

Year 7 Admissions and Secondary In-Year Admissions – Proposed Arrangements for 2018-19



Admission to Reach Academy Feltham

1. 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.
2. 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.
3. Reach Academy Feltham will admit 60 full time pupils into Year 7 in September 2018.
4. 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 number of pupils eligible for Free School Meals in local maintained schools and is currently set at 27%.
5. All applications for places at the school will be considered in accordance with the arrangement set out below.
6. 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 a statement that has named the school. The admission of pupils with a Statement of Special Educational Needs or an Education Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home council. Details of this separate procedure is set out elsewhere.
7. 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.

8. 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 the 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.'
9. 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.
10. 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 11b. below). Offers will be made on national offer day, TBA

Oversubscription criteria (Year 7)

11. 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 Plan 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. **Up to 16 places to be allocated to children eligible for the Pupil Premium at the time of application.** 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 (not the Local Authority) by the closing date. 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.
 - 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 in September 2018. 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 2018. You must complete the sibling details in the appropriate section on the Common Application Form (CAF).
 - e. **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.
 - f. **Families who live in the Reach Academy Feltham Admission Area.** Priority will be given to children living in the area identified by the school (as set out in Appendix A). 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.
 - g. **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.
12. 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 monitored.

Guidance - Appeal procedure

13. 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 Local Authority will adjudicate on all appeals for places at Reach Academy Feltham. Any parent wishing to appeal should follow the procedure set out in the admissions brochure. There will be no other appeal to the Governors for a place at Reach Academy Feltham.

Admission of Children Outside their Normal Age Group

14. Applicants may choose to seek places outside of their child's chronological year 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 educational grounds. Such requests will only be agreed in exceptional circumstances.

Waiting List

15. 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 on the 30th July and applicants wishing to remain on the waiting list should contact the Local Authority stating their wish.

In-Year Admissions

16. 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 the school will arrange a meeting.



Twins, Triplets and Multiple Births

17. 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 admissions number.

Review and Monitoring

18. 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.
19. **Appendix A – List of roads that constitute the Reach Academy Feltham Admissions Area**

http://www.hounslow.gov.uk/feltham_hanworth_priority_admission_area_apr16.pdf