

## Bolder Academy – Admission Policy 2019-2020

This policy is called:	Admission Policy 2019-2020 DRAFT
It applies to:	Prospective parents and children
Person responsible for its revision:	Headteacher and to be agreed by Governing Board
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## **Introduction**

The Admissions Policy for Bolder Academy operates in accordance with the Schools' Admissions Code, the School Admissions Appeals Code and education law.

The Governing Board is the Admissions Authority for Bolder Academy. Admission arrangements will follow the same timescale as the Local Authority and, information about Bolder Academy will be available through the website and through the Prospectus.

Prospective parents will have the opportunity to visit the Academy prior to the applications deadline. Bolder Academy is a 6-form entry, co-educational, non-denominational secondary school.

The Academy which will open in September 2018 has a student admission number of 150 students in Year 7. This rises to a student admission number of 180 in 2019.

The Academy will grow to the full capacity of 1150 students by 2026, this will include a sixth form.

The Academy is fully inclusive, supporting students from diverse backgrounds and a wide range of heritages, building the aspirations of students, particularly those in under performing groups. The Academy will include a 25 place Special Educational Needs Centre for students with complex needs in the age range 11-18. The Centre will be determined by the Local Authority.

Students will be admitted to Bolder Academy without any reference to ability.

## **Admission Number(s)**

The Academy has an admission number of 180 for entry in Year 7 in 2019.

The Academy will accordingly admit this number of students if there are sufficient applications.

## **Application Process**

For 2019, parents/carers should complete their home Local Authority Common Application Form and should list Bolder Academy as one of your preferences on that form.

Bolder Academy will therefore be one of the six choices that parents have to make when applying to a secondary school.

## **Measuring Distance**

Whilst Bolder Academy is in temporary accommodation and not on its preferred permanent site the Admissions Point for September 2019 will be 390 London Road, Isleworth, Middlesex, TW7 5AJ.

In subsequent years it will be the point of the permanent site: Macfarlane Lane (Off Syon Lane), Isleworth TW7 5PN.

## **Oversubscription Criteria**

When Bolder Academy is oversubscribed, the criteria set out below, will be used (this is listed in priority order):

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children with exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend Bolder Academy rather than any other, based on those needs. If evidence is not submitted to the Academy with the application, a child's medical or social needs cannot be considered.
3. Siblings of children who already attend Bolder Academy.
4. Children or parents who work (permanently as a member of support or teaching staff) at the Academy.
5. Other children.

Appendix 1 details the definitions of the above terms.

### **Tie Break**

If there is one place available and two or more children next, in order of priority or, next on the waiting list, meet the appropriate criterion equally, the place will be allocated using the distance criterion in Appendix 1. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

### **Waiting List**

If an application was unsuccessful, then a child will automatically be placed on Bolder Academy's waiting list.

The list operates in accordance with the oversubscription criteria defined above.

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

### **Late Applications**

Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Parents should make an appeal by contacting the Academy's main office.

### **Admission of Children Outside their Normal Age Group**

Bolder Academy will consider requests for admission outside of a child's normal age group.

Requests should accompany the application for the child's normal year of entry and be supported by documentation from a professional for consideration.

Each case will be considered on its own merits and whether the individual circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

## **Applying for Children from Abroad**

If a family with a child lives abroad, a school place for the child can only be applied for if the child:

- Holds a full British Citizen passport (but not a British Dependent Territories or British Overseas passport) or
- Is an EEA national (all member states of the European Union together with Iceland, Norway and Liechtenstein); or
- Is a Swiss national (Swiss nationals have the same right to live and work in the United Kingdom as EEA nationals); or
- Has a passport which has been endorsed to show that they have the right of abode in the UK.

If the family have a property in the UK, then an application should be made online to the Local Authority for that address.

If the family do not have a UK property, then the Local Authority where the preferred school is situated should be contacted.

Applications must be made by the deadline and provide information about where the family and child are living and when they intend to return. Hounslow will initially consider the application based on the child's address abroad and any subsequent change will be considered in line with our change of address policy.

For other children without automatic right of entry to the UK, an application can only be made once the child is in the country.

## **Members of the UK Armed Force and Crown Servants**

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad.

An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and Hounslow will arrange for that address to be used throughout the admission process.

## **Twins, Triplet and other Children of Multiple Births**

If Bolder Academy has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Governors will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

## **In-Year Applications**

All applications for admissions to year 7 and 8 (after 31<sup>st</sup> August of the respective year) will be treated as in-year admissions during 2019/20.

An application must be made to the Local Authority on the In-year Common Application Form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

## **Fair Access**

Bolder Academy, along with the London Borough of Hounslow and all other secondary schools/academies in Hounslow has agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.

## **Appendix 1 – Definitions**

### **Looked After and Previously Looked after Children**

A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

Were adopted under Section 46 of the Adoption and Children Act 2002

Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live.

Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s).

Please note that adopted children must be looked after by an English or Welsh Local Authority.

The appropriate section on the Common Application Form (CAF) must be completed and a letter and/or documentary evidence from the child's social worker or other relevant professional must be provided. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.

### **Exceptional Social/Medical Need**

Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that Bolder Academy is more suitable than another.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why Bolder Academy is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of the original application.

If Bolder Academy is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending Bolder Academy and the difficulties if the child had to attend another school.

Providing evidence does not guarantee that a child will be given priority at Bolder Academy, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

## **SEN**

The admission of children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) is dealt with by a separate process. Children with an EHCP or a statement of SEN, who name Bolder Academy, be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

## **Siblings**

In order to meet the sibling criterion, the child's sibling must be attending Bolder Academy at the time of application and be expected to still be attending at the time of admission in September. The sibling detail section must be completed on the Common Application Form (CAF).

Bolder and LB Hounslow reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

## **Distance**

It has been formally agreed that the Academy Trust will use the measuring service provided by the Local Authority.

It starts from a point of measurement in the "foot print "or "seed point" of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the "foot print "or "seed point "the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated." The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of road.

The network starts from a point in the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by students to enter the Academy grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).

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

## Home Address

The child's home address provided on the application must be the one at which the child is permanently living and must be the address where the family normally lives at the time of application.

Address verification against Local Authority records will be undertaken for all applications made by residents of the London Borough of Hounslow. Where the Authority is not satisfied as to the validity of an address further investigations will be conducted. The Local Authority Admissions' Team reserves the right to seek verification of the information parents have given on the application form. It may withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information.

Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.

The Local Authority will not accept possible future addresses as a basis for allocating school places. If a family moves after submitting the application, they must inform the School Admissions Team within two weeks of the move so that the application is considered using the correct address for school admission purposes.

If a property is owned which has previously been used as a home address and the family are living at and apply from a different address, the Authority will assume that the second address is temporary. Therefore, the Authority will use the address of the property which is owned as the address for school admissions purposes.

Alternative addresses, including a relative's or childminder's, will not be accepted. If the family retain ownership or tenancy of a property and the family rent an alternative property or live with friends or relatives temporarily and use this address in order to gain a school place, the Authority will consider this to be a temporary address and will not be used for school admissions purposes. Any parent who has more than one property must only refer to the property in which the child actually lives.

Documentary evidence of the address is not needed if the parent pays Council Tax. If the parent/carer is not registered to pay council tax, either because they are not liable or have recently moved, they will be asked to provide:

A mortgage statement/tenancy agreement plus, two of the following:

- Recent utility bill, credit card statement or driving licence
- Child Benefit (pages 1&2)/Inland Revenue document (if entitlement applies)
- Pay slip/P45/P60
- Car/House Insurance certificate
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

## Shared or Joint Residence

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If 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.

Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or the School Admissions Team is not satisfied with this documentation, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP).