



**The Hurlingham Academy**  
The best in everyone™  
Part of United Learning

# Admissions Policy



## **CONTENTS**

1. Guiding Principles
2. Practice and Guidance
3. Admission Arrangements Approved by Secretary of State
4. Annual Procedures for Determining Admissions Arrangements

## **1. GUIDING PRINCIPLES**

The Hurlingham academy aims to;

- Be clear and transparent with regards to its admissions to the academy.
- Have admission criteria that are easy to access by all wishing to apply.

## **2. PRACTICE AND GUIDANCE**

The Admissions Policy at The Hurlingham Academy is set out below:

1. This document sets out the admission arrangements for The Hurlingham Academy. These arrangements are without prejudice to the provisions of the Schools Funding Agreement. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the academy. In particular, the academy will take part in the Admissions Forum set up by Hammersmith and Fulham LA and have regard to its advice and will participate in the co-ordinated admission arrangements operated by Hammersmith and Fulham LA.
3. Notwithstanding these arrangements, the Secretary of State may direct the academy to admit a named pupil on application from an LA. Before doing so the Secretary of State will consult the academy.

## **3. ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

### 3.1. Process of application

- 3.1.1 Applications for places at the academy will be made in accordance with the LA's co-ordinated admission arrangements, and will be made on the Common Application Form provided and administered by the LA and neighbouring LAs. The academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Hammersmith and Fulham Admissions Forum or LA:

a) September - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg in September 2017 for September 2018). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the

school. The academy will also provide information to the LA for inclusion in the composite prospectus, as required;

b) September/October: the academy will provide opportunities for parents to visit the academy;

c) November: Admissions form completed and returned to LA;

d) LA sends applications to the academy;

e) February: LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents;

g) Early March: offers made to parents.

### 3.2 Consideration of applications

The academy will consider all applications for places.

### 3.3 Procedures when the academy is oversubscribed

3.3.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the academy is named on the statement, the criteria will be applied in the order in which they are set out below:

a). Children in Public Care 1, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to residence orders or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to the London Borough of Hammersmith and Fulham confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address.

*Children in Public care has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster carers).*

**Applicants with a signed Statement of Special Educational Needs (SEN) or and Education, Health and Care Plan (EHC) which names The Hurlingham Academy will be placed at that school via the SEN process as set out in Section 324 of the Education Act 1996.**

b). To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

c). The remaining places will be allocated to children who live closest to the school using a straight line distance from the main entrance of the academy to the main entrance to the child's home.

For the purposes of the paragraphs (c) above:

- i. the main entrance to the academy is the front gate on Peterborough road
- ii. the main entrance to a child's home is the door into the house or individual flat or living space occupied solely by the child's family.

The Governing Body may on an individual basis give priority to applicants who can demonstrate reasons why admission to The Hurlingham Academy is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old and must name the school(s) requested. All information submitted will be regarded as confidential.

If in any of the categories there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in 4 below. If there are two or more applicants in categories 1, 2 or 3 who live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

**To children who live nearest the academy.** Proximity to the academy will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the main school gate, as determined by the Hammersmith and Fulham using its computerised measuring system. The child living closest to the academy will receive the highest priority. Accessibility by car or public transport will be disregarded.

**If applicants share the same address point (for example, those who live in the same block of flats or shared house).** Priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary).

If, in the unlikely event that two or more applicants live at exactly the same distance from the academy; the offer of a place will be decided by random allocation.

**Twins, triplets and multiple births** - twins, triplets and multiple birth children will be considered as individuals alongside all other applicants. Every effort will be made to accommodate twins or multiple birth children within the same school even if this means that the PAN will be exceeded.

**Split residence** - Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If

there is a genuine 50/50 share agreement 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 nominate a single residential address for the purpose of admission to school.

### 3.4 Operation of waiting lists

3.4.1 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

3.4.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### 3.5 Arrangements for Appeals Panels

3.5.1 Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy. The Appeal Panel will be independent of the academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

### 3.6 Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the academy

3.6.1 Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the academy must consider all such applications and if the year group applied for has a place available, the academy must admit the child. Parents whose application is turned down are entitled to appeal.

## **4. ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **4.1 Consultation**

4.1.1 The academy shall consult each year on its proposed admission arrangements.

4.1.2 The academy will consult by 1 March:

- a) Hammersmith and Fulham LA;
- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph (b) located within the relevant area for consultation).

### **4.2 Determination and publication of admission arrangements**

4.2.1 Following consultation, the academy will consider comments made by those consulted. The academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

### **4.3 Publication of admission arrangements**

4.3.1 The academy will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in Hammersmith and Fulham and neighbouring LAs;
- b) copies being sent to the offices of these LAs;
- c) copies being made available without charge on request from the academy;
- d) copies being sent to public libraries in the area of such LAs for the purposes of being made available at such libraries for reference by parents and other persons.

4.3.2 The published arrangements will set out:

- a) the name and address of the academy and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) a statement of any religious affiliation;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.

#### 4.4 Representations about admission arrangements

4.4.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to the academy about its admission arrangements, the academy will consider such representations before determining the admission arrangements. Where the academy has determined its admission arrangements and notified all those bodies that it has consulted and any of those bodies object to the academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the academy. Where he/she judges it appropriate, the Secretary of State may direct the academy to amend its admission arrangements.

4.4.2 Those consulted have the right to ask the academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the academy to increase its proposed Published Admissions Number. The Secretary of State will consult the academy and will then determine the Published Admission Number.

4.4.3 In addition to the provisions at paragraphs 4.3 above, the Secretary of State may direct changes to the academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

#### 4.5 Proposed changes to admission arrangements by the academy after arrangements have been published

4.5.1 Once the admission arrangements have been determined for a particular year and published, the academy will propose changes only if there is a major change of circumstances. In such cases, the academy must notify those consulted under paragraph 4.3.1 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

#### 4.6 Need to secure Secretary of State's approval for changes to admission arrangements

4.6.1 The Secretary of State will consider applications from the academy to change its admission arrangements only when the academy has notified and consulted the proposed changes as outlined at 4.3.1 above.

4.6.2 Where the academy has consulted on proposed changes the academy must secure the agreement of the Secretary of State before any such changes can be implemented. The academy must seek the Secretary of State's approval in writing,

setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

4.6.3 The Secretary of State can approve, modify or reject proposals from the academy to change its admission arrangements.

4.6.4 Records of applications and admissions shall be kept by the academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

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