

Admissions Policy

Approved by:	Full Governing Body
Approved on:	
Signed by:	
Review date:	
Responsibility for review:	Headteacher/Chair of Governors

Any reference to The Harefield Academy in this policy also includes the boarding provision offered at Lord Adonis House. By default all nomenclature covers the day school and boarding provision.

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1. Introduction

The Academy Trust will comply with the requirements of the Funding Agreement and the School Admissions Code.

1.1 Full information outlining the aims and aspirations of The Academy can be found on the schools website <http://www.theharefieldacademy.org/>.

1.2 Section 86 of the 1998 Act requires Local Authorities to make arrangements to enable parents to express a preference for the school where they would like their child to be educated, and to give reasons for that preference.

1.3 It is the legal duty of The Harefield Academy, except in some specified circumstances, to comply with the parents' declared preference, and the admission committee would have regard to the reason the parents give for preferring The Harefield Academy, though this may not necessarily lead to an allocation of a space.

2. Procedures

2.1 The application procedures and timetable for applicants shall be that agreed locally and administered by the Local Authority. Such procedures and timetables will be published annually by the Local Authority.

2.2 The Academy approved Admissions Policy, including appeals arrangements, will be updated annually on the school website.

2.3 Acceptance of Places for Year 7 September Intake

In accordance with the coordinated Admissions Policy, on 1st March 2018 the Local Authority will make the formal offer of a place to parents or carers on behalf of the Governing Body of the School.

The onus is on parents to contact the Local Authority by the advised deadline to either accept or decline the offer of a place, using the acceptance form issued with the offer letter. This will in no way affect parents' right to appeal for a place at another school. London Borough of Hillingdon will write to all parents who have not accepted or declined an offer giving them a further 7 days. If no response is received a further letter will be sent to advise that the place has been withdrawn.

The Governors reserve the right to withdraw the offer of admission if it transpires that any information contained in the application form is false or misleading.

3. Admissions Criteria

3.1 The Harefield Academy has one main year for admissions – students are admitted into Year 7 at the age of 11 years. However, students are also admitted into Year 12 each year at the age of 16+ and a few students are admitted via In-Year applications into other year groups in The Academy but only when vacancies arise as a result of less students attending than the Published Admission Number per year group.

3.2 The Published Admission Number to The Academy is 90.

3.3 If there are fewer applicants than there are places available for Year 7 entry annually, everyone who applies will be offered a place.

3.4 Admission to Year 7:

Children who have an Education, Health and Care Plan or statement of special educational needs which names The Academy will be allocated a place at The Academy in accordance with their statutory entitlement under section 324 of the Education Act 1996.

If there are more applicants than there are places available after the admission of students with an Education, Health and Care Plan or statement of special educational needs naming The Academy, the following criteria will be considered, in order, to determine who will be offered a place:

3.4i

Children who are or were previously looked after - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. *(See appendix for definitions below of children who are or were previously looked after.)*

3.4 ii

Children with a 'boarding need' - Children with a 'boarding need', of eligible age, where The Academy has identified individual circumstances and vulnerability factors would result in a child being more effectively safeguarded by residing in Boarding.

3.4 iii

Medical or social needs of the child – Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs and or social needs. (See appendix for definition of medical or social needs of the child.)

3.4 iv

Medical reasons relevant to parent(s) – Parent(s) where there are special medical reasons for seeking a place for their child at the school. (See appendix for definition of medical reasons relevant to parent(s).)

3.4 v

Siblings - Applicants whose siblings currently attend The Academy and who will be attending The Academy on the date of admission. Parents need to declare the sibling link at time of application. The qualifying relationship is brother/sister, step brother/sister and foster children but does not include other extended family relationships or other family members who reside at the same address.

3.4 vi

Children of staff of the school – Children whose parent(s) are employed by The Academy Trust (see appendix for definition of parent);

- 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.

3.4 vii

Distance - Places are allocated to applicants who live closest to The Academy. This must be the address where parents and child normally live and they must be living there on the closing date for receipt of applications. (*See definition below of distance.*)

Tie-breaker: If more applications are received in any one criterion than there are places available the tiebreaker of distance from home to school, measured in a straight line, will be applied.

3.4 viii

Children of multiple births - In cases where there is only one place available at the school and the next child on the waiting list is one of a twin, triplet or other multiple birth group, both twins (or all the siblings in the case of other multiple births) would be admitted, even if this meant that the school would admit in excess of the admission number.

4. In-Year Applications for Admission

Applications for In-Year admission can be made directly to The Harefield Academy or in the same way as those made during the normal admissions round. Parents are required to complete a Common Application Form (CAF) from their Home LA. If a place is available and there is no waiting list then our Admissions Officer or local authority will communicate the offer of a place to the family. If there are no places available this will be conveyed to the LA who will write to the parent with this information. You may ask us for the reasons why a place cannot be offered and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. The waiting list, which is updated annually, will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the school will directly contact the parent and also advise the LA of the child who has been offered a place. The Admissions Officer will inform the parent that an offer is being made on behalf of the Governing Body.

4.1

Waiting List – The Harefield Academy will maintain a waiting list for all oversubscribed Year groups. Applications will be placed in order according to the admissions criteria set out in section 3. Parents/carers can ask for their child's name to be put on a waiting list for The Academy if The Academy was a higher preference than the school their child was offered a place at or if they submitted an on-time application and did not name The Academy.

The waiting list will give priority in accordance with the admissions criteria in section 3. Any places that become available will be filled in priority order from the waiting list or late applicants.

If a child is on the waiting list, parents resident in Hillingdon will be asked if they wish to remain on the waiting list after the September intake.

4.2

Appeals - All applicants who fail to gain a place at The Academy because of the application of the admissions criteria through over-subscription shall have full rights of appeal to the Independent Appeals Panel established in accordance with the regulations. Following an unsuccessful appeal, Governors will not consider a further appeal during the same school year unless there has been a substantial change of circumstances for the child. Appeals will be undertaken strictly in accordance with the current DFE Statutory Guidance Admissions Appeals Code.

4.3

Fair Access Protocol - As part of the coordinated admissions arrangements with the London Borough of Hillingdon, The Academy may accept hard-to-place students onto the school roll from time to time in accordance with the In-Year Fair Access agreement.

5. Admission to Year 12

All THA students may continue to study in the Sixth Form providing they meet the entry requirements of their selected courses.

5.1 An offer of a place in the Sixth Form is conditional on the following minimum criteria being met:

5.1i

Students must normally be 16 years of age on 31 August 2018. Applications for students outside that age group will be considered according to the individual circumstances of the case.

5.1ii

The Academy can provide a current available course suited to the applicant's age, ability, aptitude and educational needs.

5.1iii

The minimum entry requirements of 5 or more standard passes at GCSE (either C grades or 4s) including English Language or Literature and Mathematics need to be met. The applicant must also meet any subject specific additional entrance requirements for the subjects they have chosen to study in the Sixth Form shown in 6.1iv

5.1iv

Additional Subject Entrance Requirements Table:

Subject	Subject Specific Grade Requirement	
Chemistry, Biology and Physics A-levels	6 5	In combined Science/separate sciences being studied. In English and Maths GCSE
Maths A-level	6	In Maths GCSE
Further Maths A-level	6	In Maths GCSE
Philosophy and Ethics A-level	5 6	In English GCSE In Ethics GCSE (if taken)
English Literature A-level	5	In English Language and Literature GCSE
History A-level	5 6	In English GCSE In GCSE History
Geography A-level	5 6	In English GCSE and in Maths GCSE In GCSE Geography
Psychology A-level	5 6	In Maths GCSE In English GCSE
Business Studies A-level	6 5 6	In Maths GCSE In English GCSE In Business Studies GCSE (if taken)
Dance A-level	5	In Dance GCSE (if taken)
Sociology A-level	5	In English GCSE
French A-level	6	In GCSE French
Physical Education A-level	5 or Distinction	In GCSE PE (if taken) In BTEC Level 2 Sport (if taken)
Art/Photography A-level	5	In GCSE Art/Photography/DT
Extended Project Qualification A-level	6	In English GCSE

5.2 Admissions to Year 12 from External Applicants

The Year 12 published admission number is 40. This applies only to external applicants. If fewer than 150 THA Year 11 students choose to progress to Sixth Form we will admit additional external applicants up to a total cohort size of 190 in Year 12.

To apply, all external applicants must submit a fully completed on-line Sixth Form application form which can be accessed on The Harefield Academy website.

All application forms must be completed and returned by the date advertised. Late applications may not be considered.

All applicants must meet the same academic entry and course requirements as internal candidates.

Applicants who have a Statement of Special Educational Needs/EHC Plan who have met the entry requirements as set out above, will automatically be allocated a place.

Oversubscription Criteria for External Applicants

Where there are more applicants than places available external students will be admitted *in order* according to the following criteria:

5.2i

Children who are or were previously looked after - An applicant who is a 'looked after child' or who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. *(See appendix for definitions below of children who are or were previously looked after.)*

5.2ii

Children of members of the UK Armed forces who require a place in Boarding and qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

5.2iii

Children with a 'boarding need', of eligible age, where The Academy has identified individual circumstances and vulnerability factors would result in a child being more effectively safeguarded by residing in Boarding.

5.2iv

Siblings - Applicants whose siblings currently attend The Academy and who will be attending The Academy on the date of admission. Parents need to declare the sibling link at time of Sixth Form application. The qualifying relationship is brother/sister, step brother/sister and foster children but does not include other extended family relationships or other family members who reside at the same address.

5.2v

Children of staff of the school – Children whose parent(s) are employed by The Academy Trust at the time of admission. *(See appendix for definition of parent.)*

5.2vi

Distance - Places are allocated to applicants who live closest to The Academy. This must be the address where the applicant normally lives and they must be living there on the closing date for receipt of applications. *(See definition below of distance.)*

Tie-breaker: If more applications are received in any one criterion than there are places available the tiebreaker of distance from home to school, measured in a straight line, will be applied.

6. Boarding

The Harefield Academy has a Boarding facility to accommodate up to 48 students. **Boarding places are subject to the availability of places within the relevant and applicable year group at The Harefield Academy as applied in section 5.2.** For further information please see the Boarding information available on our website <http://www.theharefieldacademy.org/>.

An enquiry form is available from the website which should be completed in addition to the Standard Application Form if you wish to apply for a boarding place for your child. This form should be completed and returned to The Academy and once processed you will receive a response.

7. Appeals

All applicants who fail to gain a place at The Harefield Academy because of the application of the admissions criteria through over-subscription shall have full rights of appeal to the Independent Appeals Panel established in accordance with the regulations. Following an unsuccessful appeal, Governors will not consider a further appeal during the same school year unless there has been a substantial change of circumstances for the applicant. Appeals will be undertaken strictly in accordance with the current DFE Statutory Guidance Admissions Appeals Code.

Appendix

Definitions:

Distance – The home address is where a child normally lives. The distance is measured in a straight line from home to school, using a computerised mapping system based on Ordnance Survey data. The journey is measured in a straight line from the front door of the home address to the main access point for the school site. In cases where applicants live equidistant from the preferred school and places cannot be offered to both children, the available place will be allocated using a random computer selection.

Home address - This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications. Confirmation of address will be required. Where a child lives with parents with shared responsibility, each for a part of a week, then parents will be asked to determine which residential address should be used for the purpose of admission to school. Where residence is split equally between parents, if no joint declaration is received by the closing date for applications, the home address will be taken as the address of the parent who receives child benefit. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor. 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.

Children who are or were previously looked after - A 'looked after child' 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 functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. This Act applies to England and Wales, therefore a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the School Admissions Code, a child has to have been looked after immediately before they were adopted or became subject to a residence order or special guardianship order.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. This Act did not come into force fully until December 2005, so it is not possible for a child to have been adopted under that Act prior to then.

Medical or social needs of the child

The application must be supported by written evidence. The supporting evidence should set out the particular reasons why The Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school. The recommendation for this specific school should demonstrate knowledge of the school in terms of resources and organisation which deems it essential

that the named student be admitted to The Academy. The Academy can only consider entry under this criteria if the required documents have been produced.

Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend The Academy. If The Academy is not the school closest to the home of the child, the consultant must set out in detail the wholly exceptional circumstances for attending The Academy and the difficulties if the child had to attend another school. In assessing these applications advice may be sought from Hillingdon's Special Education Needs Service.

Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will only be considered where there is involvement from a social worker. The application will need to be supported with a letter from a Divisional Director from Children and Families or a person holding a similar role in another local authority. The director must set out in detail the wholly exceptional circumstances that in their view require attendance at The Academy and the difficulties if the child had to attend another school.

Parents can only make an application under this criteria (whether for medical or social need) to one school in Hillingdon.

Medical reasons relevant to parent(s) where an applicant does not fulfill the criteria as set out in section 3. Applications will only be considered for the parent(s) with whom the child lives and must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend The Academy. If The Academy is not the closest school to the home address, the consultant must set out in detail the wholly exceptional circumstances for attending The Academy and the difficulties if the child had to attend another school. In assessing these applications independent advice will be sought as appropriate (e.g. Hillingdon's Disability Service or Hillingdon's Mental Health Service).

Medical claims relevant to parent(s) will only be considered for one school and this should be named by the consultant.

Parent(s) making a medical claim solely on the grounds of the young person's need to be accompanied on the journey to school will not be allowed.

Sibling - Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special Educational Needs that names the school the other twin will be treated as having a sibling link for that academic year.

Parent – This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles, etc. unless they have all the rights, duties, powers and

responsibilities and authority, which by law a parent of a child has in relation to the child and their property.