



**HAYES
SCHOOL**

**Admissions Policy
ACADEMIC YEAR
2027 – 2028**

This policy will be reviewed annually and new admissions arrangements for the following year will be determined by the end of January.

1 Introduction

- 1.1 Hayes School (the School) is a mixed sex secondary school, with a mixed sex sixth form, located in the London Borough of Bromley. The School is part of Impact Multi Academy Trust.
- 1.2 Under the School Admissions Code 2021 (Code), the 'Admission Authority' for the School is the Board of Trustees of the multi academy trust responsible for its running and management. The Admissions Authority is responsible for determining the School's 'admissions arrangements' each year. The term 'admission arrangements' includes this policy and all other admission related documents.
- 1.3 The implementation of the School's admission arrangements (for example, consideration of requests for inclusion within specific oversubscription categories, and requests for admission outside normal age group) is delegated by the Trust Board to the Local Governing Body (Governing Body). The Governing Body may then delegate implementation to an Admission Committee consisting of at least three Local Governors (Governors).
- 1.4 This policy sets out the admission arrangements for entry of children to the main school (Year 7) as well as entry of external applicants to the sixth form (Year 12). References to a 'child' or 'children' should be taken to include a reference to an 'external applicant' or 'external applicants' in respect of admission to Year 12.
- 1.5 Where an external applicant applies for admission to Year 12 without the support of a parent, references to a 'parent' or 'parents' should be taken to include a reference to an 'external applicant' or 'external applicants'.
- 1.6 For the purposes of this Policy, Boys and Girls will be interpreted as their sex using their biological sex as recorded on their birth certificate.

2 Definition of a 'Parent'

- 2.1 In education law and in this policy, the term 'parent' means a natural or adoptive parent of the child (regardless of whether they have care of, or parental responsibility, for the child, or with whom the child lives) as well as any person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3 Children with an Education Health and Care Plan

- 3.1 Children who have an EHC Plan are admitted to the School under separate statutory procedures, not under this policy. These procedures are managed by the child's home Local Authority. Parents of children with an EHC plan should not therefore

apply for admission under this policy, they should liaise with their home Local Authority's SEN team.

- 3.2 Where a child's EHC plan names the School, the child will be admitted to the School. Where this happens in the normal admission round to the School (e.g. entry to Year 7 in September), the child will be allocated their place before all other applications are processed, thereby reducing the number of places available within the published admission number. At all other times, children with an EHC plan naming the School will be admitted even where this means exceeding the published admission number.

4 Inclusivity and Equality

- 4.1 The School is fully inclusive and welcome applications for the admission of children with relevant protected characteristics (including disability, gender reassignment, race, religion or belief and sexual orientation). The School's admission arrangements are determined and implemented with the School's equality duties in mind, including the public sector equality duty (PSED).
- 4.2 The School welcomes applications for the admission of children with special educational needs and disabilities, including behavioural or mental health difficulties and/or disabilities.
- 4.3 The School is mindful of its duties towards parents who have additional needs and/or protected characteristics.

5 Twins, Triplets and Siblings of a Higher Multiple Birth

- 5.1 Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School in Year 7 within the published admission number (PAN) in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth did not achieve a place, the School will nevertheless admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.
- 5.2 The process described in Paragraph 5.1 above applies during the course of Year 7 only. From the beginning of Year 8 to Year 11, the PAN ceases to apply and children may only be admitted where doing so will not prejudice the efficient provision of education or the efficient use of resources. Where in-year applications are received for the admission of twins, triplets or children of a higher multiple birth to these year groups, the School will use its best endeavours to accommodate all of them within the rules on prejudice, but cannot guarantee that this will happen.
- 5.3 The process described in Paragraph 5.1 above does not apply to admission to Years 12 and 13.

6 Requests for Admission Outside Normal Age Group

- 6.1 Parents have an absolute right to make a request for their child to be admitted to a year group other than their normal year group at the School. This may be to a year group below or above the one they would normally be admitted to. There will be a variety of reasons why parents may want to make this request, for example where their child is gifted, has suffered a long period of illness or has been educated overseas and are used to studying at a different level.
- 6.2 Parents do not, however, have an absolute right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Governing Body, who delegates this task to an Admission Committee (Admission Committee), which will decide whether or not to agree the request in principle, or refuse the request.
- 6.3 Requests for admission outside normal age group are not applications for admission, which will need to be made separately in the usual way. Parents are urged to make their requests for admission outside of normal age group in a timely manner and, if possible, well before any admission application deadlines, so that they can make informed choices.
- 6.4 The Admission Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The School does not operate a blanket policy in relation to requests for admission outside normal age group - each request will be determined on a case by case basis.
- 6.5 The Admission Committee will take into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the School. This is not an exhaustive list, and there may be other factors put forward by the parents which the Admission Committee may take into account.
- 6.6 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form, which can be downloaded from the School's website <https://www.hayes.bromley.sch.uk/home/about-us/admissions/> or obtained from the School's main office, and sending it with any supporting documents to Leona Eley, Governance Manager, Impact Multi Academy via email at clerk@imat.uk or hand delivery / post to Hayes School, West Common Road, Hayes, BR2 7DB for the attention of Leona Eley, Governance Manager.
- 6.7 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, the letter confirming this should accompany any application for admission

subsequently submitted for a place at the School.

- 6.8 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe that their request was properly considered, or the decision of the Governing Body was reasonable or fair.

7 Published Admission Numbers

- 7.1 The published admission number (PAN) for Year 7 will be **240** pupils.
- 7.2 The PAN for Year 12 will be **100** external applicants.

8 Oversubscription Criteria (for Years 7 to Year 11)

- 8.1 Where there are more applications than there are places available in **Year 7**, places will be allocated in the following order of priority:

Category 1: Looked After and Previously Looked After Children

A 'looked after child' is one 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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a Child Arrangements Order or Special Guardianship Order, as well as a child who appears to the Admission Authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this criterion may need to be supported by **documentary evidence**, such as a signed letter from the child's current or former Social Worker confirming their status. Documentary evidence **must only** include confirmation of the child's status as a Looked After Child or Previously Looked After Child and no other details such personal details about parents and families, the first language of the child, details of parents' or a child's disabilities, special educational needs or medical conditions.

In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application.

When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found [here](#).

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and the School is able to confirm this with them, there will be no need for evidence to be provided with the application.

Where no documentary evidence can be provided, the application will be considered on the available evidence.

Category 2: Children with a Sibling at Hayes School

Children who will have a sibling attending Hayes School at the time of application and who will still be on the roll at the time of their admission will be allocated places in this category. Siblings admitted to Year 12 as external applicants will not meet the definition.

In this category, a 'sibling' is defined as a natural or adopted brother or sister

(sharing one or both parents), a foster brother or sister (a looked after child being cared for by one or both parents), a step brother or sister (where one child's parent is married to the other child's parent) or the child of the parent's permanently cohabiting partner, and in all cases the sibling must live with the applicant child as part of the same core family unit at the child's home address (as defined by this policy). For the avoidance of doubt, the children of friends or extended family members (e.g. cousins) will not be 'siblings' under this policy, even where they live at the child's home address.

The School may require parents to provide documentary evidence of sibling status before the applicant child is included in this category, including to support permanent cohabitation.

To be included in this category, full details of the sibling must be clearly stated in the application form.

Category 3: Children of Staff Members at Hayes School

Children of staff members (i.e. full or part time teaching and non-teaching staff) employed by the Admission Authority and based at Hayes School for more than 50% of their working time who:

- a) have been continuously employed for two or more years at the date that the application is submitted; or

- b) were recruited to fill a vacant post for which there was a demonstrable skill shortage;

will be allocated places in this category, with neither sub-category having priority over the other.

For the avoidance of doubt, the children of staff members employed by the Admission Authority who are based at any of its schools other than Hayes School for more than 50% of their working time will not be included in this category. It is only possible for the children of staff members to have priority at one school.

In this category, a 'child' is defined as the staff member's natural or adopted child (whether living with the staff member or another parent), and a foster child placed with the staff member, or a child of the staff member's spouse or cohabiting partner (living with the staff member at the child's home address, as defined by this policy). For the avoidance of doubt, a child of a friend or extended family member will not meet the definition of a 'child' in this category, even where they live at the staff member's home address, unless the staff member has care of the child, and the child's natural or adoptive parent does not live with them.

In order to be included in this category, only the employed parent's details must be provided in the application form, with no details of the other parent being given.

In respect of applications for admission to the main school, in order to be included in this category, a Category 3 Form (which is available to download from the School's website or in hard copy format from the School's main office) must also be submitted with the application or, if later, by the closing date for applications. This does not apply to applications for admission to the sixth form.

Category 4: All Other Children

All children not falling into any of the categories above will be allocated places in this category.

9 Procedure for Applications for Year 7 Places in the Normal Admission Round

- 9.1 Applications for admission to Year 7 in September are known as admission 'in the applications made in the 'normal admission round'. Applications in the normal admissions round are coordinated by local authorities for all schools and academies in their area. This includes late applications (i.e. applications received before the

child starts Year 7 but not made in time to enable the local authority to offer a place on National Offer Day.

- 9.2 The School participates in London Borough of Bromley (LBB)'s coordinated scheme, which is the Pan-London Coordinated Admissions Scheme, which covers all 33 London Local Authorities and 7 Local Authorities that border London. Full details of the scheme can be accessed via LBB's or any of the other participating Local Authorities' websites.
- 9.3 For admission in the normal admission round, parents must complete a Common Application Form (CAF) and submit it to their **home Local Authority**, along with any other supporting documentation identified in the oversubscription categories above. The CAF can be accessed via the home Local Authority's website.
- 9.4 The application deadline for admission to Year 7 in the normal admission round is **31 October 2026**.
- 9.5 National Offer Day for Year 7 places in the normal admission round is **1 March 2027**.
- 9.6 Late applications (as defined above) will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly encouraged to submit their applications on time.

10 Admission to Year 12 and Year 13

- 10.1 Parents should note that current Year 11 pupils at the School do not apply for admission under this policy, they will simply transfer from Year 11 to Year 12 if they meet the minimum academic entry criteria, and want to continue their studies at the School. These pupils are not included in the PAN stated above, which applies to external c applicants only.
- 10.2 On GCSE results day when the number of current Year 11 pupils transferring to Year 12 is known, it is possible that additional external applicants can be offered places above the PAN stated above and this will be done in accordance with the oversubscription criteria applicable to sixth form.
- 10.3 For the avoidance of doubt, the oversubscription criteria do not apply to internal Year 11 pupils.

11 Minimum Academic Entry Criteria for Entry to Year 12

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- 11.1 All current Year 11 pupils who wish to transfer to Year 12, and all external applicants applying for admission to Year 12, must meet the minimum academic entry criteria set out as follows:

Course	Minimum Academic Entry Requirements
Academic Pathway (3 or 4 A-Levels)	Five subjects at Grade 5 or above at GCSE level, in addition to the specific minimum entry criteria for each of the courses they wish to study. If a student wishes to study 4 A-Levels, they will be required to attain Grades 7-9 in at least 9 GCSEs.
Academic Vocational Pathway (3 BTEC/Cambridge Technical Qualifications)	Five subjects at Grade 4 or above at GCSE level, in addition to the specific minimum entry criteria for each of the courses they wish to study.
Mixed Pathway (A-Level(s) and BTEC/Cambridge Technical Qualifications)	Five subjects at Grade 4 or above at GCSE, in addition to the specific minimum entry criteria for each of the courses they wish to study.

- 11.2 Once the minimum academic entry criteria have been met, current Year 11 pupils will transfer to Year 12, and all external applicants will be placed on an equal footing, with places being allocated by reference to the oversubscription criteria set out below where the number of applications exceeds the PAN.
- 11.3 The School is not permitted to make an exception to allow a Year 11 pupil to transfer to Year 12, or agree to admit an external applicant to Year 12, where they did not achieve the minimum academic entry criteria, unless the school decides that this is a reasonable adjustment for a disabled pupil who was at a substantial disadvantage in relation to the application of the minimum academic entry criteria because of their disability.
- 11.4 The School does not select pupils/applicants for its sixth form on the basis of the highest GCSE grades/APS score achieved.

12 Aptitude places for Year 12

12.1 The school allocates up to 10% of the available places within the PAN for Year 12 to external applicants who demonstrate an aptitude for rugby (rugby aptitude group) and whose home address (as defined by this Policy) is 4 miles or greater from the front door of the School located on West Common Road, BR2 7DB. Distance will be measured in a straight line from the easting and northing coordinates for the external applicant's home address (or block of flats in which the external applicant's home address is located) to the front door of the School, using London Borough of Bromley's electronic measuring software system which uses Ordnance Survey's GIS references to determine the points at the child's home address and the School. Parents are able to confirm whether the applicant's home address is 4 miles or greater by contacting London Borough of Bromley's admissions team to request this.

12.2 Where fewer than 10% of external applicants qualify for an aptitude place, all remaining places will be allocated to other external applicants in accordance with the remaining oversubscription criteria.

12.3 The aptitude test is designed to test the external applicant's aptitude for learning in rugby in the future. It is not designed to determine the external applicant's ability in rugby and no prior knowledge, experience or training is taken into account in the aptitude testing process or in the decision making.

12.4 An invitation to take part in the aptitude test or qualification for an aptitude place does not mean that an external applicant will be allocated a place at the School. Where there are more external applicants that have qualified for a rugby aptitude place than places available, a place in the rugby aptitude group will be allocated in accordance with the oversubscription criteria below. Any external applicant not qualifying for a rugby aptitude place will be considered in the next oversubscription criterion applicable to them.

12.5 Where a parent wishes for their child to take part in the aptitude test, they must complete the relevant section of the Sixth Form Application Form to indicate that they would like their child to be entered for the rugby aptitude test. The Sixth Form Application Form is available via the School's website - [Admissions - Hayes School - Excellence Through Endeavour](#) and available in hard copy from the School's main office. Parents will then be notified by the School by email of the details and date of the rugby aptitude test. The test will take place on a date in February, following the closing date for sixth form applications.

12.6 The rugby aptitude test will be made accessible to external applicants with special educational needs and disabilities. The rugby aptitude test is designed to provide an accurate reflection of the external applicant's aptitude, irrespective of sex, gender, race or disability. The School will make reasonable, appropriate and flexible adjustments to the aptitude test for applicants with special educational needs and disabilities.

12.7 External applicants taking the aptitude test will be ranked according to their score. Where there is one or more external applicants with the same score, the ranked position for qualification for those external applicants is determined by random allocation supervised by someone independent of the School.

12.8 The School welcomes applications from both Girls and Boys to take the aptitude test. The School will rank Girls and Boys separately, using the same objective criteria. Within the 10 places available, the School will allocate five places to Girls who meet the minimum score for Girls and five places to Boys who meet the minimum score for Boys. Where fewer than five Girls take part in the aptitude test and meet the minimum score for Girls the School will then allocate the remaining places to the next highest ranked Boys who take part in the aptitude test. Where fewer than five Boys take part in the aptitude test and meet the minimum score for

Boys, the School will allocate the remaining places to the next highest ranked Girls who take part in the aptitude test.

12.9 Once the outcome of the test is known, parents will be notified of their child's position in the rank order and whether their child has qualified for a rugby aptitude place by the end of April 2027.

12.10 The test will consist of a range of activities to assess the external applicant's aptitude for learning in rugby looking at:

- a) lower body power
- b) lower body strength
- c) agility
- d) speed
- e) aerobic fitness
- f) hand-eye co-ordination
- g) catch-pass attitude

12.11 The test will also consist of a game play element to assess the external applicant's aptitude for learning of:

- a) competitiveness
- b) catch-pass
- c) identification of space
- d) work rate
- e) communication
- f) leadership.

12.12 The test will be administered by a qualified sports professional or PE teacher independent of the School.

12.13 The test is designed to test the potential for learning of rugby. External applicants do not need to prepare for the test and no prior knowledge, experience or training of rugby or any other sport is required or will be taken into consideration when scoring and making an offer of a rugby aptitude place.

13 Oversubscription Criteria (for Years 12 and 13)

13.1 Where there are more applications than there are places available in **Year 12**, places will be allocated in the following order of priority:

Category 1: Looked After and Previously Looked After Children

A 'looked after child' is one 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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a Child Arrangements Order or Special Guardianship Order, as well as a child

who appears to the Admission Authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this criterion may need to be supported by **documentary evidence**, such as a signed letter from the child's current or former Social Worker confirming their status. Documentary evidence **must only** include confirmation of the child's status as a Looked After Child or Previously Looked After Child and no other details such personal details about parents and families, the first language of the child, details of parents' or a child's disabilities, special educational needs or medical conditions.

In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found [here](#).

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and the School is able to confirm this with them, there will be no need for evidence to be provided with the application.

Where no documentary evidence can be provided, the application will be considered on the available evidence.

Category 2: Children with a Sibling at Hayes School

Children who will have a sibling attending Hayes School at the time of application and who will still be on the roll at the time of their admission will be allocated places in this category. Siblings admitted to Year 12 as external applicants will not meet the definition.

In this category, a 'sibling' is defined as a natural or adopted brother or sister

(sharing one or both parents), a foster brother or sister (a looked after child being cared for by one or both parents), a step brother or sister (where one child's parent is married to the other child's parent) or the child of the parent's permanently cohabiting partner, and in all cases the sibling must live with the applicant child as part of the same core family unit at the child's home address (as defined by this policy).

For the avoidance of doubt, the children of friends or extended family members (e.g. cousins) will not be 'siblings' under this policy, even where they live at the child's home address.

The School may require parents to provide documentary evidence of sibling status before the external applicant is included in this category, including to support permanent cohabitation.

To be included in this category, full details of the sibling must be clearly stated in the application form.

Category 3: Children of Staff Members at Hayes School

Children of staff members (i.e. full or part time teaching and non-teaching staff) employed by the Admission Authority and based at Hayes School for more than 50% of their working time who:

- a) have been continuously employed for two or more years at the date that the application is submitted; or
- b) were recruited to fill a vacant post for which there was a demonstrable skill shortage;

will be allocated places in this category, with neither sub-category having priority over the other.

For the avoidance of doubt, the children of staff members employed by the Admission Authority who are based at any of its schools other than Hayes School for more than 50% of their working time will not be included in this category. It is only possible for the children of staff members to have priority at one school.

In this category, a 'child' is defined as the staff member's natural or adopted child (whether living with the staff member or another parent), and a foster child placed with the staff member, or a child of the staff member's spouse or cohabiting partner (living with the staff member at the child's home address, as defined by this policy). For the avoidance of doubt, a child of a friend or extended family member will not meet the definition of a 'child' in this category, even where they live at the staff member's home address, unless the staff member has care of the child, and the child's natural or adoptive parent does not live with them.

In order to be included in this category, only the employed parent's details must be provided in the application form, with no details of the other parent being given.

Category 4: External applicants applying for a place in Year 12 who have qualified for a rugby aptitude place and whose home address (as defined by this policy) is 4 miles or greater from the front door of the School.

Up to 10 places (10% of the PAN) for Year 12 will be allocated to external applicants who have qualified for a rugby aptitude place, as set out above at paragraph 12 above.

In order to be included in this category, applicants must submit their intention to participate in the rugby aptitude testing by the closing date for applications by completing this section on the online application form via Applica.

Distance will be measured in a straight line from the easting and northing coordinates for the external applicant's home address (or block of flats in which the external applicant's home address is located) to the front door of the School, using London Borough of Bromley's electronic measuring software system which uses Ordnance Survey's GIS references to determine the points at the external applicant's home address and the School.

Category 5: All Other external applicants

All external applicants not falling into any of the categories above will be allocated places in this category.

14 Procedure for Applications for Year 12 Places (External Applicants)

- 14.1 As stated above, current Year 11 pupils at the School do not apply for admission under this policy, they will simply transfer from Year 11 to Year 12 if they meet the minimum academic entry criteria and want to continue their studies at the School. Year 11 pupils seeking transfer should speak to the Head of Year 11 to obtain details as to the internal procedure they must follow.
- 14.2 Parents of external applicants seeking a place in Year 12 must complete an online Sixth Form Application Form, which is available via the school website. Completed applications are submitted automatically to the School.
- 14.3 External applicants who wish to be considered for admission to Year 12 under the rugby aptitude criterion will be required to indicate this on their online application form and to attend an assessment day to test relevant aptitude.
- 14.4 The closing date for applications for admission to Year 12 in September 2027 is **Friday 15 January 2027**.

14.5 Parents of external applicants will be notified of the outcome of their applications by the **end of April 2027**. All offers of places will be provisional until GCSE results are known.

15.5 Applications for the admission of external applicants to Year 12 will be processed by the Governing Body's Admission Committee.

15 Meetings with External Applicants for Year 12 Places

15.1 External applicants who are interested in applying for a place in Year 12 may be invited to a meeting with the school to discuss course options and their respective entry requirements.

15.2 Parents and external applicants should note that this meeting is not an interview. The aim of any such meeting is to discuss future career/study aspirations and predicted grades to inform course/subject choices given in an application for admission. The outcome of any such meeting or attendance at any such meetings will have no bearing on the application process or the chances of success, as this will be determined solely on meeting the requirements in this Policy.

For this reason, those members of staff present during any such meeting will not be involved in processing applications, making provisional offers and allocating places and will not share any information in relation to these meetings with those involved in applications

16 Tie Breaker for all year groups

16.1 Where there are more applications than places available within any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child/external applicant's home address and the School, with those living nearer the School receiving priority.

16.2 Distance will be measured in a straight line from the easting and northing coordinates for the child/external applicant's home address (or block of flats in which the child/external applicant's home address is located) to the front door of the School, using London Borough of Bromley's electronic measuring software system which uses Ordnance Survey's GIS references to determine the points at the child/external applicant's home address and the School.

16.3 Parents should note that it is unlikely that they will be able to accurately measure this distance using other software or online apps such as Google maps. If parents would like to know the distance between the School and the child/external applicant's home address, they should contact London Borough of Bromley's Admission Team to request this.

16.4 After carrying out this process, where there are two or more applications which cannot be separated because the children/external applicants live an equal distance from the School (including where they live in the same block of flats), the order in which places will be allocated will be determined by the drawing of lots supervised by somebody independent of the Trust and the School.

17 Definition of 'Child's Home Address'

17.1 Home address is defined below, and it is the address meeting this definition that must be stated in the application, and which will be used when processing the application.

17.2 The child/external applicant's home address is the residential (not business) address at which they will normally live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their application. The home address will usually (but not always) be the address at which the child/external applicant is registered with their GP, hospital, dentist and/or optician, at the time of application.

17.3 Where the child/external applicant resides with more than one parent and there is a factual 50% split between the time described above, the home address will be that used in the application.

17.4 Parents will be expected to provide satisfactory documentary evidence of the child/external applicant's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include proof of ownership and renting.

17.5 Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the child/external applicant's permanent home address may be requested. If the child/external applicant/sibling moves address during the course of the application process, London Borough of Bromley, or (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition in this admissions policy, and of the expected moving date.

17.6 The School and/or London Borough of Bromley will carry out checks to prevent fraudulent applications, and will seek documentary evidence of the child/external applicant's home address. Where parents are found to have provided an address which does not meet the definition set out above, any offer of a place will be withdrawn (and this may be the case, even if the child has started at the School). Where the address was given fraudulently, the parent may be prosecuted by London Borough of Bromley or their home Local Authority.

- 17.7 If the child/external applicant permanently changes address during the application process, their parent must notify London Borough of Bromley and/or their former/new home Local Authority (as appropriate) in the case of admission to the main school, and the School in the case of admission to the sixth form, immediately and provide documentary evidence to support that the change of address is permanent.
- 17.8 In the case of admission to the main school, parents should check with London Borough of Bromley and/or their former/new Local Authority (as appropriate) to find out how their application will be treated (this is likely to depend on the stage that the application has reached).
- 17.9 In the case of admission to the sixth form, if the change of address is notified with satisfactory supporting evidence before all applications received by the closing date have been processed, the new address will be used when the application was processed (as long as the original application was made on time). In all other cases, the old address will be used, and the application will need to be processed using the new address as a late application, reducing the chances of achieving a place.

18 Children of UK Armed Forces Personnel/Crown Servants

- 18.1 Applications for the admission of children of UK armed forces personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed before the family moves as long as the application is accompanied by an official letter giving a relocation date. The application will not be refused on the basis that the family do not yet have an address or live in the vicinity of the School.
- 18.2 When processing the application, the address at which the child/external applicant will live will be used, as long as the child/external applicant's parent provides some evidence of this intended address with their application. Alternatively a Unit or quartering address will be used when the parent requests this.
- 18.3 This exception is necessary for the School to support the Government's commitment to removing disadvantage suffered by the children of UK armed forces personnel or Crown servant families.

19 Procedure for In-Year Admission Applications

- 19.1 An **in-year admission** application is one for admission to Year 7 or Year 12 that is submitted after the first day of term in September, or for admission to other year groups at any time. This is also known as admission 'outside the normal admission round'.
- 19.2 Parents should note that the PAN set for Year 7 and Year 12 only applies for the duration of the school year of entry (i.e. to applications both in and outside of the

normal admission round to Year 7 and Year 12 only). Such applications may be refused where there are no places remaining with the PAN set for that intake.

- 19.3 Where applications are made for admission year groups other than Year 7 or Year 12, a place will be offered unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources.
- 19.4 Where there are multiple applicants for a year group other than Year 7 or Year 12, and some but not all children can be offered a place without prejudicing the efficient provision of education and/or the efficient use of resources, the School will apply the oversubscription criteria to determine which of the children are offered a place. The admission arrangements that apply will be those determined for Year 7 and Year 12 for that school year.
- 19.5 For applications to Year 7 to Year 11:
- a) the School has opted to participate in London Borough of Bromley (LBB)'s coordinated scheme for in-year admissions. This means that LBB will process in-year applications on behalf of the School, rather than the School.
 - b) Applications for in-year admission must be made directly to LBB (not the child's home Local Authority) by completing and submitting an [In-Year Secondary School Admission Form](#). This form and further guidance on the process is available on LBB's website, which can be accessed here - [Admissions - Hayes School - Excellence Through Endeavour](#).

- 19.6 For applications to Year 12 or 13:

For an in-year application to Year 12 or 13, the application must be made directly to the School by contacting 6thAdmissions@hayes.bromley.sch.uk marked for the attention of Head of Sixth Form.

- 19.7 In all cases, parents should carefully consider the oversubscription criteria stated above to determine whether other documentation should be submitted in support of the application, should the oversubscription criteria need to be applied. This documentation should be submitted at the same time as the application. If it isn't, there will be a significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.
- 19.8 It is intended that parents will be notified in writing of the outcome of applications for in-year application within 10 school days of receipt of the application, but in any event parents will be notified within a maximum of 15 school days of receipt of the application.
- 19.9 Where a place is offered, arrangements will be made for the child to be admitted and start at the School as soon as possible, particularly where they are not currently

attending school.

- 19.10 Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others and/or the efficient use of resources, so that they can properly consider whether to exercise their statutory right of appeal (see below for further details).

20 Statutory Right of Appeal

- 20.1 All applicants have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the School. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.
- 20.2 All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time).
- 20.3 The School will publish an appeals timetable for appeals against a refusal of a place in the normal admission round on its website on or before 28 February before national offer day.

21 Waiting Lists

- 21.1 On behalf of the School, LBB will operate a waiting list containing the names of all children refused a place in Year 7 in the normal admission round until 31 December following the cohort's entry to the School in September.
- 21.2 The School will operate a waiting list containing the names of all external applicants who met the minimum academic entry criteria but did not achieve a place in Year 12 until 31 December following the cohort's entry to the School in September.
- 21.3 Parents should note that, in the interests of fairness, children/external applicants will be ranked on the waiting lists strictly in accordance with the oversubscription criteria that applied at the application closing date in the normal admission round and tie breaker set out above, and not by reference to the date on which their name was added or any heightened priority they may have obtained as a result of the admission of another child in the same admission round.
- 21.4 Parents should note that this means that a child/applicant's name may go up or down the waiting list as further names are added or removed.

21.5 Children allocated places under the Local Authority's Fair Access Protocol will take precedence over those on the waiting list.