Hayes School
(Part of the Impact Multi Academy Trust)

Policy Document

Policy Name: Admissions Policy 2018-19
Date of Last Review: Autumn 2016
Date of Next Review: Autumn 2017
SLT Responsible: Principal
HAYES SCHOOL ADMISSIONS POLICY 2018 - 2019

In accordance with the School Standards and Framework Act 1998, the Governors of Hayes School are required to consult where changes are proposed to admission arrangements (other than an increase to the school’s published admission number and those changes required to comply with any mandatory requirements of the School Admissions Code or The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012). The Governing Body will consult at least every 7 years where no changes are made to admission arrangements.

The Governors propose that the admission arrangements for entry to Hayes School for the academic year 2018-2019 are as follows:

Admission Numbers

Years 7 – 11  240

Admission to Year 7

The closing date for applications to Year 7 for September will be in line with Bromley guidelines. Applications must be made on the Common Application Form which is available to Bromley residents from the local authority or Bromley Primary schools. Places will be offered in line with the coordinated admissions scheme. The School will offer 240 places to boys and girls.

Oversubscription Criteria

In the event that the number of applications exceeds the number of places available, places will be allocated using the following criteria in order of priority:

1) Looked After Children (Children in Public Care) and Previously Looked After Children

   (i) 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. These children must still be ‘looked after’ when the child starts school unless

   (ii) applies

   (ii) A ‘previously looked after child’ is a child who has previously been looked after by an English or Welsh Local Authority, and immediately after being looked after became subject to an adoption, residence or special guardianship order. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children’s Act 2002.
2) Siblings – A sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner, and in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at this School when the younger child starts School. Sibling applications will only be accepted for siblings of pupils in Years 7 to 10, siblings of pupils in Year 11 whose parents have confirmed their commitment to the pupil continuing into Year 12 (written confirmation will be required) and siblings of Year 12 pupils who are attending a 2 year course. However, siblings of Year 13 students will not be accepted.

3) Children of staff at the school – Hayes will give priority regarding oversubscription criteria to children of staff in either or both of the following circumstances:

   a) Where the member of staff has been directly employed by 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.

4) Proximity – Any remaining place will be offered in accordance with the distance measured (in a straight line) from the front door of the child’s “Home” address (including flats) to the main entrance of the school building, using the local Authority’s computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property. Those living closer to the school receive the higher priority. The furthest distance reached is checked to confirm it is unique.

“Home” being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Where a child lives for part of each week at different addresses, the “home” address will be the one taken from the Common Application Form. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admissions process. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

**Tie break**

After all reasonable efforts have been made through the measuring process to qualify which address is the nearest from the school, a tiebreak will be used whenever two different addresses measure precisely the same distance. In the case of a block of flats, the lowest door number will be deemed as nearest as logically this will be on the lower floor and therefore closer. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be alphabetical by child’s surname.
Twins, triplets and children from multiple births: At the time of transfer to secondary school, where twins, triplets or children from other multiple births qualify for the last school place to be allocated, the school will admit all of the qualifying siblings in excess of the published admissions number.

The school will comply with locally agreed application procedures and timetables.

**Children with a Statement of Special Educational Needs or Education, Health & Care Plan (EHC)**

Children with a full statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) are dealt with under a separate process by the LA Special Educational Needs team. The Governing Body will admit those students whose statements/EHCPs name Hayes School after this process has been completed and the school has been consulted. The only exception to this will be if the School is unable to meet the needs identified in the statement or EHCP or where the admission of a student with such a plan would have a significant impact on the education of other students.

The published admission number of Hayes School is inclusive of students with a Statement of Special Educational Needs or Education, Health and Care Plan (EHC) that are admitted to the School pursuant to the School being named in the statement or EHC plan.

Appeals for children with a Statement of special educational needs and Education, Health and Care Plan (EHC) are dealt with by a SEN Tribunal.

**In-Year and Other Year Admission**

Applications for admission in-year to Year 7 or at any time to Years 8 to 11 should be made to the local authority using their prescribed form. Where a place is available in the year group sought, it will be offered to the child.

Where there is no place available in the year group sought, the child’s name can be placed on the waiting list for that year group if the parents indicate that this is their wish. The waiting list is ranked strictly in accordance with the oversubscription criteria set out above, and not by reference to the date that the application was received. This means that a child’s place on the waiting list may go down as well as up, if further applications are received from children with higher priority.

**Waiting Lists**

Waiting lists are kept for each year in accordance with our normal admissions criteria (i.e. children will be ranked in the same order as the published oversubscription criteria).
Appeals
All applicants have a statutory right of appeal in the event of Hayes School being unable to offer a place in a specific year group. This appeal will be made in writing to the School’s Independent Admissions Appeal Panel. Appeals lodged will be heard in accordance with the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code and other guidance and law that affect admissions and admissions appeals in England.

Admission to Year 12
Hayes School offers an extensive educational offer in Years 12 and 13 information of which is found in the Sixth form prospectus.

All Year 11 students are encouraged to apply to continue their education at the School provided they meet the entry requirements for courses. Applications are also accepted from external candidates who meet the entry requirements.

The capacity for Year 12 students is 260 places. Places will be automatically offered to current Hayes School students who wish to continue to Sixth Form and who meet the general Sixth Form entry requirements and the required entry criteria for each of the courses they wish to study.

There will be a minimum of 50 places available for external candidates.

Where current Hayes School students take up places elsewhere or do not meet the entry requirements for Hayes Sixth Form, additional places will be offered to external candidates up to the Year 12 capacity of 260 places in accordance with the required general Sixth Form entry requirements and the required entry criteria for each of the courses they wish to study.

In order to achieve entry into our Sixth Form, both internal and external students must meet the general entry requirements of at least 5 GCSEs at Grade C or above, including Grade 4 in Maths and English Language or Literature, and in addition the required entry criteria for each of the courses they wish to study in the Sixth Form. In most cases this will be at least a GCSE Grade B (or Grade 6 under the new GCSE framework) in their chosen subjects. Please see the Sixth Form prospectus for entry criteria for individual courses.

In the event of over-subscription the criteria set out above will apply.

Students and their parents/carers have a statutory right of appeal against the decision to refuse them admission to the Sixth Form. Those wishing to appeal should register their intention to do so by sending a letter addressed to the school to the Clerk to the Independent Appeals Panel within 30 days of the GCSE results day.
Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health.

The school will consider applications outside of the child’s normal age group on an individual basis taking into account any information on the child’s academic, social and emotional development and, where relevant, their medical history and the views of a medical professional. Additionally, consideration will be given to whether the child has previously been educated out of their normal age group; and whether they may have naturally fallen into a lower age group if it were not for being born prematurely. Parents wishing to apply for a place outside of the normal age group should contact the Principal in writing in the first instance.