property which you own as the address for school admissions purposes. Alternative addresses, including a relative's or childminder's, will not be accepted. If you retain ownership or tenancy of a property and you rent an alternative property or live with friends or relatives temporarily and use this address in order to gain a school place, we will consider this to be a temporary address and we will not use this for school admissions purposes. Any parent who has more than one property must only refer to the property in which the child actually lives. You may not need to provide us with documentary evidence of your address. If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement and two of the following:
- Recent utility bill, credit card statement or driving licence
- Child Benefit (pages 1&2)/Inland Revenue document (if entitlement applies)
- Pay slip/P45/P60
- Car/House Insurance certificate
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show your **full name and match the details provided at time of application**. Any supporting information not in English language must be accompanied by a certified translation. If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

#### 2.4 Shared or Joint Residence

Where a child lives with parents with shared 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 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. Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or the School Admissions Team is not satisfied with this documentation, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP). You must therefore send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

## 2.5 Children From Abroad

If you and your child live abroad, you may only apply for a school place if your child:

- holds a full British Citizen passport (but not a British Dependent Territories or British Overseas passport) or
- is an EEA national (all member states of the European Union together with Iceland, Norway and Liechtenstein) or
- is a Swiss national (Swiss nationals have the same right to live and work in the United Kingdom as EEA nationals); or
- has a passport which has been endorsed to show that they have the right of abode in the UK.

If you have a property in the UK you should apply online to the local authority for that address. If you do not have a UK property you should contact the local authority where your preferred school is situated. You must apply by the deadline and provide information about where you are living and when you intend to return. We will initially consider the application based on your child's address abroad and any subsequent change will be considered in line with our change of address policy.

For other children without automatic right of entry to the UK, an application can only be made once the child is in the country.

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

2.5 The Pupil Admission Number [PAN] for the School is 195.

2.6 The Pupil Admission Number [PAN] for external candidates to the Sixth Form will be 15, though it may be possible to exceed this if demand for available courses can be met.

2.7 The admission of pupils with a Statement of Special Educational Needs or an Educational Health and Care Plan [EHCP] is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's Home Local Authority. Details of this separate procedure are set out in the SEND Code of Practice. A child with a Statement of Special Educational Needs or an Educational Health and Care Plan [EHCP] that names the School will be allocated a place before other children are considered. In this way the number of places available will be reduced by the number of children with a Statement that have named the School.

### **3.0 Oversubscription Criteria**

Where the number of children applying for a place by the published Closing Date exceeds the number of available places and after the admission of pupils with Statements of Special Educational Needs or an Educational Healthcare Plan where the School is named, the following oversubscription criteria will be applied.

#### **3.1 Looked After and previously Looked After Children**

A Looked After Child, as defined by Section 22[1] of the Children Act 1989, 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 function for England and Wales.

Priority is also given under this criterion for looked after children who ceased to be so because they:

- (i) Were adopted under Section 46 of the Adoption and Children Act 2002
- (ii) Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live
- (iii) Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian[s]

You must complete the appropriate section on the Application Form and provide a letter and/or documentary evidence from the child's social worker or other relevant professional. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application. NB: adopted children must be looked after by an English or Welsh Local Authority.

#### **3.2 Exceptional Social/Medical Need**

Occasionally, there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another.

The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of your original application.

If the School is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

Children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

### **3.3 Siblings**

In order to meet the sibling criterion, your child's sibling must be attending the school at the time of application and be expected to still be attending at the time of admission in September. You must complete the sibling details in the appropriate section on the Common Application Form (CAF).

We reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

### **3.4 Children of Members of Staff**

Regardless of their role in the School, children of any member of staff where the member of staff has been employed at the School for two years or more at the time at which the application for admission to the School is made.

### **3.5 Distance**

The Governing Body has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route"

It starts from a point of measurement in the "foot print" or "seed point" of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority. From the "foot print" or "seed point" the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of road. The network starts from a point in the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

### **4.0 Tie Break**

4.1 If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

### **5.0 Twins, Triplet and other children of multiple births**

In the event that the School has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births,

Governors will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the Published Admission's Number.

## **6.0 Admission of children outside their normal age group**

Heston will consider requests for admission outside of a child's normal age group. Requests should accompany the application for the child's normal year of entry and be supported by documentation from a professional for consideration. Each case will be considered on its own merits and whether the individual circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

## **7.0 Appeal Procedure**

7.1 Appeals will be heard in accordance with appropriate legislation. Parents whose application for places are unsuccessful will be given the opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the Schools Standards and Framework Act [1998]. To make an appeal parents should contact the School Office to obtain an appeal pack that will detail the process and the persons responsible for independently reviewing the application. There will be no other appeal to the Governors for a place at Heston Community School.

## **8.0 Waiting List**

8.1 The waiting lists for the transfer to secondary school (Year7), will be kept by Hounslow for all academy and voluntary-aided schools. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

The waiting lists will include those who have moved to the area and were unable to make an 'on-time' application. The waiting list will be held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority. The waiting list will be in operation until the **31 August 2019**. Any parent/carer wishing for their child to remain on the waiting list until **31 December 2019**, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.



## **9.0 In-Year Applications**

- 9.1 A child may apply at any time to join the School in-year. All applications for admissions to Years 8 to 11 will be treated as in-year admissions during 2019/20. An application must be made to the Local Authority on their in-year Application Form.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

## **10.0 Fair Access Protocol**

The School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## **11.0 SIXTH FORM (KS5) ADMISSIONS 2018 -19**

### **11.1 Criteria for Admission to the Sixth Form in Order of Priority**

1. Children looked after by a Local Authority.
2. Children whose parents can demonstrate an urgent social or medical reason, including disability as defined by the Disability and Discrimination Act 1995. The reasons must be supported by appropriate medical certificates or supporting evidence. Applications on these grounds will be determined by the Governors' admissions committee
3. Siblings of pupils currently in Year 7 to 11 in Heston Community School and who meet the academic standards set by the school.
4. Other applicants who satisfy the academic standards set by the school for that year. Where there are more applicants than places available, admission will be based on distance according to the criterion set out in paragraph 3.5 of the criteria for year seven admissions.
5. Additional admission guidance detailing the specific requirements for individual courses is available in our Post 16 prospectus. These outline the subject specific criteria that staff will use as a guidance when advising students of education pathways.

## **12.0 Review and Monitoring**

- 12.1 This Policy will be monitored and reviewed annually by the Governing Body. This review will take place following the completion of each Admissions Process.