

ADMISSION POLICY



**Haydon School**

**ADMISSION POLICY**

**Years 7 – 11**

**September 2021**

## ADMISSION POLICY

**INTRODUCTION**

Haydon School (“the Academy”) is a secondary academy with a sixth form located in the London Borough of Hillingdon. We are also the “admission authority” for the Academy and therefore responsible for determining and implementing the admission arrangements for our Academy each year in accordance with the School Admissions Code 2014 (“the Code”) and other legislation.

This Admission Policy applies to new admission into Years 7 to 11 into the Academy. There is a separate Admission Policy for Years 12 to 13 (Sixth form).

**1. EQUALITY AND INCLUSION**

The Academy is fully inclusive and welcomes applications for the admission of children of all abilities and needs, including those with special educational needs and disabilities. The Academy fully complies with its responsibilities under the Equality Act 2010.

**2. CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN**

2.1 There are separate statutory procedures in place which govern the admission of children with an education health and care plan (“EHC plan”) has been issued by their Local Authority. This means that the parents of children who have an EHC plan, or are being assessed for an EHC plan, should not apply for admission to the Academy under this Admission Policy. If parents have a preference for a particular school, they need to make their home Local Authority aware of this so that this is taken into account by the Local Authority in deciding which school is suitable for the child’s age, ability, aptitude and special educational needs in consultation with the parents.

2.2 Where a child has an EHC plan naming the Academy as the educational provider, the child will be admitted to the Academy. Where admission is to Year 7 in September (i.e. in the normal admission round), the number of places available within the PAN for other children will be reduced.

**3. PUBLISHED ADMISSION NUMBER (“PAN”)**

The published admission number (“PAN”) for Year 7 at the Academy is 300 pupils.

**4. ALLOCATION OF PLACES**

The places will be allocated to all children whose parents have expressed a preference for the Academy in the Common Application Form.

Where more applications are received than there are places available, the available places will be allocated in the following order of priority:

**4.1. Looked After and Previously Looked After Children**

Looked after and previously looked after children will be allocated places under this category by reference to the proximity of the child’s home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

A “looked after child” is a child in public care at the date on which the application is made. A “previously looked after child” is a child who was in public care, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately after being in public care.

To be included in this category, the application must be supported by the relevant Local Authority’s Children’s Services Department. In the case of a previously looked after child, a copy of the adoption or special guardianship order must also accompany the application for admission.

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#### 4.2 Children with a Sibling at Haydon School

Children who will have a sibling at Haydon School at the date of admission will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

In all cases the sibling must be living at the child's home address (as defined by this policy) and being brought up within the same core family unit as a sibling to the applicant child. For the purpose of admissions we define a sibling as:

- a brother or sister sharing the same parents
- adopted and foster brothers or sisters
- 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.

For the avoidance of doubt, a child of a friend or extended family member (for example, a cousin) living at the same address as the applicant child will not be a "sibling" for the purpose of this policy.

In order to apply under this category, parents must ensure that full details of the sibling are stated within the Common Application Form. Failure to do so will result in the child being placed into the next category that applies.

#### 4.3. Children of Employees of Haydon School

Up to 5 children with a parent who has been employed by Haydon School for a period of at least two years at the application deadline, or who were recruited to fill a vacant post for which there was a demonstrable skill shortage, will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

In order to apply under this category, the parent who is the employee of Haydon School must complete an online school application via the eAdmissions Portal (links can be found on the Hillingdon Local Authority's website) **and** send a separate letter addressed to the School's Admissions Committee which confirms that they are an employee. Failure to provide this by the closing date for applications will result in the child being placed into the next category that applies.

#### 4.4 All Other Children

Children who do not fall into any of the categories above will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

### 5. **CHILD'S HOME ADDRESS**

- 5.1 The home address for this criterion will be deemed to be the child's permanent address as shown on their parents' Council Tax bill. It will be the address at which they live and sleep for more than 50% of their time from Monday to Friday during term time at the application deadline. If there is a genuine equal share custody arrangement between two parents, the address that will be used will be the one that is used address of the parent where the child is registered with a GP. No other address (including a business address) will be accepted.

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5.2 Where there is an issue over whether the home address stated by parents in the application for admission is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue. This may include providing details of the times that the child has spent at the stated home address in the three month period immediately preceding the application deadline.

**6. DISTANCE MEASURING**

6.1 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 and for the purposes of this policy is 'Wiltshire Lane, Top Entrance'); the distances are calculated by the LA for applicants for Year 7. 'In Year' admissions will also be measured with the points as set above.

6.2 In the case of buildings containing a number of different dwellings (i.e. an apartment block), the distance will be measured from the same point in the building regardless of where within the building the child's home address is actually located, with the tie breaker being applied as necessary.

**7. TIE BREAKER**

Where two applications cannot otherwise be separated because the distance from the child's home address (as defined by this policy) to the Academy is equal, the order in which places will be allocated will be determined by random lottery in the presence of a person who is independent of the Academy and the Local Authority.

**8. TWINS AND CHILDREN OF A MULTIPLE BIRTH**

Where a child who is a twin or a child of a multiple birth has failed to achieve a place in the usual way but their twin or at least one of their siblings of a multiple birth has achieved a place in the usual way, those children will be admitted to the Academy above the PAN for that year group, to avoid a situation where they have to attend different schools.

**9. CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS**

9.1 The Academy will accept applications for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the Academy, or the children of Crown Servants returning from overseas to live in the area of the Academy, in advance of them arriving. This effectively means that these children do not have to be living at the stated home address at the application deadline, as all other children do.

9.2 The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the child's home address for the purpose of applying this Admission Policy.

**10. APPLICATIONS FOR ADMISSION IN THE NORMAL ADMISSION ROUND**

10.1 Applications for admission to Year 7 in September (known as admission "in the normal admission round") must be made to the parent's home Local Authority by visiting the home Local Authority's website (for Hillingdon please visit <https://archive.hillingdon.gov.uk/schooladmissions> and complete the eAdmissions digital application form).

10.2 Failure to submit a formal application through your local authority (for Hillingdon, see weblink above) by the application deadline will result in the application being dealt with as a late application, which means that it will be accepted but will not be considered until all applications received on or before the application deadline have been considered, which will substantially

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reduce the chance of achieving a place.

**11. APPLICATIONS FOR ADMISSION OUTSIDE NORMAL AGE GROUP**

- 11.1 All parents (whether applying in the normal admissions round or for in-year admissions) have a right to apply for their child to be admitted to a year group above or below their child's normal year group, however it is for the admission authority for each school to decide whether to agree to this or not. Parents do not have an absolute right to decide that their child will be educated outside their normal age group.
- 11.2 In order to apply, parents must write to the Admissions Committee with any supporting documentation. Applications should be submitted as early as possible so that all options are kept open before deadlines pass, as an application for admission will also have to be made within the timescales set out in this document.
- 11.3 On receipt of a written request and any supporting documentation, the Governing Body will need to decide whether to agree or refuse the application. This decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The factors the Governing Body will consider include the following:
- The parent's views;
  - The Headteacher's views;
  - Information about the child's academic, social and emotional development;
  - Where relevant, the child's medical history and the views of their medical professionals;
  - Whether the child has previously been educated outside their normal age group;
  - Whether the child may naturally have fallen into a lower age group if not for being born prematurely.
- 11.4 Where the application is refused, the Academy will write to the parents confirming the refusal, clearly setting out their reasons for their decision. Parents do not have a statutory right of appeal against a decision to refuse an application for a child to be admitted outside their normal age group, however a complaint can be submitted under the Academy's Complaints Policy if the child's parents believe that the Governing Body did not deal with the application properly.
- 11.5 Where the application is agreed in principle, the Academy will write to the parents confirming the agreement in principle. Parents should note that an agreement in principle is not the same as an offer of a place in the desired year group - it is simply an indication that the Governing Body will accept an application for admission of the child to the desired year group. Once an application for admission to the desired year group has subsequently been submitted, it will be processed with all other applications for that year group, applying the oversubscription criteria set out in this policy where that year group oversubscribed. The application for admission must be accompanied by the letter confirming the Governing Body's agreement in principle.
- 11.6 For the avoidance of doubt, this means that even where the Governing Body has agreed in principle to a child being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved for the child.

**12. ADMISSION TIMETABLE**

- 12.1 The deadline for applications for admission to Year 7 in the normal admission round is **31**

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**October 2020.** Late applications will be accepted but will not be considered until after all of the applications received on or before the application deadline have been processed, substantially reducing the chance of achieving a place.

12.2 National Offer Day for places in Year 7 in the normal admission round is **1 March or the next working day**. On that date, parents will be notified whether their application for admission has been successful or not. Where an application is unsuccessful, the reason for this will be confirmed in the notification letter.

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

### 13. IN YEAR ADMISSION

13.1 Parents who wish to apply for an 'in year' place at Haydon School in Years 7-11 are required to complete a digital In-Year Admission application form which can be found on our school website. (<https://www.haydonschool.com>) .

13.2 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.

### 14. ADMISSION APPEALS

14.1 Parents have a statutory right of appeal against the refusal of a place which will be heard before an independent panel (whether during the normal admissions round or for in-year applications). Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be confirmed in the notification letter sent to parents on National Offer Day.

14.2 A request for an admission appeal must be accompanied by the grounds for making the appeal (i.e. why it is believed that this Admission Policy does not comply with the School Admissions Code 2014 or other legislation, or was not correctly applied in relation to the application for admission). Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification letter.

14.3 The Academy is required to publish an admission appeal timetable on its website on or before 28 February before National Offer Day.

### 15. WAITING LISTS

15.1 The names of all children who are unsuccessful in achieving a place in Year 7 in the normal admissions round will be automatically added to the waiting list for Year 7 until a place is offered or until the parents ask the school in writing to remove it, whichever comes first.

15.2 Where an application for in-year admission or admission to a year group other than Year 7 is unsuccessful, parents will be asked if they would like their child's name to be added to a waiting list for that year group and, if so, for how long. Waiting lists are not routinely kept for other year groups unless parents specifically ask for their child's name to be included on one.

15.3 The child's position on a waiting list will be ranked solely in accordance with the order of priority set out in this policy, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down the waiting list, as the

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names of other children are added or removed.

**16. WITHDRAWING A PLACE**

Parents are asked to have regard to paragraphs 2.12 and 2.13 of the Admissions Code which lists the circumstances when an offer of a place may be withdrawn. This includes where an offer was obtained through a fraudulent or intentionally misleading application.

**17. ADMISSION PROSPECTUS**

In addition to this Admission Policy, the Academy has an Admission Prospectus which is available for viewing or downloading on the Academy's website or available in hard copy from the Academy's office.

**18. FAIR ACCESS**

Haydon School is committed to taking a fair and reasonable proportion of children who are vulnerable and/or hard to place, as identified in the locally agreed Fair Access Protocol in accordance with the Admissions Code.

**19. FURTHER INFORMATION**

For further information about admission to the Academy, please contact the Academy's Admission Officer:

Name: Joanne Hardy  
 Email Address: jhardy2.312@lgflmail.org  
 Contact Telephone Number: 020 8429 0005

**History**

Date	Issue	Status	Comments
24/02/2021	13	Approved	Changes made to document: <ul style="list-style-type: none"> <li>• References to an Academy Trust removed</li> <li>• Academic Year dates changed</li> <li>• References to 'CAF' form removed and references to the new eAdmissions process added</li> <li>• Admissions Officer Name and contact info updated</li> </ul>