

Admissions Policy and Arrangements for 2019-20

Reach Academy Feltham

General

1. This document sets out the admissions arrangements for Reach Academy Feltham.
2. Reach Academy Feltham is an all-through, publicly funded, co-educational, independent, non-denominational, non-selective Academy for local children with an admission number of 60 students per cohort.
3. Responsibility for the admission of students rests with the Governing Body. All applications for places at the Academy will be considered in accordance with the Admissions Code and with the academy-specific criteria set out below.
4. The academy has a Published Admission Number (PAN) for the following year groups:
 - a. Nursery: 52 full-time equivalent places (Places in the nursery school may be full time or organised on a part-time basis (mornings and afternoons). Details will be provided on the academy website and may vary from time to time). Sufficient notice of arrangements will be given prior to annual application.
 - b. Primary (Reception): 60
 - c. Secondary (Year 7): 60
5. **Nursery**
 - a. The nursery will adopt the same admissions arrangements as the rest of the academy, with the exception that no appeal will be allowed against the refusal of a place.
 - b. It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the academy for which a separate application will have to be made in accordance with the LA's co-ordinated admissions arrangements.
 - c. Oversubscription – If the nursery is oversubscribed, priority will be given to children with Statements of Special Educational Needs or Education and Health Care Plans where the school is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the academy as a whole (as described below).
 - d. Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy's oversubscription criteria (see below).

6. Primary

- a. The Primary section of the school has an agreed PAN of 60 pupils. Information about deferred entry is included below.
- b. Where the primary school is oversubscribed, the criteria for admission are as set out below.

7. Secondary

- a. The academy has an agreed PAN of 60 pupils in Year 7.
 - b. Pupils in the primary section will transfer automatically to the secondary school after completing Year 6.
 - c. This means that the opportunity to gain admission if a child does not already attend the primary school will, in reality, be restricted in respect of external applicants (those children not currently attending the primary school). External applications will be placed on a waiting list, and places offered if and only when vacancies arise and in accordance with the oversubscription criteria below.
8. In order to ensure that we have a cohort that is representative of pupils from the local community, Reach Academy Feltham allocates a proportion of places to pupils eligible for the pupil premium at the time of their application to the school. The proportion is based on the mean for pupils eligible for Free School Meals in maintained schools within one mile of the school and is currently 27%.
 9. All applications for places at the school will be considered in accordance with the arrangement set out below.
 10. Admission to Reception at Reach Academy Feltham is made on the understanding that Reach Academy Feltham is an all-through school and children will automatically transfer to the secondary part of the school in Year 7. Parents of pupils in the school in Year 6 do not have to complete the Common Application Form and will transfer automatically into Year 7.
 11. Children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) that names a 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 an EHCP that has named the school.
 12. The Child's home address provided on your application must be the one at which your child is permanently living and must be the address where your family normally lives at the time of application. Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. The Local Authority will carry out address verifications against Local Authority records for all applications made by residents of the London Borough of Hounslow. Where they are not satisfied as to the validity of an address further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information. Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application

submitted will be processed as late. Possible future addresses will not be accepted 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. If you own a property which has previously been used as your home address and you are living at and apply from a different address, we will assume that the second address is temporary. Therefore we will use the address of the property which you own as the address for school admissions purposes. Alternative addresses, including a relative's or childminder's, will not be accepted. If you retain ownership or tenancy of a property and you rent an alternative property or live with friends or relatives temporarily and use this address in order to gain a school place, this will be considered to be a temporary address and will not be used for school admissions purposes. Any parent who has more than one property must only refer to the property in which the child actually lives. Where a child lives with parents with shared 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. 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 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. Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or there the documentation is not satisfactory, the address of the parent who is in receipt of child benefit or the parent who has parental responsibility will be used. There are no exceptions to this rule. The child's home address should be the one at which the child normally resides at the time of application. Where a child lives with parents with shared 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. 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 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.

13. Application from overseas will only be accepted for children of families of UK Service Personnel and Crown servants. Families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. An official letter from MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admissions process. Children of Service personnel will not be disadvantaged in the admissions process. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.
14. 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.

15. Applications to Reach Academy Feltham should be made on the Common Application form. Applicants may also complete the Supplementary Information Form and submit it to school (for more information, see 16b. below).

Oversubscription criteria

16. In the event that the Reach Academy Feltham receives more applications than there are places and after the admission of pupils with Statements of Special Educational Needs or Education Health Care Plans where the school is named, the following over-subscription criteria will be applied.

- a. **Looked after or previously looked after children.** A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:
- i. Were adopted under Section 46 of the Adoption and Children Act 2002
 - ii. Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;
 - iii. Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)
- You must complete the appropriate section on the Common Application Form (CAF) 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. Please note that adopted children must be looked after by an English or Welsh Local Authority.
- b. **Children eligible for the Early Years Pupil Premium at the time of application to the school and attending Reach Academy Feltham Nursery**
- c. **Exceptional Social/Medical Need.** 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. Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or 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 your 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 the 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.

- d. **Siblings: Applicants who will have a sibling attending the school at the time of admission.** Applicants who will have a sibling including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the school (not including the Nursery) in September 2019. 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 2019. You must complete the sibling details in the appropriate section on the Common Application Form (CAF).
 - e. **Up to 16 places to be allocated to children eligible for the Pupil Premium at the time of application to the school.** If you wish to be considered under this criterion, please complete the school's supplementary information form. This can be obtained from the school office or downloaded from the school website and should be returned to the school by the closing date. Priority will be given to those eligible for Pupil Premium who live in the Reach Academy Feltham Admission Area. If we do not fulfill 16 places from within our admissions area who are pupil premium the next priority will be given to any other children eligible for pupil premium. Where there are more applications that meet this criterion than the 16 places allocated, places will be allocated by the use of an electronic ballot system, which will be independently monitored.
 - f. **Up to two places to be allocated to children of staff at the school in either or both of the following circumstances:** a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Where there are more applications that meet this criterion than the two places allocated, places will be allocated by the use of an electronic ballot system, which will be independently monitored.
 - g. **Families who live in the Reach Academy Feltham Admission Area.** Priority will be given to children living in the area identified by the school (those with a home address postcode beginning TW14 and TW13). Where there are more applications than meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently monitored.
 - h. **Any other children.** Where there are more applications than meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently monitored.
17. In the event that any applicants have equal rights to a place under any of the criteria above, places will be allocated using an electronic random allocation system, which will be independently operated.

Appeal procedure

18. Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. Appeals will be heard in accordance with appropriate legislation. An Independent Appeals Panel appointed by the Academy will adjudicate on all appeals for places at Reach Academy Feltham. Any parent wishing to appeal should contact Catherine Tobin (Admissions Officer) at admissions@reachacademy.org.uk or 020 8893 1099 to obtain an appeal pack. There will be no other appeal to the Governors for a place at Reach Academy Feltham.

Waiting List

19. The school operates a waiting list for each year group, and the list is zero numbered. Whenever a place becomes available oversubscription criteria outlined above will be applied to all applications on the waiting list, if necessary. The waiting list will remain open for the academic year following the start of the autumn term and is held by the Local Authority. Names will be removed from the list at the end of the academic year and applicants wishing to remain on the waiting list should contact the Local Authority stating their wish.

In-Year Admissions

20. Pupils may apply at any time to join the school in-year. Applicants must complete the In-Year Transfer Form available from the Local Authority and must be submitted to the Local Authority. They may also submit the supplementary information form if they think that they are eligible for the Pupil Premium. If a place is available the child will be admitted. If a place is not available the applicant will be placed on a zero numbered waiting list, which will be maintained by the Local Authority until a place becomes available. Applications are considered in accordance with the criteria outlined above. When a space arises in-year the school will allocate the place in accordance with these criteria. The Local Authority will inform the family and arrange a meeting.

Twins, Triplets and Multiple Births

21. 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, the Governing Body 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.

Reception Year Deferred Entry and part-time admission (Children below compulsory school age)

22. Parents/carers of a reception age child can either arrange for their child to attend part-time until they reach compulsory school age or defer the date their child is admitted to school until later on in the Reception year. The latest the child can start school will be at the beginning of the summer term 2020. Applications must be submitted as normal and once a place has been allocated parents/carers need to discuss deferred entry or part time attendance with the Head Teacher.
23. Children are educated in school with others of their age group. However, parents/carers may request that their child is admitted outside their normal age group. In addition parents/carers may choose not to send that child to school until the September following their fifth birthday.

24. Parents/carers must make it clear that they are applying for a place for their child outside the normal age group. Any request needs to be put in writing to the School outlining the reasons with supporting documentation from a professional for consideration. The School will decide whether or not the individual child's circumstances make this appropriate on educationally grounds. Such requests will only be agreed in exceptional circumstances. The request must be made in the normal year of entry and this must be submitted at the same time as the application.
25. If it is agreed that the child can delay entry then the parent/carers would have to make an application for the following September and this would be considered along with all the applicants for admission in that year. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year.
26. Applications are invited for September 2019 from families whose child attains 4 years of age between 01/09/2018 and 31/08/2019. Applicants may defer entry to school until 'compulsory school age' i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then deferment is requested. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond compulsory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer beyond the start of the Summer Term, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are unlikely to obtain a place. Parents of Summer-born children choosing not to send their child to school until following their fifth birthday may request that they are admitted outside their normal age group, to Reception not Year 1. Parents should contact the Admissions Authority (the school), as set out below.
27. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents choosing part-time or deferred entry must contact the school they have been allocated or hope to be allocated. Those wishing to delay entry to the reception year should contact the School Admissions Team.

Children educated outside their chronological age group

28. It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.
29. Department for Education guidance states that: 'The government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate and that they should only be educated out of their normal age group in very limited circumstances'. Request should be made in writing to the school and will be considered on their own merits.

Review and Monitoring

30. This policy will be monitored throughout the year and a review will take place following the completion of each admissions process. The policy will be reviewed annually by a committee of the Governing Body and updated as necessary.