



# HAYDON SCHOOL

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# **ADMISSIONS POLICY**

## **2010**

## 1. Introduction

- 1.1 This Admissions Policy will take effect from 1 September 2010 for 'in year' admissions Years 7-13 and from 1 September 2010 for the intake of children starting secondary school for the first time, transferring from Year 6 into Year 7 on 1 September 2010.
- 1.2 Haydon is a Foundation School and the admission of students is controlled and administered by the Governing Body and the school.
- 1.3 The procedure to be followed in applying for a place at Haydon is as set out in this Policy. The Governors will not accept applications that are not made in accordance with this Policy.
- 1.4 Although Haydon School has common admissions criteria for all admissions in Years 7-II and in Years 12-13 the **procedure** for administering the admission of students varies according to the category of application.
- 1.5 Parents who wish to apply for a place for their child at Haydon School will fall into one of the following three categories:

- i Parents who are applying for a place for a child who is starting secondary school for the first time (i.e. a child who is transferring from primary to secondary school), all applications are processed centrally through the London Borough of Hillingdon (LA) see "Starting Secondary School Booklet".

**PLEASE READ SECTIONS 1- 9 OF THIS POLICY.**

- ii Parents who are submitting an application for a child who is starting secondary school for the first time but whose application is made after the date on which the normal admissions procedure for a child who is transferring from primary to secondary school has ended see "Starting Secondary School Booklet". **Late applications** are processed through the LA and **not** direct to Haydon School.

**PLEASE READ SECTIONS 1- 6 & SECTION 10 OF THIS POLICY.**

- iii All other applications for a place at Haydon School (i.e. 'in-year' applications for a place in Years 7 -11 are processed on the CAF (Common Application Form) via the LA.

**PLEASE READ SECTIONS 1 - 6 & SECTION 10 OF THIS POLICY.**

- 1.6 All references to 'parents' in this Policy shall be interpreted to refer to the parents or legal guardians of the child for whom an application for a place at Haydon School is made.
- 1.7 Where parents are separated or divorced the Governors will address their communications regarding admission to the parent with whom the child normally lives.

## 2. Information for Parents of Prospective Students

- 2.1 Full information about Haydon School will be found in the School Prospectus.
- 2.2 An Open Evening will be held for parents of prospective students to visit the School in September or October of each year.
- 2.3 Should a place not be offered, details of the appeals procedure will be sent with the letter of notification.
- 2.4 Should a place be offered, further information about the school will be provided.

## 3. The Admissions Number

- 3.1 The Admissions Number for each year group in Years 7-11 is 300 students per year.
- 3.2 The Admissions Number for Year 12 is 300.

#### 4. Admissions Criteria: Years 7-11

- 4.1 The main year for admissions is Year 7 at the age of 11. In addition students may be admitted into other year groups when vacancies arise through existing students leaving the School.
- 4.2 The Governing Body will comply with national regulations governing the admission of children with a Statement of Special Education Needs and admission for these reasons that is additional to the standard number is without prejudice to the Governors' intention to admit no more than the standard number under the admissions criteria.
- 4.3 The Governing Body will exercise discretion to admit students (eg: a 'looked after' child in care) in compliance with local agreements to assist the LA to comply with its statutory obligations. An admission for these reasons that is additional to the standard number is without prejudice to the Governors' intention to admit no more than the standard number under the Admissions Criteria.
- 4.4 Governors will admit students in Year 7-11 without reference to their ability or aptitude.
- 4.5 If the number of applications for places is greater than the admissions number Governors will use the following criteria, in the order shown, to decide which children to admit.
- i. Children in public care.
  - ii. Children who have a brother or sister as a student at Haydon School and who would reasonably be expected to still be attending Haydon School at the time of admission. (See Section 6.3 for definitions and exceptions),
  - iii. Children living nearest the school, measured in a straight line from the School to their parents' permanent home (See Section 6.4.3).

#### 5. Admissions Criteria: Sixth Form

- 5.1 Haydon welcomes applications to join the Sixth Form both from its own students and from students at other schools. Students are admitted into the Sixth Form each year at the age of 16+.
- 5.1.1 **Internal and external applicants:** All internal students who wish to continue their education into the Sixth Form will complete a Sixth Form application form, the purpose of which is to profile their interest in the Sixth Form. All external applicants must submit a fully completed Sixth Form application form and attend a meeting with the Head of Sixth Form or other senior staff. The purpose of the meeting, for external students, is to discuss with the student the characteristics and expectations of the Sixth Form at Haydon School and to discuss subject choices.
- 5.1.2 **Minimum standard of achievement required for the chosen courses:** Internal students who wish to continue to study at Haydon in the Sixth Form and external students who wish to apply to join the Sixth Form, must be able to demonstrate that they have achieved the minimum standard of achievement required for success in their course.

#### **NB. Full details of this is available in the Sixth Form Prospectus**

- 5.1.3 **Year 12 Admissions Criteria:** In the event that the number of applicants wishing to join Year 12 exceeds the published admissions number, the following criteria will be used, in the order shown, to decide which applicants are offered a place:
- i Children in public care
  - ii. Students already attending the school who are able to demonstrate that they have attained the minimum standard of achievement required for the chosen courses.
  - ii. Students from other schools who are able to demonstrate that they have attained the minimum standard of achievement required for the chosen courses. Preference will be given to students living closest to the School measured in a straight line from the School to their parents' home. (See 6.4)

## **6. Further Information relating to the Admissions Criteria**

### 6.1 Verification of Information Provided

6.1.1 **The Governors reserve the right to make such enquiries as they consider necessary** to verify the information provided in support of an application for admission under any of the admission criteria. By applying for admission the applicant is deemed to have given consent to such enquiries being made.

6.1.2 The Governors will rely upon the information contained in the application form for admission and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to.

- i. Withdraw the offer of admission, effective even after the child has commenced attendance at the school.
- ii. Pursue their legal rights against parents making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given.

### **6.2 Age of Children Applying for Admission**

6.2.1 Parents of Year 6 children who have reached the chronological age when they are due to transfer to secondary school in September of any given year are entitled to apply for a place at Haydon School.

6.2.2 Applications from parents seeking a place for their child in the Sixth Form, may be made when the child reaches the appropriate age. Under normal circumstances Sixth Form applicants will be 16 years old upon entry to year 12. Applications will be accepted from students reaching their eighteenth birthday in Year 12 and their nineteenth birthday in Year 13.

### **6.3 Sibling Criterion 4.5.ii above**

6.3.1 If parents are applying for a place for their child because she/he has a brother or sister at Haydon School priority must be claimed by the time of the published closing date for applications, by giving the details required on the application form. If the existence of such a relationship is not brought to the attention of the Governors at that time the child will not be given priority in the allocation of places.

6.3.2 For the purpose of admissions we define a sibling as:

- a brother or sister sharing the same parents
- a half brother or sister, where two share one common parent
- a step brother or sister, where two children are related by parents' marriage or partnership. The partners must have co-habited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of two years
- An adopted or fostered child

A sibling must be living at the same address as the applicant when the application is made.

6.3.3 The sibling rule will NOT apply to any new applicant who has a sibling already at Haydon School UNLESS the sibling has been a registered student at the School for a minimum period of 6 calendar months from the date of their admission.

6.3.4 The sibling rule will NOT apply to any applicant who has a brother or sister admitted to the school if the sibling was admitted under exceptional circumstances arising from local agreements to comply with the statutory obligations of the LA referred to in 4.3 above, unless the sibling would also have been admitted under one of the other admissions criteria.

6.3.5 Parents are required to provide on the application form sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists.

#### **6.4 Children Living Nearest to the School - Criterion 4.5.iv above**

- 6.4.1 The Governors will offer places to children under this criterion only after they have offered places to children who qualify on sibling grounds. Haydon does not have a predetermined catchment area for the admission of students under this criterion. Each year, after places have been allocated to children on sibling grounds; the distance from the School to the homes of the other applicants is measured. Places are then offered to children living closest to the School up to the total entry.
- 6.4.2 The home address for this criterion will be deemed to be the child's permanent address as shown on the Council Tax bill or utility bill.
- 6.4.3 Distance from the school is measured in a straight line (i.e. as the crow flies). The points taken will be from the address point as set by the Ordnance Survey of the residence to the centre of the school (as determined by the Governing Body); the distances are calculated by the LA for Year 6, also 'In Year' admissions with the points as set above.**
- 6.4.4 Where applications are measured equidistant from home to school there will be a tie-breaker. The oldest child will have priority in this instance.
- 6.4.5 For twins, triplets and other multiple births there will be no tie-breaker and all the children will be allocated a place at the school.

#### **7. How to Apply for a Place - Children Starting Secondary School for the First Time**

- 7.1 This section of the Admissions Policy describes how to apply for a place for a child who is starting secondary school for the first time (i.e. a child who is transferring from primary to secondary school and is seeking admission to the School for the start of Year 7).
- 7.2 The procedure to admit a child who is starting secondary school for the first time is administered centrally by the LA.
- 7.3 If your child attends a primary school in the LA a single Secondary School application form and the booklet '*Starting Secondary School*' will be provided by your child's primary school in September when they are in Year 6.
- 7.4 If your child does not attend a primary school in the LA the single Secondary School application form and the booklet '*Starting Secondary School*' is available from the Admissions Team at the London Borough of Hillingdon (01895 556644). It can also be downloaded from their website. Applications outside of the LA must be made through the parents' 'home LA' ie: where they pay their Council Tax.
- 7.5 Applicants must complete the Secondary School application form provided by the LA or 'home LA' to apply for a place, providing the information required to choose a school place.
- 7.6 The completed application form must be returned to your child's primary school (if in Hillingdon) Admissions Team, Civic Centre, Uxbridge, UB8 IUW or to the Admissions Team of their 'home LA'. The application form **must not** be returned to Haydon School.
- 7.7 The completed Secondary School application form must be returned by the time of the published closing date. Children for whom applications are received after this date will not be offered a place in the first instance (if the school is over-subscribed) but will be placed on the waiting list and be subject to its procedures.
- 7.8 The Secondary School application form gives parents the right to apply for a place for their child in up to 6 schools of their choice and parents are asked to list these schools in order of preference. Each school stated as a preference is treated equally (ie: individual schools are not informed of the order of preference each secondary school will consider the application as a first preference).

- 7.9 Applicants must provide the additional supporting evidence and documentation required by the school. This **must** be sent to the **school address** by **12.00 noon** on the published closing date for applications:

The Admissions Officer at Haydon School,  
Wiltshire Lane, Eastcote, Pinner, Middlesex, HA5 2LX  
Please mark the envelope: Admissions

**The supporting evidence and documentation must be returned to the School and must not be returned to the LA.**

- 7.10 The LA will pass application information for admission to the School via the SAS website, Haydon will rank places in accordance with the admissions criteria. The School will inform the LA (via the SAS programme) of the allocation of places. The LA will inform parents of the outcome of their application on the published date.

### **8. Offer of Places - Children Starting Secondary School for the First Time**

- 8.1 A letter informing applicants of the result of the application will be posted from the Admissions Team at the London Borough of Hillingdon on the published date.
- 8.2 The Governors reserve the right to withdraw an offer of admission made in error, however caused.

### **9. Acceptance of Places - Children Starting Secondary School for the First Time**

- 9.1 If a place is offered and the applicant intends to accept it she/he must fill in the acceptance form enclosed with the offer of admission and return it to the **Admissions Team at London Borough of Hillingdon by 12.00 Noon on the published Acceptance Date:**

**The Acceptance Form must be returned to the Local Authority and must not be returned to the school.**

- 9.2 The Governors require that the applicant indicates acceptance of the place offered by completing the acceptance form they will not consent to any other form of written acceptance or an oral acceptance however communicated.
- 9.3 Failure to return the completed acceptance form by the time specified will result in the offer of admission being withdrawn and the place vacated will be offered to the next child on the waiting list. The applicant will receive written confirmation of such a withdrawal of a place.
- 9.4 If the applicant knows that she/he will be unable for any reason to return the acceptance form by the acceptance date she/he should contact the **Admissions Team at LA** explaining the circumstances and seeking agreement to a delay in the return of the acceptance form.
- 9.5 If upon receiving an offer of admission to Haydon School, the applicant decides not to accept the place they are asked to tick the second option on the 'Offer of Admission' and when completed, it should be returned to the Admissions Team at the LA as soon as possible after the offer of admission has been received.
- 9.6 If a place is not offered and if Haydon was a higher preference than the school offered by the LEA the child's name will be placed on a waiting list for the year group. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available the Governors will offer admission to the next child on the waiting list.
- 9.7 The child's name will remain on the waiting list until the parents ask the school in writing to remove it, or a place is offered whichever comes first. Applicants are written to on a yearly basis asking if they wish to remain on the waiting list and given a deadline to reply. If no such reply is received their name will be removed. Thereby naturally reducing the waiting list.
- 9.8 If a place is not offered the applicant has the right to lodge an appeal with the Governing Body.
- 9.9 Appeals against a decision by the Governors not to offer a place to a child will be dealt with under the appeals procedure established by the Governing Body.

- 9.10 Information about the appeals procedure, including the date by which an appeal must be lodged, will be included with the letter notifying the result of the application. Appeals will be heard within 30 school working days of the appeal being lodged.

## **10. How to apply for a Place - 'In Year' application for Years 7-11**

- 10.1 This section of the Admissions Policy describes:
- i. How to apply for a place for a child who is starting secondary school for the first time but whose application is made after the date on which the normal admissions process for a child who is transferring from primary to secondary school has ended "See Starting Secondary School booklet". Applications for admission after this date are regarded as 'late' applications and are processed on the CAF form via the LA.
  - ii. How to apply for a place at any time **other than** for a child who is starting secondary school for the first time. All other applications for a place at Haydon School (i.e. 'in year' applications for a place in Years 7- 11 are required to complete a CAF form from the LA
- 10.2 Sixth Form admissions, application forms may be obtained **ONLY** from the school and applications must be **made directly to the school**.
- 10.3 Sixth Form applicants should complete the School application form to apply for a place, providing all the information and supporting documentation required.
- 10.4 Completed application forms must be **returned to the school**, addressed to:
- The Admissions Officer  
Haydon School, Wiltshire Lane, Eastcote, Pinner, Middlesex, HA5 2LX
- 10.5 The procedure for deciding which children to admit and notifying parents of the outcome of an application will be carried out by the Governing Body Admissions Committee in accordance with the published admissions criteria and offers letters will be administered by the LA this is for 'In Year' **only**.
- 10.6 Governing Body Admissions committee in accordance with the published criteria will notify parents of the outcome for Sixth Form Offers.
- 10.7 A letter informing Sixth Form applicants of the result of the application will be posted from the school after the Admissions Committee has reached a decision.
- 10.8 The Governors reserve the right to withdraw an offer of admission made in error, however caused.
- 10.9 If a place is not offered, the child's name will be placed on a waiting list for the year group. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available the Governors will inform the LA to make an offer of admission to the next child on the waiting list.
- i. If the application is for a place in Year 7-11 the child's name will remain on the waiting list or until the parents ask the school in writing to remove it, whichever comes first.
- 10.10 If a place is not offered the applicant has the right to lodge an appeal with the Governing Body.
- 10.11 Appeals against a decision not to offer a place to a child will initially be dealt with by the Governing Body and the Headteacher.
- 10.12 Information about the appeals procedure, including the date by which an appeal must be lodged, will be included with the letter notifying the result of the application. If an appeal is not registered by that date it will be regarded as invalid.

**11. Review of the Admissions Policy**

- 11.1 The Governing Body is required to review the Admissions Policy annually.
- 11.2 Date from which this policy will apply: 1 September 2010 for casual admissions Years 7-11 and from 1 September 2010 for the admission of children starting secondary school for the first time, transferring from Year 6 into Year 7.
- 11.3 Review Date: Autumn Term 2010 (December 2010)
- 11.4 Person responsible: Governing Body Admissions Committee

Date	Issue	Status	Comments 1
Jan 2009	1	Approved	By F.G.B
23.02.10	2	Approved	By Student Committee.
16.03.10	2	Approved	By Full Governing Body