



HAYDON SCHOOL

A designated Dcsf Language College

2009/2010

***APPLYING FOR A PLACE AT
HAYDON SCHOOL***

Year 7 – 11 (In year)

Year 6 (New Intake)

Sixth Form

Introduction

Haydon is a foundation school, which means that responsibility for admissions rests with the Governing Body.

Haydon is a very popular and each year we are very over subscribed. In order to allocate places our detailed Admissions Policy is strictly adhered to.

This booklets aim is to help you with your application.

Part One:

Briefly sets out Haydon's procedures and how the processing works for each application. Included are some of the most common questions that prospective parents ask on how we make our decisions. This section is a general guide only.

Part Two:

Appeal – a brief guide

Part Three:

This contains the official 'Admissions Policy' as approved by the school's Governing Body, which deals in a formal way with every step of the admissions procedure. It is this policy that we apply when dealing with all applications. It is very advisable to read this policy very carefully before proceeding with your application.

PART ONE:

How we prioritise when allocating places

Places are allocated using the following criteria in the following order:-

1. Children in public care
2. Children who currently have an older brother or sister at Haydon.
3. Geography of address
4. (Sixth Form only) Languages

In the following section each of the above criteria will be expanded.

1. Children in Public Care:

Places are allocated to children in public care where Haydon is the nearest school to their normal place of residence.

2. Brothers and Sisters (Siblings):

Places are allocated to students who have a brother or sister who is currently a pupil at Haydon School.

Q: What is meant by a brother or sister?

A: *This is defined as a blood relationship or step-brother/sister, half brother/half sister, adopted child, foster child (only when long term fostering is involved) living at the same address. Extended family such as brother cousin/sister cousin **do not qualify**.*

Q: Does the brother or sister still have to be at the school?

A: *Yes they must be registered as a student studying at Haydon at the date of application and have been a student at the school for at least six months.*

Q: Does this relationship have to be proved?

A: *Yes, by submitting a copy of the birth certificate of the student currently at Haydon and the student you are submitting an application for.*

Geography of Where You Live:

Students who live nearest the school, measured in a straight line from their parent's home to the middle of Haydon School.

Q: Where is Haydons catchment area?

A: *Haydon does not have a pre-determined catchment area; it is measured on the geography of where you live.*

Q: Do I have to prove my address?

A: *Yes, the Governors reserve the right to make enquiries to verify the details of an application made under this criterion. You must provide a current copy of your Council Tax Schedule or Tenancy Agreement showing your name and address*

Or

A copy of the front cover of your Child Benefit Schedule/letter.

Q: How are distances from home to school measured?

A: *Measurement is in a straight line from school to the front door of the permanent home of the student, particular routes are not taken into account.*

How to apply for all Years:

Year 6 (New Intake for September 2009)

1. Applications for a child who is starting secondary school for the first time are processed centrally through the Local Authority (LA), using an application form which is provided by the child's current primary school in September 2009 (this is for Hillingdon residents only). Non-Hillingdon residents must apply through their 'home' LA. **Note: Your 'home' LA will pass your completed application form onto Hillingdon LA).**
2. It is encouraged by your LA to apply on-line. One application form per child.
3. All Birth Certificates claiming sibling connection should be addressed to the 'Admissions Officer' at your chosen school **and not your LA.**
4. Hillingdon LA will write directly to you to let you know if your application has been successful in March each year.
5. Acceptance of the place of offer must be posted back to **Hillingdon LA** using their form provided and all deadlines must be adhered to. If you are not successful details will be sent to you on how to appeal and you will be placed on a waiting list.

General Questions:

Q: Who will check the information provided on the application form?

A: *Haydon will check the information that you have provided, ie: proof of address, sibling connection. This is done via the LA on a spread-sheet and not directly from your application form. If any discrepancies are discovered there is a thorough investigation and if discovered any place that is offered will be withdrawn even if the child has commenced their education at Haydon.*

Q: Can I appeal against the Governors' decision?

A: *Yes, all appeals must be received by 12 noon on the appeals deadline date.*

Q: How can my child go on a waiting list?

A: *If you are unsuccessful all applicants will be placed on a waiting list, provided Haydon was named as a higher preference than the school offered. Your child's name will remain on the waiting list unless you ask for it to be removed.*

Q: Can I apply for a place at more than one secondary school?

A: *Yes, you have the opportunity to choose six schools of your choice in order of preference.*

Q: Can I accept more than one place?

A: *No, the LA will write to you but you cannot accept a place at more than one school.*

Q: How do I accept a place that is offered?

A: *You must return the attachment on the offer letter by the 'acceptance date'. If no reply is received your offer may be withdrawn and offered to the next person on the waiting list.*

Q: Do we select pupils on grounds of their ability?

A: *No, Haydon is a non-selective school and prohibits us from being selective. This plays no part in the admission process.*

Q: How does the waiting list apply?

A: *The waiting list is made up of applicants that have not met Haydon's published criteria and are arranged in geographical order after all other criterion has been met. When someone declines an offer of a place, the place is offered to the next person on the waiting list*

Year 7 – 11 (In year)

Responsibility of admission rests with the Governing Body. Applications are therefore made directly to the school.

The Admission criterion is followed for all applications.

1. Haydon has no pre-determined catchment area and parents and students living both inside and outside the Local Authority are entitled to apply for a place.
2. The Governors will check every application form. If any information is found to be false or misleading, the Governors will not offer a place and will reserve the right to withdraw an offer of admission, which has already been made.
3. Your name will be placed on a waiting list for the appropriate year group in geographical order.

Sixth Form Applications:

Responsibility of admission rests with the Governing Body. Applications are therefore made directly to the school.

The Admission criteria is followed for all applications, with the exception of 3 and 4.

1. Haydon has no pre-determined catchment area and parents and students living both inside and outside the Local Authority are entitled to apply for a place.
2. The Governors will check every application form. If any information is found to be false or misleading, the Governors will not offer a place and will reserve the right to withdraw an offer of admission, which has already been made.
3. Students who wish to specialize in languages at AS and A level. Students who apply for two languages in this category will be expected to follow these languages and not drop or change from a language to another subject throughout the AS course in Year 12.
4. The minimum entry requirement for A and AS levels is 6 GCSE grades A*-C, which would normally include grade Cs in English Language and Mathematics in 5 or more subjects. In addition, it is highly desirable for a student to have a grade C in any subject which he or she wishes to continue from GCSE to AS and/or A level. Please note that there are specific criteria required for A-level Maths, Modern Foreign Languages and Sciences. These are outlined in the Sixth Form Prospectus.
5. If you are not successful your name will be placed on a waiting list for the appropriate year group in geographical order.

PART TWO:

APPEALS PROCEEDURE

1. GROUNDS FOR APPEAL:

You have a right to appeal against the decision of the Governing Body not to admit your child and the Governors will make arrangements to hear your appeal via an Independent Panel.

Possible grounds for appeal:

- a) The Admissions Committee failed to property apply the Admissions criteria established with the approval of the Secretary of State for the purpose of allocating places in the event of the school being oversubscribed.
- b) The Admissions Committee failed to follow the procedure laid down in the Instrument and Articles of Government for dealing with Admissions.

2. NOTICE OF APPEAL:

Information:

- a) The deadline for appeals is published in March. This can be done by post.
- b) You will be provided with a Notice of Appeal, an Appeals Hearings Letter and a Guide Booklet produced by the Dcsf.
- c) Impartial advice can be obtained from the Clerk to the Governors who is neither an Admissions Committee member or a member of the Appeals Panel, she is located at Haydon school
- d) Please specify the grounds on which you are making an appeal. Please note that good grounds for appeal must be based on information give on the Notice of Appeal and not at your disappointment at not being offered a place.
- e) Please ensure that as far as possible, you send with your Notice of Appeal copies of documents you intend shall be considered at the meeting in support of your appeal.

PART THREE:

Haydon's Admission Policy:

See under Admissions Policy this is a separate booklet