



Document Title	Chiswick School Admission Policy for Entry September 2022-2023
Statutory	Yes
Responsibility	Headteacher
Approval Authority	Headteacher/Governing Body
Approval Date	24 th November 2020
Next Review	N/A
Author	Ms J Mills - Deputy Headteacher
Availability	R Drive + School Website
Version	Final

1. CORE VALUES

1.1 Chiswick School is an 11-18 Co-educational Academy. Our mission is to ensure that students at Chiswick School develop the tools to learn effectively throughout their lives. We want them to acquire the qualifications, values and attitudes for them to be successful in an ever-changing world.

1.2 In all aspects of educational provision by the School, including admissions, there will be no discrimination on grounds of academic ability, disability as defined in the Equalities Act 2010, educational or social special needs, race, cultural heritage, colour, religion or creed, national origin, gender or sexual orientation. No payments are required as a condition of entry. Children who meet their Home Local Authority's criteria for the provision of assistance with transport may be provided with transport by that authority.

2. ADMISSIONS

2.1 Admissions to the School are the responsibility of the Governors of the School.

Year 7 Admissions Process

2.2 The Governing Body will operate an equal preference system in accordance with the Pan-London Co-Ordinated Admissions System and any current legislation. All applicants must complete their home local authority's common application form by 31st October 2021.

Offers will be made by the child's home local authority on national offer day.

Year 12 Admissions Process

2.3 Students already in the school's year 11 group will be given a conditional place in the Sixth Form if their predicted grades meet the academic entry requirements set out below.

External applicants will be given offered a conditional place if their predicted grades meet the academic entry requirements as set out in the attached document [Sixth form Entrance Criteria](#) and they have priority for admission under the oversubscription criteria if the Sixth Form is oversubscribed.

The school requires both pupils and applicants to submit an application form and attend an interview. The application form can be downloaded from the school website and must be submitted by the 27th November 2020. Applications must be sent to Lesley Ward (lwa@chiswickschool.org). Conditional offers to both external applicants and our own year 11 pupils will be made by 11th March 2021.

Applicants should set out their choice of course on the application form.

Offers will be confirmed once GCSE and BTEC results are known in August 2021.

In-year Admissions Process

2.4 This process will apply to applications for year 7 and year 12 after the start of the school year and for applications to years 8-11 at any time.

The admissions process for Years 7-11 will be managed by Hounslow Local Authority on behalf of the Governing Body/Academy. All in year applications for a school place must be made to the Local Authority on their online in-year application form. The Local Authority will allocate places in accordance with the school's published admission criteria. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria and placed on the waiting list to be maintained by the Local Authority. When a space arises in-year the Local Authority will contact the applicant at the top of the waiting list and allocate the school place. The Local Authority will inform the school of the allocation who will also contact the applicant.

Year 12 and 13 in-year applications must be made to the school on the application form on the school website, and submitted to Lesley Ward (lwa@chiswickschool.org).

Where there are more applications than places available, including those already on the waiting list, each application will be ranked in accordance with the published oversubscription criteria.

In-year Waiting list

In-year waiting lists will be held by the Local Authority until the end of the academic year. A new application must be made for the next academic year. Waiting lists are held according to the school's published admission criteria.

Published Admission Numbers

- The published admission number (PAN) for year 7 is 240.
- The published admission number for year 12 is 10

Children with SEN

2.5 The admission of pupils with a Statement of Special Educational Needs or an Educational Health and Care Plan (EHCP) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's Home Local Authority. Details of this separate procedure are set out in the SEND Code of Practice. A child with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) that names the School will 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 have named the School.

3. OVERSUBSCRIPTION CRITERIA

Where the number of children applying for a place exceeds the number of places published, including both late and in year admissions, and after the admission of pupils with Statements of Special Educational Needs or an Educational Health and Care Plan where the School is named,

the following oversubscription criteria will be applied in order. The following oversubscription criteria will apply to all year groups, but in the Sixth Form, applicants will also be required to have met the academic entry criteria.

Looked After or Previously Looked After Children

3.1 Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. 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 (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children include those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Exceptional Social/Medical Need

3.2 All Hounslow schools have experience of dealing with children with different social and medical needs. 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.

Common medical conditions and allergies can usually be supported in all Hounslow mainstream schools. Therefore priority under this criterion would not normally be given for these.

Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application.

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 this school 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 the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at a particular school, 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.

Siblings

3.3 Siblings are defined as those with blood, half-, step-, adoptive and foster brothers and sisters of the child [not cousins] who live at the same home as the applicant. In order to meet the sibling criterion, the child's sibling must be attending the School at the time of application and be expected to still be attending at the time of admission in September. Sibling details must be included in the appropriate section on the Common Application Form.

3.4 All other children.

Tiebreak

3.5 If there is one place available and two or more children would otherwise have equal priority for that place, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Drawing of lots will not be applied to twins, triplets etc from the same family applying at the same time. They will have equal priority for that place and they will both/all be offered a place even if this means going over the Published Admission's Number.

Distance

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. 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 OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road, the LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where blocks of flats are treated as one address, priority will normally be given to the lowest flat number. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

The walking route is established using an algorithm within the software used by the LA. This software is called Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Servelec Education Ltd (www.servelec.co.uk).

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

Definition of a child's/student's home address

The child's/student's home address provided on the Common Application Form or in year or post 16 application must be the one at which the child/student normally resides at the time of application. Where a child's parents have shared responsibility for him/her and the child lives with each parent for part of the week, the address where the child lives is determined using a joint declaration from the parents stating clearly the pattern of residence. If a child's residence is split equally between both parents, then the parents will be asked to determine which residential address should be used for the purpose of admission to the School. Where the residence is not split equally between both parents then the address used will be the one where the child spends the majority of the school week.

Applications from abroad

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code * see Members of UK Armed Forces and Crown Servants.

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September.) Evidence must be submitted to verify this. Evidence might include

- Booked flights

- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

Whilst your child is resident abroad, the link address will not be used for allocation of a school place. This will be updated once your child returns to the UK. If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer made.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

6 APPEAL PROCEDURE

Anyone refused a place for admission to any year group and any Chiswick School year 11 pupils refused progression to the sixth form, have a right of appeal. Appeals will be heard in accordance with the requirements of the School Admission Appeals Code. Information on submitting an appeal is available by contacting the school office at enquiries@chiswickschool.org.

7. WAITING LIST

The London Borough of Hounslow will maintain a waiting list for each year group. Each applicant who is unsuccessful in obtaining a place will be placed on the relevant waiting list.

Each applicant'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/students on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. This means that place of a child/student on the waiting list may change if a child/student with higher priority by the application of the oversubscription criteria joins the list.

Each waiting list will operate until 31 December 2022. Those with a continuing interest beyond this time will be required to make an in-year application.

8. ADMISSION OUTSIDE A CHILD/STUDENT'S NORMAL AGE GROUP.

Admission to a Year Group will normally be to the child's/student's chronological Year Group, but parents may seek a place for their child outside of their normal age group. The school will reach a decision taking into account the circumstances of the child and whether admission out of the normal age group is in the child's best interests. Such requests will only be agreed in exceptional circumstances.

9. SIXTH FORM ARRANGEMENTS.

The maximum number of students that the school is able to accept into its Sixth Form is 250 pupils. Students already attending Chiswick School in Year 11 who meet the prevailing academic standards required by the school and for their chosen courses for the year of admission will normally transfer directly into the school's Sixth Form in the September following the publication of results.

Applications for admission to the Sixth Form, including those from pupils joining the school for the first time from other schools, must include acceptable evidence that they meet the same academic standards above as pupils from within the school and, subject to capacity, will be admitted using the order of priority as set out in section 2. Pupils previously permanently excluded from the school are not eligible for admission to the sixth form.

Eligibility for entry to the school's Sixth Form

The school Sixth Form will admit any pupils with a statement of SEN or with an Education, Health and Care plan naming the school. Beyond that, to be eligible to enter the Sixth Form both internal pupils and external applicants must meet the same **minimum academic entry requirements as published on the school website**. When the Sixth Form is undersubscribed, all internal pupils and external applicants meeting the minimum academic entry requirements will be enrolled into the sixth form.

When there are more eligible external applicants (i.e. that satisfy any academic entry requirements), priority will be given in accordance with the oversubscription criteria in section 3 above.

Choice of courses

Students will be expected to study 3 A levels or a mixed programme of A levels and BTECs and to have obtained before the start of the school year GCSE grades required for the individual subjects they wish to study.

If a student does not achieve the required grade for a chosen subject, he or she will be offered alternative subjects for which they are suitably qualified, if available.

Suitably qualified Chiswick School students will be prioritised for places on courses over external applicants. Where courses are oversubscribed and it is not possible to run a second A level group, for instance, priority for courses will be given to those students with the highest grades or (if they don't currently have GCSE grades) predicted grades in their GCSEs. If the courses are still oversubscribed, the oversubscription criteria in section 3 will be used to decide who is offered the course.

The availability of courses will depend on the numbers applying for them and in some cases students may be offered alternatives to their chosen subjects

Further information about the Sixth Form application process.

We want all students to be well-informed about their Sixth Form choices and to ensure that they are enrolled on the most appropriate course. Therefore all prospective students are welcome to attend our Sixth Form Open Evening in the autumn term, where they will be able to meet staff and collect subject details before making an application to the Sixth Form.

Prospective students are then invited to make an application indicating their initial selection of courses, and are invited to an interview with a senior member of staff at the school before the offers are made. All prospective students are offered this consultation to ensure that they are best matched to the courses that will most likely lead to their future success and this meeting forms part of the admissions process. References and predicted grades are used to advise applicants on the most suitable courses for them.

Any student who is in receipt of Free School Meals is encouraged to apply for the 16-19 Bursary. Only students who have at least 95% attendance are eligible. Any student who is in care, care

leavers, young people in receipt of income support and disabled young people is eligible for the 16-19 Vulnerable Bursary, where they can apply for a maximum payment of £1200.

Any student who needs financial support will be considered for a discretionary award if he or she meets with criteria as outlined in the guidelines.

10. REVIEW AND MONITORING

This policy will be monitored and reviewed annually. The review will take place following the completion of each admissions process.

Information supplied will be used for registered purposes under the General Data Protection Regulations 2018.