



## HAYDON SCHOOL

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# **ADMISSIONS POLICY**

**2018 - 2019**

## 1. Introduction

- 1.1 This Admissions Policy will take effect from 1 September 2018 for 'in year' admissions Years 7-11 and from 1 September 2018 for the intake of children starting secondary school for the first time, transferring from Year 6 into Year 7 on 1 September 2018.
- 1.2 Haydon School is an Academy and the admission of students is controlled by the Governing Body and the school and administered by the Local Authority (LA) for students in Year 6 entry only..
- 1.3 The procedure to be followed in applying for a place at Haydon School 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- 11 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". (Issued by LA). Brochure and application are available on-line.

### **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** (after 31 October) 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 by Haydon School.

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

- 1.6 All references to 'parents' in this Policy shall be interpreted referring to parents or legal guardians or carers.
- 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, and is receiving the child benefit, or the address registered with the child's doctor.

## 2. Information for Parents of Prospective Students

- 2.1 Full information about Haydon School will be found in the School Brochure and The Website for the LA.
- 2.2 An Open Evening will be held for parents of prospective students to visit the School in September of each year. Also two open mornings will be available before the closing date at the end of October.
- 2.3 Should a place not be offered, details of how to appeal will be available from the School after the offers are made on 1 March each year.

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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, 8 and 9 is 312 students per year and 300 for Years 10 - 11  
Governors of Academies may decide to increase the admissions number. If the number for admissions is changed, it will be published on the website and notified to the LA.

### 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 such admission which for these reasons 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 admit students (eg: a 'looked after' child in care) in compliance with local agreements to assist the LA to comply with its statutory obligations. Such admission which 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 (looked after children (LAC) and other LAC who have been adopted or made subject to a residency order or special guardianship orders following having been looked after.
- 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.
- iii Children living nearest the school, measured in a straight line from the School to their parents' permanent home (See Section 5.4.3).
- iv Recruitment and retention of staff (children of staff who have been employed at Haydon School for at least two years or those that meet a skills shortage). These students will be admitted in addition to the admission number, but limited to a maximum of five per cohort, including the Sixth Form. Applications in this category should be made in the normal way and augmented by a letter directly to the Headteacher of Haydon School. If more than five places in any one cohort are requested, admissions will be decided by a panel approved by the Governors.

### 5. Further Information relating to the Admissions Criteria

5.1.1 Verification of Information Provided

5.1.2 **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.

5.1.3 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.

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

- 5.2.1 Parents of Year 6 children who have reached the 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.

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

- 5.3.1 If parents are applying for a place for their child because they have 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.
- 5.3.2 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

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

- 5.3.3 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.

## **5.4 Children Living Nearest to the School - Criterion 4.5.iii above**

- 5.4.1 The Governors will offer places to children under this criterion only after they have offered places to children who qualify on LAC, statements or sibling grounds. Haydon School 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 published number.
- 5.4.2 The home address for this criterion will be deemed to be the child's permanent address as shown on their parents' Council Tax bill or utility bill.
- 5.4.3 **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.**
- 5.4.4 Where applications are measured equidistant from home to school there will be a tie-breaker. The oldest child will have priority in this instance.
- 5.4.5 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, if a place is available for at least one of the pupils.

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

- 6.1 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).
- 6.2 The procedure to admit a child who is starting secondary school for the first time is administered centrally by the LA in conjunction with the school.
- 6.3 If your child attends a primary school in the LA a 'Starting Secondary School' leaflet can be downloaded with the application form from the LA website (where you pay your council tax) The leaflet will detail the application process.
- 6.4 If your child does not attend a primary school in Hillingdon a Common Application Form (CAF) and the booklet 'Starting Secondary School' can be downloaded from where parents pay their council tax called their 'home LA'.
- 6.5 All applicants must complete a CAF provided by Hillingdon or their 'home LA' to apply for a place providing the necessary information required to choose a school place.
- 6.6 The completed application CAF form must be returned electronically, to Hillingdon or posted to Admissions Team, Civic Centre, Uxbridge, UB8 1UW or to the Admissions Team of their 'home LA'. The application form **must not** be returned to Haydon School.
- 6.7 The completed CAF form must be returned by the time of the published closing date. (31 October). Applications after this date will be classed by the LA as 'late applications' and a Late Application (CAF) will be required to be completed.
- 6.8 The Secondary School application form (CAF) gives parents the right to apply for a place for their child for 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).
- 6.9 The LA will pass application information for admission to the School via the school allocation system (SAS) Package, Haydon School will rank places in accordance with the admissions criteria via the SAS package. 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. (1 March in any year or the Monday following if this falls on a Saturday or Sunday).

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

- 7.1 The LA will send by first class post notification of the outcome to resident applicants who applied on a paper application form. All on-line applications will receive notification of their outcome via the E-Admissions website.
- 7.2 The Governors reserve the right to withdraw an offer of admission made in error, however caused.

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

- 8.1 The LA will request that a place is accepted or declined within two weeks of the date of any subsequent offer.

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

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- 8.2 Failure to accept your offer will result in the offer of admission being withdrawn and the place will be offered to the next child on the waiting list. The applicant will receive written confirmation of such a withdrawal of a place from the LA and Haydon School will be informed
- 8.3 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 of the child's home LA as soon as possible after the offer of admission has been received.
- 8.4 If a place is not offered and if Haydon School was a higher preference than the school offered by the LA 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, via the LA.
- 8.5 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 annually 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.
- 8.6 If a place is not offered the applicant has the right to lodge an appeal with an Independent Appeal Panel (IAP) appointed by the School.
- 8.7 Appeals against a decision by the Admissions Authority or Governing Body not to offer a place to a child will be dealt with under the appeals procedure of the Independent Appeal Panel.
- 8.8 Information about the appeals procedure, including the date by which an appeal must be lodged, can be obtained from Haydon School. Appeals will be heard within 30 school working days of the appeal being lodged by the parent.

## 9 How to apply for a Place - 'In Year' application for Years 7-11

- 9.1 This section of the Admissions Policy describes:
- i How to apply for a place at any time **other than** for a child who is transferring to secondary school. (In Year 7 – 11). These applications for a place at Haydon School (i.e. 'in year' applications for a place in Years 7- 11 are required to complete an application form direct from the school (Haydon). This can be downloaded from [www.Haydonschool.com](http://www.Haydonschool.com) and is called an "in year" application.
- 9.2 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 offer letters will be administered by Haydon School for 'In Year' applications **only**.
- 9.3 The Governors reserve the right to withdraw an offer of admission made in error, however caused.
- 9.4 If a place is not offered, the child's name will be placed on a waiting list for the relevant 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 Admissions Committee will make an offer of admission to the next child on the waiting list, a meeting at the school will be arranged and an offer made informing the LA on a monthly return.
- i If the application is for a place in Year 7-11 the child's name will remain on the waiting list until a place is offered or until the parents ask the school in writing to remove it, whichever comes first.
- 9.5 If a place is not offered the applicant has the right to lodge an appeal with the Independent Appeal Panel. (IAP)

- 9.6 Appeals against a decision not to offer a place to a child will initially be dealt with by the Governing Body and an independent panel will be formed.
- 9.7 Parents can appeal at any time, regardless of deadlines. Deadlines are only referred to so that parents can have their appeal heard by the end of term.

## **10. Review of the Admissions Policy**

- 10.1 The Governing Body is required to review the Admissions Policy annually.
- 10.2 This consultation must be for all admissions from September 2018. All other admissions prior to this date will be administered using previously determined arrangements.
- 10.3 Review Date: Autumn Term 2017 (October 2017)
- 10.4 Person responsible: Governing Body Admissions Committee

## ADMISSIONS POLICY

Date	Issue	Status	Comments 1
Jan 2009	1	Approved	By FGB
23.02.10	2	Approved	By Student Committee.
16.03.10	2	Approved	By Full Governing Body
June 2011	3	Updated	To Student Committee 16.06.11 Accepted
July 2011	3		To Full Governing Body for Approval 05.07.11 Accepted
Feb 2012	4	Updated	Approved by FGB 23.02.12
Feb 2013	5	Updated	All reference to 6 <sup>th</sup> Form Removed to new policy To Student committee 22.04.13. Due to number of changes resubmitted in final form to student committee 23.05.13 Accepted – To FGB 11.07.13 for approval – Approved
Dec 2013	6	Updated	To Student committee – via email on 09.12.13 prior to consultation. To FGB 06.02.14 after further consultation. Approved
Jan 2015	7	Updated	To FGB 06.02.15 to increase published admission number from 300 to 312 from September 2015. Approved
January 2016	8	Updated	To Student committee 12.01.16. Approved – to FGB 05.02.16. Agreed
January 2017	9	Updated	To Student committee 19.01.16 – Approved to FGB for ratification 03.02.17- Approved
February 2017	10	Updated	To Chair of Governors 27.02.17 – Approved to FGB 04.05.17 for ratification.