



## **Oak Hill Academy West London Admissions Policy**

The following information is for admissions for the academic year 2022/23

### **THE ADMISSIONS OF PUPILS TO THE OAK HILL ACADEMY WEST LONDON**

This policy sets out the admission arrangements for Oak Hill Academy West London. The Academy will comply with all relevant provisions of the statutory codes (the School Admission Code and the School Admissions Appeals Code) as they apply at any given time to a maintained school and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Trust Board of the Academy. In particular, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA; including any local Fair Access Protocols that are in place.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

The admission arrangements for the Academy for the year 2022/23 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a. The Academy has an agreed admission number of 120 pupils. The Academy will accordingly admit (at least) 120 pupils in the relevant age group each year if sufficient applications are received;
- b. The Academy may set a higher admission number than its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult. Pupils will not be admitted above the Published Admission Number unless exceptional, extraordinary circumstances apply are agreed and such circumstances shall be reported to the Managing Director, Aspirations Academies Trust.

### **Admission Arrangements**

The Academy has agreed to admit 120 pupils to Years 3, 4, 5 and Year 6 from 2022/23. The Academy may admit over this number if the 121st child is a twin or from a multiple birth, is a looked after child (LAC) or of armed services personnel. These arrangements and the admission policy (below) are reviewed annually.

Applying to the Academy should be done via the Local Authority in which the child lives. The online application process for Hounslow can be found at [www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions)

### **SEN**

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.

## Applications from Abroad

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code \* see Members of UK Armed Forces and Crown Servants.

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September.) Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

Whilst your child is resident abroad, the link address will not be used for allocation of a school place. This will be updated once your child returns to the UK. If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer made.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

## Oversubscription Criteria

When there are more applications than there are places available after the admission of pupils with statements of Special Educational Needs where the Academy is named on the statement, the following criteria will be applied to determine those children that will be offered places. The criteria are listed in priority order:

1. **Looked after children** (Note 1) and children who were looked after, but ceased to be so because they were adopted (Note 2) or became subject to a residence order (Note 3) or special guardianship order (Note 4). Please note that adopted children must be looked after by an English or Welsh Local Authority (Note 5).
2. Children with a **sibling** attending the school in the academic year of admission (Notes 6, 7 & 8).
3. Children of teaching **staff** (Note 9) employed by Oak Hill Academy West London. Where:
  - *the member of teaching staff has been employed at the school for two or more years at the time which the application for admission to the school is made; or*
  - *children of newly appointed staff, filling a post with a 'demonstrable skills shortage' (School Admissions Code 2012)*
4. Children for whom this is the nearest school measured by the shortest **distance** from the home address (Notes 10 & 11).

## Notes:

1. 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:
  2. Were adopted under Section 46 of the Adoption and Children Act 2002.
  3. Became subject to a child arrangements order under Section 9 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 arrangements order, which settles the arrangements to be made as to the person with whom a child is to live.
  4. 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).
5. The appropriate section on the Common Application Form (CAF) must be completed and a letter and/or documentary evidence from the child's social worker or other relevant professional must be provided. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.
6. In all categories, priority will be given to those who have a brother or sister attending the Academy at the time of admission not application.

The definition of a brother or sister is:

- A brother or sister sharing the same parents
  - Half-brother or half-sister, where two children share one common parent
  - Step-brother or step-sister, where two children are related by a parent's marriage
  - Adopted or foster children
7. In order to meet the sibling criterion, your child's sibling must be attending the school at the time for application and be expected to still be attending at the time of admission in September. You must complete the sibling details in the appropriate section on the Common Application Form (CAF). We reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.
  8. 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 Academy will offer both twins, all triplets or children of multiple birth a place if this means going over the published admission's number.
  9. Under the oversubscription criteria in the word staff will mean: All staff who have been continuously employed by the school for a period of at least 2 years for the purpose or working in the school as follows:
    - All full time teaching staff
    - All part time teaching staff with a 45% and above teaching timetable

The 2 year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children or staff will no longer be eligible for priority admission under this criterion.

The definition does not include peripatetic staff.

10. In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road, the LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where blocks of flats are treated as one address, priority will normally be given to the lowest flat number. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

The walking route is established using an algorithm within the software used by the LA. This software is called Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Servelec Education Ltd ([www.servelec.co.uk](http://www.servelec.co.uk)).

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system

11. Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one used at which the child resides for the majority of the time during school terms, as confirmed by written evidence from both parents/guardians.

***Tie Break: if there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated by drawing lots in the presence of an independent witness.***

### **Proof of Home Address**

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses 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.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week \* see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas \* see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you 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.

### **Shared or joint residency**

Where a child lives with parents with shared parental 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. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

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 no joint declaration is received and the residence is split equally by the closing date for applications, 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.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

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. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

### **Fraudulent Information**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place. An offer of a place can be withdrawn even after the child has started school.

### **Continued Interest List**

A waiting list will be held by the Local Authority.

The waiting lists will include those who have moved to the area and were unable to make an 'on time' application. The waiting list will be held in the order of oversubscription criteria, not in order of when an application is reviewed. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until 31<sup>st</sup> August 2022. Any parent/carer wishing for their child to remain on the waiting list until 31<sup>st</sup> December 2022, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.

### **Pupils with Disabilities**

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Disability Discrimination Act (amended). Oak Hill Academy West London will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

## Late Applications

Applications received after the closing date will only be considered as on time if received by 9<sup>th</sup> February 2022. This is only subject under the following circumstances and upon receipt of suitable supporting evidence.

- The family moved into the Local Authority after the closing date

OR

- The family was unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form

Any late application (that has not been judged to be on time) will be considered after the national offer day. If a place cannot be offered, the child's name can be added to the waiting list. The waiting list will be in operation until 31<sup>st</sup> August 2022. Any parent/carer wishing for their child to remain on the waiting list until 31<sup>st</sup> December 2022, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.

Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list. This means that a child's position on any waiting list can move down as well as up.

## Independent Admissions Appeal Committee

Unsuccessful applicants may appeal for a place in the Academy. Parents wishing to appeal should write to the Academy to request appeal papers. The letter should be addressed to the Principal, Oak Hill Academy, Ashford Road, Feltham, Middlesex TW13 4QP. Appeals will be heard by a panel which is independent of the Academy and the Governors.

## In Year Admissions

The admissions process for Years 3-6 will be managed by Hounslow Local Authority on behalf of the Governing Body/Academy. All in year applications for a school place must be made to the Local Authority on their online in-year application form. The Local Authority will allocate places in accordance with the school's published admission criteria. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria and placed on the waiting list to be maintained by the Local Authority. When a space arises in-year the Local Authority will contact the applicant at the top of the waiting list and allocate the school place. The Local Authority will inform the school of the allocation who will also contact the applicant.

## Fair Access (including Children Moving into the Area)

Oak Hill Academy West London adheres to HDC guidelines set out in the 'In-Year Fair access Protocol'.

Children with a history of challenging behaviour and those deemed vulnerable are placed in school using the Fair Access Protocol. This ensures they are offered an appropriate education placement as quickly as possible.

The Fair Access Panel consists of representatives from Hounslow schools, the local authority and other agencies. The panel considers all information available and the child's circumstances to make an informed decision as to what school would best meet the child's needs.

## Admission of Children Outside of their Normal Year Group

The Aspirations Academies Trust as a general rule does not recommend the admission of children outside of their normal year group. However, the decision to admit a child outside of their normal year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development, where relevant, their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Principal of the Academy will discuss the issue with either the CEO or Managing Director before making a decision. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

## ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

### Consultation

Paragraph 1.43 and 1.46 of the School Admissions Code confirms the timescale for the consultation and determination of your School admission arrangements are as follows:

Admission authorities must consult when admission arrangements are changed or if they have not been consulted on within the last 7 years. The last consultation was in January 2017.

The consultation period is minimum of 6 weeks and should take place between 1<sup>st</sup> October and 31<sup>st</sup> January for the following year's September intake. For example, a consultation in January 2021 would be for the September 2023 policy.

The Academy will consult by 31<sup>st</sup> January.

- a) Parents of children between the ages of two and eighteen
- b) Other persons in the relevant area who in the opinion of the Academy have an interest in the proposed admissions;
- c) All other admission authorities for primary and secondary schools located within the relevant area;
- d) Any adjoining neighbouring local authorities where the admission authority is the local authority

For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies above inviting comment.

### Representations About Admission Arrangements

Where any of those that were consulted, or that should have been consulted, make representations to the Academy about its admissions arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Schools Adjudicator by 30<sup>th</sup> June. The Schools Adjudicator will consider the representation and in doing so will consult the Academy. The Academy will provide all the information that the local authority needs to compile the composite prospectus no later than 8<sup>th</sup> August, unless agreed otherwise.



Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admission Number.

### **Determination and Publication of Admission Arrangements**

Oak Hill Academy West London will determine its admission arrangements by 28<sup>th</sup> February every year, even if they have not changed from previous years.

Oak Hill Academy West London will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy website for the whole offer year (the academic year in which offers for places are made). The Academy will also send a copy of the full, determined arrangements to the Local Authority as soon as possible before 15<sup>th</sup> March.

### **Proposed Changes to Admission Arrangements by the Academy After Arrangements Have Been Published**

Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 16 above of the proposed variation and must then apply to the Schools Adjudicator setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes
- c) any comments or objections from those entitled to object

Records of applications and admissions shall be kept by the Academy for a minimum period of one year and shall be open for inspection by the Secretary of State.

END OF POLICY