



# HAYES SCHOOL

ADMISSION POLICY  
2024 - 2025

## **1. Introduction**

This policy sets out the admission arrangements for Hayes School (“the Academy”), an inclusive mixed academy for boys and girls which is part of the Impact Multi Academy Trust (“the Trust”).

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.

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 School Governing Body. The Governing Body may then delegate implementation to an Admission Committee consisting of at least three Governors.

## **2. Definition of “Parent”**

The term “parent” will include the natural or adoptive mother or father of a child, regardless of whether they are or ever have been married, with whom the child lives, whether they have contact with the child or whether the father has parental responsibility. It will also include non-parents with care of, or parental responsibility for, a child.

## **3. Published Admission Number (Year 7)**

The published admission number (“PAN”) for Year 7 is 240.

## **4. Children with an Education Health and Care Plan**

The admission of children with an Education Health and Care Plan (“EHC plan”) is dealt with under separate statutory procedures. Where their EHC plan names the Academy, they will be admitted even if this means going over the PAN. Where they are admitted in the normal admission round to Year 7 in September, they will be allocated places within the PAN and the remaining places will then be allocated in accordance with this policy. At other times, they will be admitted over PAN where there are no places available.

## **5. Oversubscription Criteria**

Where more applications are received than there are places available, the allocation of places will be determined by applying the following order of priority:

### **5.1 Looked After and Previously Looked After Children**

Looked after and previously looked after children will be admitted to the Academy under this category.

a) A looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.

b) A Previously Looked After Child is a child who was-looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order, as well as a child who appears to the School/Trust 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 in state care as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangement or special guardianship order.

In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible [here](#)) will be followed. Where the Local Authority's Virtual School Head has already verified the child's status, further evidence will not be required.

Where places are exhausted in this category, the order in which they will be allocated will be determined by the distance the child lives from the Academy, with those living nearer receiving higher priority, with the tie breaker being applied where necessary.

## **5.2 Children with a Sibling at the Academy**

Children who will have a sibling at the Academy (including the Sixth Form) at the time of admission will be admitted to the Academy under this category.

A "sibling" includes a full brother or sister, a half brother or sister, an adopted brother or sister, a foster brother or sister, a step-brother or sister, or the child of their parent's cohabiting partner with whom they have been living for a period of at least one year prior to the application deadline.

Where the child's sibling is in Year 11 at the application deadline, the parents must have confirmed in writing to the Academy that their child intends to transfer to Year 12 if they meet the minimum academic entry criteria. Where the child's sibling is in Year 12 at the application deadline, they must be undergoing a two year course requiring them to transfer to Year 13.

In every case, the sibling must be living at the child's home address (as defined below) at the application deadline, and being brought up in the same family unit as siblings. For the avoidance of doubt, the children of friends or extended family members living at the same address as the child for whom an application for admission is made will not meet the definition of a "sibling".

Where places are exhausted in this category, the order in which they will be allocated will be determined by the distance the child lives from the Academy, with those living nearer receiving higher priority, with the tie breaker being applied where necessary.

### **5.3 Children of Staff at the Academy**

Children of staff employed by the Trust who work at Hayes School for more than 50% of their normal working week will be admitted to the Academy under this category where one or both of the below criteria are met. For the avoidance of doubt, children of staff employed by the Trust who work at the Trust's other academies will not be admitted under this category. This is because it is only possible for staff to have priority at one academy, which must be the one that they primarily work at.

The criteria referred to above are:

- 5.3.1 The member of staff has been employed by the Trust at the Academy for at least two years at the application deadline; and/or
- 5.3.2 The member of staff was recruited to fill a vacant post at the Academy for which there was a demonstrable skill shortage.

Where the child will meet the criteria for this category, the employed parent should complete the local authority's Common Application Form, rather than the other parent, so that their status as an employee can be confirmed.

Where places are exhausted in this category, the order in which they will be allocated will be determined by the distance the child lives from the academy, with those living nearer receiving higher priority, with the tie breaker being applied where necessary.

### **5.4 All Other Children**

All other children will be admitted to the Academy under this category.

If places are exhausted in this category, the order in which they will be allocated will be determined by the distance the child lives from the Academy, with those living nearer receiving higher priority, with the tie breaker being applied where necessary.

## **6. Definition of Child's Home Address**

The child's home address will be the residential address at which the child lives and sleeps for more than 50% of their time from Monday to Friday during term time at the application deadline. It will usually be the address at which the child is registered with their G.P. and dentist.

In relation to the admission of the children of UK Armed Forces personnel with a confirmed posting to the area, or Crown Servants returning from overseas to live in the area, the application should be accompanied by an official letter that declares the family's relocation date and gives a unit postal address or quartering area address for the child. This address will then be used to apply the criteria in this policy, unless the parents provide evidence of their actual intended address and ask for that to be used instead. The application will not be rejected on the basis that the child is not living at the address at the application deadline.

Where an issue arises, the Academy reserves the right to request documentary evidence in support of the stated home address for the child.

## **7. Distance Measuring**

Distance will be measured in a straight line from the child's home address to the Academy, using London Borough of Bromley's computerised measuring system that identifies the unique national grid reference (Easting and Northing) for each address.

In the case of multi-dwelling properties (for example, blocks of flats), distance will be measured from the same point in the building for each flat, and the tie breaker will be applied to determine the order in which places are allocated.

## **8. Tie Breaker**

Where two or more children live an equal distance from the Academy, the order in which places will be allocated will be by random lottery in front of an independent witness.

## **10. Twins and Children of a Higher Multiple Birth**

Where a child who is a twin or a child of a higher multiple birth achieves a place in the usual way, but their twin or other sibling(s) of a higher multiple birth do not, the twin and other sibling(s) of a higher multiple birth will also be offered a place.

## **11. Applications for Admission to Year 7**

Applications for admission to Year 7 are known as applications "in the normal admission round". The London Borough of Bromley's Admission Team are responsible for coordinating admission to the Academy in the normal admission round, however applications must be made to the child's home Local Authority by completing and submitting its Common Application Form, which will be available on its website.

The closing date for applications (the application deadline) for admission to Year 7 is **31<sup>st</sup> October 2023**.

Parents will be notified of the outcome of their application on "national offer day", which is **1<sup>st</sup> March 2024**.

A 'late application' is one for Year 7 which is received after the application deadline referred to above, but before the first day of term in September, but which was not made in time for the Local Authority to offer/refuse a place on national offer day. Late applications will be processed after the initial round of offers/refusals have been made, which will inevitably impact on the chance of being offered a place.

## **12. Statutory Right of Appeal**

Parents have a statutory right of appeal against the refusal of a place at the Academy, as set out in the School Admission Appeals Code 2022 which is available for download from the Department for Education's website.

Full details about how to lodge an appeal will accompany the refusal letter, and the Academy will publish its appeal timetable on its website on or before 28 February 2024.

## **13. Waiting List**

The names of all children who do not achieve a place in the normal admission round will be placed on the waiting list for Year 7. 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. Parents should note that this means that a child/candidate's name may go up or down the waiting list as further names

are added or removed. If parents do not want their child's name to be included on the waiting list, they should contact the Academy to notify them of this.

Parents should note that children may be placed at the Academy under the local authority's Fair Access Protocol for hard to place children, where they will be admitted even where this means going over PAN, ahead of any children on the waiting list.

#### **14. In-Year Admission (Years 7 to 11)**

An 'in-year admission' application is one for admission to Year 7 which is received on or after the first day of term in September, or one for admission to any other year group at any time.

The Academy has chosen to opt into London Borough of Bromley's coordinated scheme for in-year admission. In-year applications must therefore be made to London Borough of Bromley using their prescribed form.

On receipt of an in-year application, the child will be admitted to the Academy unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources. Where multiple in-year applications are received and processed at the same time for the same year group, and some but not all applicants can be admitted without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine which applicants are offered the available places.

Ideally, parents will be notified of the outcome of their in-year applications within **10 school days** of receipt, but they will in any event receive notification of the outcome within **15 school days**.

Where an in-year application is refused, the child's name can be placed on the waiting list for that year group if the parents indicates that this is their wish (in addition to exercising their statutory right of appeal). 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. Parents should note that this means that a child/candidate's name may go up or down the waiting list as further names are added or removed.

#### **15. Admission to Year 12 (Sixth Form)**

The Academy has a sixth form which caters for a total of c.500 male and female students across Year 12 and Year 13. Students who are currently in Year 11 who wish to continue their education in the sixth form will simply transfer into Year 12 without needing to apply for admission (although internal procedures will apply), if they meet the minimum academic entry criteria set out below.

The PAN is 250. There will be a minimum of 50 places available for external candidates.

This means that where 50 or more applications are received from external candidates who meet the minimum academic entry requirements, 50 external candidates will be admitted regardless of how many Year 11 students transfer to Year 12. However, where current Year 11 students take up places elsewhere or do not meet the academic standard required for entry to the Sixth Form, additional places will be offered to external candidates up to the Year 12 capacity of 250 in accordance with the required general Sixth Form entry requirements

#### **16. Minimum Academic Entry Requirements for Year 12 (Sixth Form)**

All Year 11 students and external candidates wanting a place in Year 12 must achieve the

general entry requirements for the appropriate pathway, as published in our Sixth Form prospectus, in addition to the specific minimum entry criteria for each of the courses they wish to study in the sixth form.

Please refer to the Sixth Form Prospectus for details of the courses offered and the specific entry criteria for each course.

#### **17. Oversubscription Criteria for Admission to Year 12 (Sixth Form)**

Where more applications for Year 12 are received from candidates meeting the academic entry criteria than there are places available, the oversubscription criteria and tie break set out above will apply.

#### **18. Applications for Admission to Year 12 (Sixth Form)**

External candidates or their parents should apply for admission to Year 12 by completing the Sixth Form Application Form available on the school website, or from the Academy's office in hard copy form.

The closing date for applications (the application deadline) for admission to Year 12 is **Friday 5<sup>th</sup> January 2024**

Parents/candidates will be notified of the provisional outcome of their application by **1st March 2024**. All offers are conditional upon candidates meeting the minimum academic entry criteria when they receive their GCSE results.

#### **19. Statutory Right of Appeal for Year 12 (Sixth Form)**

External candidates and their parents have a statutory right of appeal against the refusal of a place in Year 12, as set out in the School Admission Appeals Code 2022 which is available for download from the Department for Education's website.

Full details about how to lodge an appeal will accompany the refusal letter, however those wishing to appeal should put their application and grounds in writing to The Sixth Form Administrator within 30 days of the day that their GCSE results were made available.

#### **20. Admission of Children outside their Normal Age Group (All Year Groups)**

Parents have a right to ask for their child to be admitted to a year group other than their child's normal year group (either above or below) for any reason. There are many reasons why parents may believe this to be in their child's best interests, for example where their child has missed a substantial amount of education due to ill health, their parents may want them to go down a year group to effectively repeat a year of education.

Parents wishing to apply for admission outside normal age group should put this request in writing to the Clerk to the Local Governors as soon as possible and, where practical, in good time before the application deadline to enable a decision to be made before it has passed, to keep all options open. The application should set out all relevant information (taking into account the factors that will be considered by the Local Governing Body as set out below) and be accompanied by supporting documentation where appropriate (for example, a medical report).

The Local Governing Body will consider the application on the basis of the circumstances of that particular case and in the best interests of the child concerned. This will include having regard to the parent's view and considering information about the child's academic, social and emotional development, the child's medical history and the views of a medical professional (where relevant), whether the child has 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 Local Governing Body will also have regard to the view of the Headteacher.

Where the application is for admission to Year 12 or Year 13 outside normal age group, the Local Governing Body will also need to consider whether funding will be available for the duration of the desired course.

The Local Governing Body will write to the parents to notify them of its decision, clearly setting out the reasons for it. Parents should note that they do not have an absolute right for their child to be educated outside his or her normal age group, and there is no statutory right of appeal against a refusal to allow this.

**Date determined by the Impact Multi Academy Trust Board of Trustees: 28 February 2023**

**Date of next review: December 2023**