



## **ADMISSIONS POLICY AND CRITERIA FOR SEPTEMBER 2023**

<b>Approved by:</b>	<b>Full Governing Body</b>	<b>Date: 16/12/2021</b>
<b>Last reviewed on:</b>	December 2021	
<b>Next review due by:</b>	December 2022	

## 1.0 CORE VALUES

1.1 Heston Community School is a learning community that endeavours to provide a safe and nurturing environment, with high expectations, which creates ambitious, resilient, responsible and successful young adults, able and willing to contribute to society. In this community, all stakeholders are valued and contribute to the future success of the School. Our mission is to instil, in all stakeholders, a passion for lifelong learning and the courage to learn from mistakes. We have four key aims:

- To develop **Students** who are ambassadors for the School by being positive role models in the community; to develop **Students** who achieve in the top 10% of similar schools and progress to the best universities or jobs.
- To have **Staff** for whom we are the employer of choice, providing a fulfilling place in which to work and an environment where their contribution is valued.
- To have **Parents/Carers** who know that Heston Community School cares about the individual needs of their children and for whom the School is the natural choice to entrust the education of their children.
- To contribute to a **Community** for whom we are the partner of choice in improving the life chances of young adults.

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 In-year applications should be made through the Local Authority using the in-year common application form.

## 3.0 APPLICATION PROCESS [ADMINISTERED BY HOUNSLOW LOCAL AUTHORITY]

### 3.1 HOME ADDRESS

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the Admissions Policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

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.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week \*see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas \* see applications from abroad.

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment.

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

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–gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit [pages 1&2]/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 [not more than 1 of these]
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register

- 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 the full name and match the details provided at the 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.

### 3.2 SHARED OR JOINT RESIDENCE

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. The declaration [including the addresses of both parents] must be submitted at the time of making the original application.

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 and the residence is split equally by the closing date for applications, 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 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.

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. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

### 3.3 APPLICATIONS FROM ABROAD

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code \* see Members of UK Armed Forces and Crown Servants.

We will accept applications with an overseas address once we are satisfied there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September). Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

Whilst your child is resident abroad, the link address will not be used for allocation of a school place. This will be updated once your child returns to the UK. If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer made.

Parents should ensure that their child has a [right of abode](#) or the conditions of their visas otherwise permit them to access a state-funded school.

- 3.4 The Pupil Admission Number [PAN] for the School is 195.
- 3.5 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.
- 3.6 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.

#### **4.0 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.

##### **4.1 LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN**

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. 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).

Previously looked after children include 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.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special

guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Paragraph 1.7 of the 2021 Code requires that highest priority is given to "looked after children and all previously looked after children, including 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" – referred to as [IAPLAC]

All applications received after 1 September 2021 were processed in accordance with the 2021 Code. By way of example, when dealing with in-year applications for an academic year, children who are determined as being IAPLAC have the equal highest priority with LAC and PLAC.

Parents/Carer 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.

#### **4.2 EXCEPTIONAL MEDICAL/SOCIAL NEED**

All Hounslow schools have experience of dealing with children with different social and medical needs. 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.

Common medical conditions and allergies can usually be supported in all Hounslow mainstream schools. Therefore, priority under this criterion would not normally be given for these.

Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application. The application must be supported by compelling written evidence from a suitable professional such as a 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 the 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.

#### **4.3 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.

#### **4.4 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.

#### **4.5 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.

#### **4.6 DISTANCE**

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. 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 OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road, the LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where blocks of flats are treated as one address, priority will normally be given to the lowest flat number. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

The walking route is established using an algorithm within the software used by the LA. This software is called Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Servelec Education Ltd ([www.servelec.co.uk](http://www.servelec.co.uk)).

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

## 5.0 TIE BREAK

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.

## 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

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.

### 7.1 APPEAL TIMETABLE

National Offer Day for School Places	01 March 2023
Deadline by which parents must submit the Appeal Form to the School	29 March 2023
Appeal Hearing to Independent Panel	Before end of May 2023
Notification of Panel's decision	One week after Hearing

## 8.0 WAITING LIST

A waiting list will be held list for each school which is oversubscribed. 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 list will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are 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 2023**. Hounslow will contact parents/carers in August 2023 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2023.

## **9.0 IN-YEAR APPLICATIONS**

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 2023/24. 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 SEPTEMBER 2023**

Criteria for Admission to the Sixth Form is in the same order of priority for the Lower School:

- Children looked after by a Local Authority
- 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 an Admissions Committee that includes the School's SENCO who has responsibility for Inclusion
- Siblings of pupils currently in Year 7 to 11 in Heston Community School and who meet the academic standards set by the School
- 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 3.6 of the criteria for Year 7 admissions
- Additional admission guidance detailing the specific requirements for individual courses is available in our Website under the Post 16 section. These outline the subject specific criteria that staff will use as a guidance when advising students of education pathways.

## **12.0 REVIEW AND MONITORING**

This Policy will be monitored and reviewed annually by the Governing Body. This review will take place in the Autumn Term.

## **Definitions**

The School adopts the common definitions published by Hounslow Education Authority when using relevant key terms in this policy. These can be found in the Secondary School Transfer Booklet online at [www.hounslow.gov.uk/secondaryadmissions](http://www.hounslow.gov.uk/secondaryadmissions)



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