

# Admissions Policy and Arrangements for 2020-21

## 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: 37 full-time equivalent places for three year olds (Places in the nursery school may be full time or organised on a part-time basis (mornings and afternoons), and four full-time equivalent places for two year olds. 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. Having a sibling in Nursery is not recognised as part of the sibling oversubscription criteria.
  - 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 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.
  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 a statement that has named the school.
  12. **Home Address:** The child's home address provided on the application must be the child's **current permanent place of residence**. We will not accept possible future addresses as a basis for allocating school places. If a family moves after submitting an application the School Admissions Team must be informed within two weeks of the move so that the application is considered using the correct address for school admission purposes. 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. We will carry out address verifications against Local Authority records for all applications made by residents of the London Borough of Hounslow. Where we are not satisfied as to the validity of an address or we consider this be an address of convenience, 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.

13. **Address of Convenience:** An address of convenience is considered to be an address named on a school admissions application which is not the child's habitual residence and which increases the priority that the child will receive for admission to their preferred schools. A child's habitual residence is considered to be the place where the child permanently resides and where the family normally lives at the time of application. It is for the admission authority to determine if, on the balance of probability, the address given on an application is the child's habitual residence. Some examples of the use of an address of convenience include but are not limited to the following:

- An applicant applies from an address where the child does not ordinarily reside. This includes a business address, a childminder's address or any other address including that of a family member or friend.
- A family purchases a new property or rents accommodation and uses this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- A family owns a property which is or has previously been used as their home address and apply from another address in order to gain a school place, but still retains ownership of the initial property
- A family moves to live with someone else, often a relative/friend/partner, and uses this address in order to gain a school place whilst continuing to own or rent an alternative property.

We will not generally consider an address to be the child's habitual residence if the applicant owns or rents an alternative property that the child previously lived in. Where an applicant still owns or rents an address at which their child previously lived, they must explain and evidence the permanence of their house move. Renting out an owned property or putting it up for sale would not normally deem it unavailable to the family. A property would normally only be deemed unavailable to the family from the date it is sold but this would not alter the outcome of an application for a school place where the decision has already been made. After consideration of the information provided, if we believe that an address of convenience has been used, the Local Authority will decide which address to use for the purpose of allocating a school place.

Applicants may need to provide us with documentary evidence of their address. If they are not registered to pay council tax, either because they are not liable or have recently moved, they will be asked to provide:

- A mortgage statement/tenancy agreement **and two of the following:**
- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)

- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show **the full name and match the details provided at the time of application**. Any supporting information not in English language must be accompanied by a certified translation. If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

14. **Shared or Joint Residence:** 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 the School Admissions Team is not satisfied with this documentation, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP). A copy of the latest benefit entitlement notice or the child's medical card will be requested. We may also ask for further evidence if required.
15. 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.
16. 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.
17. 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

18. 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.** All Hounslow schools have experience of dealing with children with different social and medical needs. 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. Medical applications are considered on a case by case basis, the intention of the criteria is that it should normally only be applied to children who need to attend their nearest school. The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application. The application must be supported by compelling written evidence from a suitable professional such as a 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 the 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 a particular 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 2018. 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 who live in the Reach Academy Feltham Admission Area (Appendix A).** 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. 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 operated.
  - 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 (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 operated.
  - 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 operated.
19. 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

20. 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 follow the procedure set out in the admissions brochure and send their appeals to Reach Academy Feltham. There will be no other appeal to the Governors for a place at Reach Academy Feltham.

## Waiting List

21. 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

22. 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

23. 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)

24. **Summer born – delayed admission:** Parents of summer born children (born between 1 April and 31 August), may **request** not to send them to school until the September following their fifth birthday and may **request** that they are admitted outside of their normal age group – to reception rather than year 1. The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded using the document type – out of cohort. If the request is not made at the same time as the online application, we may not be able to consider this at a later date. The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;
  - a. the parents' views
  - b. recent information about the child's academic, social and emotional development
  - c. recent medical history and the views of a medical professional
  - d. whether they have previously been educated out of their normal age group

- e. whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and
- f. the potential impact on the child of being admitted to year one without first having completed the reception year.

The views of the head teacher will be an important part of this consideration. We will also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- g. whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- h. whether the child's physical maturity places them in a position of being developmentally different from their peer group
- i. whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

25. The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

26. Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in their preferred age group.

27. **Deferred Admission:** parents may also request to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission. The table below shows the options available

Children with their fifth birthday between : 1 September and 31 December (autumn born)	Compulsory school age from the following January: A school place will be available from the September but can be deferred until <b>January</b> – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between: 1 January and 31 March (spring born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until <b>January or April</b> –the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between 1 April and 31 August (summer born)	Compulsory school age from the following September (which is then <b>year 1 not reception</b> ): A school place will be available from the



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September before this but can be deferred until **January or April** — the school place will be held once parents have agreed this with the school.

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The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

28. **Part-time admission:** Reception class places are allocated as full time from the September after the child's fourth birthday. However, parents may choose to consider part time admission. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school.

### Children educated outside their chronological age group

29. 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.
30. 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

31. 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.

## 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](http://www.hounslow.gov.uk/feltham_hanworth_priority_admission_area_apr16.pdf)