

Admissions Policy

1. Introduction

- 1.1 This admissions policy will affect applications that are made for children starting secondary school for the first time, transferring from Year 6 into Year 7 in September 2022. This is the current policy for in year admissions.
- 1.2 Queensmead School is an Academy. The admission of students is controlled by the Governing Body and the school and administered by the Local Authority (LA) for students in Year six entry. All other admissions are administered by Queensmead School.
- 1.3 The procedure to be followed in applying for a place at Queensmead School is as set out in this Policy. The Governors will not accept applications that are not made in accordance with this Policy.
- 1.4 Parents who wish to apply for a place for their child at Queensmead School will fall into one of the following three categories:
 - i Parents who are applying for a place for a child who is starting secondary school for the first time (i.e. a child who is transferring from primary to secondary school), all applications are processed centrally through the London Borough of Hillingdon (LA), see "Starting Secondary School Booklet". (Issued by LA). Brochure and application are available on-line.
PLEASE READ SECTIONS 1- 9 OF THIS POLICY.
 - ii Parents who are submitting an application for a child who is starting secondary school for the first time but whose application is made after the date on which the normal admissions procedure for a child who is transferring from primary to secondary school has ended, see "Starting Secondary School Booklet". Late applications (after 31 October) are processed through the LA and not direct to Queensmead School.
PLEASE READ SECTIONS 1 - 6 & SECTION 10 OF THIS POLICY.
 - iii All other applications for a place at this School (i.e. 'in-year' applications for a place in Years 7 -11 are processed by Queensmead School.
PLEASE READ SECTIONS 1 - 6 & SECTION 10 OF THIS POLICY.
- 1.6 All references to 'parents' in this Policy shall be interpreted referring to parents or legal guardians.
- 1.7 Where parents are separated or divorced, the Governors will address their communications regarding admission to the parent with whom the child normally lives, and is receiving the child benefit, or the address registered with the child's doctor.

2. Information for Parents of Prospective Students

- 2.1 Full information about Queensmead School will be found in the School Brochure and The Website
- 2.2 An Open Evening will be held for parents of prospective students to visit the School in September or October of each year.
- 2.3 Should a place not be offered, details of how to appeal will be available from the School.
- 2.4 Should a place be offered, further information about the school will be provided.

3. The Admissions Number

- 3.1 The Admissions Number for each year group in Years 7-11 is 240 students per year. Governors of Academies may decide to increase the admissions number. If the number for admissions is changed, it will be published on the website and notified to the LA.

4. Admissions Criteria: Years 7-11

- 4.1 The main year for admissions is Year 7 at the age of 11. In addition, students may be admitted into other year groups when vacancies arise through existing students leaving the School.
- 4.2 The Governing Body will comply with national regulations governing the admission of children with an Education, Health and Care Plan and such admission, which for these reasons is additional to the standard number, is without prejudice to the Governors' intention to admit no more than the standard number under the admissions criteria.
- 4.3 The Governing Body will admit students (eg: a 'looked after' child in care) in compliance with local agreements to assist the LA to comply with its statutory obligations. Such admission which is additional to the standard number is without prejudice to the Governors' intention to admit no more than the standard number under the Admissions Criteria.

- 4.4 Children of UK service personnel (UK Armed Forces):

For families of service personnel, with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

E.g: Families of UK service personnel with a confirmed posting to this area or Crown servants returning from overseas to live in this area can make an application, and be offered a school place (should a place be available), in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address. Should the required Year group be full, then the applicant will be added to the waiting list based on the future address supplied and verified.

Children from overseas:

Following the UK's recent departure from the EU, receiving applications from children overseas may have changed, however in most cases, children arriving from overseas have the right to attend schools in England.

It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

When arriving from abroad, it is recommended that parents check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Further information is available on the website of the Department for Education.

- 4.5 Governors will admit students in Year 7- 11 without reference to their ability or aptitude.
- 4.6 If the number of applications for places is greater than the admissions number, Governors will use the following criteria, in the order shown, to decide which children to admit.
- i Children in public care (looked after children (LAC)) and other LAC who have been adopted or made subject to a residency order or special guardianship orders following having been looked after.
 - ii Children who have a sibling at this School at the time of the application of the child for whom a place is sought.
 - iii Children living nearest the school, measured in a straight line from the School to their parents' permanent home (See Section 5.4.3).
 - iv Recruitment and retention of staff (children of staff who have been employed at Queensmead School for at least two years or those that meet a skills shortage). These students will be admitted in addition to the admission number. Applications in this category should be made in the normal way and augmented by a letter directly to the Head Teacher of Queensmead School.

5. Further Information relating to the Admissions Criteria

- 5.1.1 Verification of Information Provided
- 5.1.2 The Governors reserve the right to make such enquiries as they consider necessary to verify the information provided in support of an application for admission under any of the admission criteria. By applying for admission the applicant is deemed to have given consent to such enquiries being made.
- 5.1.3 The Governors will rely upon the information contained in the application form for admission and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to.
- i. Withdraw the offer of admission, effective even after the child has commenced attendance at the school.
 - ii. Pursue their legal rights against parents making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given.
- 5.2 Age of Children Applying for Admission
- 5.2.1 Parents of Year 6 children who have reached the age when they are due to transfer to secondary school in September of any given year are entitled to apply for a place at School.
- 5.3 Sibling Criterion 4.5.ii above

- 5.3.1 If parents are applying for a place for their child because they have a brother or sister at School, priority must be claimed by the time of the published closing date for applications, by giving the details required on the application form. If the existence of such a relationship is not brought to the attention of the Governors at that time, the child will not be given priority in the allocation of places.
- 5.3.2 For the purpose of admissions we define a sibling as:
- a brother or sister sharing the same parents
 - a half brother or sister, where two share one common parent
 - a step brother or sister, where two children are related by parents' marriage or partnership. The partners must have cohabited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of two years
 - An adopted or fostered child
- A sibling must be living at the same address as the applicant when the application is made.
- 5.3.3 Parents are required to provide on the application form sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists.
- 5.4 Children Living Nearest to the School - Criterion 4.5.iii above
- 5.4.1 The Governors will offer places to children under this criterion only after they have offered places to children who qualify on LAC or sibling grounds. Queensmead School does not have a predetermined catchment area for the admission of students under this criterion. Each year, after places have been allocated to children on sibling grounds; the distance from the School to the homes of the other applicants is measured. Places are then offered to children living closest to the School up to the published number.
- 5.4.2 The home address for this criterion will be deemed to be the child's permanent address as shown on their parents' Council Tax bill or utility bill.
- 5.4.3 Distance from the school is measured in a straight line (i.e. as the crow flies). The points taken will be from the address point as set by the Ordnance Survey of the residence to the centre of the school (as determined by the Governing Body); the distances are calculated by the LA for Year 6, also 'In Year' admissions with the points as set above.
- 5.4.4 Where applications are measured equidistant from home to school there will be a tie-breaker. The oldest child will have priority in this instance.
- 5.4.5 For twins, triplets and other multiple births there will be no tie-breaker and all the children will be allocated a place at the school, if a place is available for at least one of the pupils.

6. How to Apply for a Place - Children Starting Secondary School for the First Time

- 6.1 This section of the Admissions Policy describes how to apply for a place for a child who is starting secondary school for the first time (i.e. a child who is transferring from primary to secondary school and is seeking admission to the School for the start of Year 7).

- 6.2 The procedure to admit a child who is starting secondary school for the first time is administered centrally by the LA in conjunction with the school.
- 6.3 If your child attends a primary school in the LA, a Starting Secondary School leaflet will be provided by your child's current primary school in September when they are in Year 6. The leaflet will detail the application process.
- 6.4 If your child does not attend a primary school in the LA, the single Secondary School application form and the booklet 'Starting Secondary School' is available from the Admissions Team at the London Borough of Hillingdon (01895 556644). It can also be downloaded from their website. Applications outside of the LA must be made through the parents' 'home LA' ie: where they pay their Council Tax.
- 6.5 Applicants must complete the Secondary School application form provided by the LA or 'home LA' to apply for a place, providing the information required to choose a school place.
- 6.6 The completed application form must be returned electronically, to your child's primary school (if in Hillingdon) or posted to the Admissions Team, Civic Centre, Uxbridge, UB8 1UW or to the Admissions Team of their 'home LA'. The application form must not be returned to School.
- 6.7 The completed Secondary School application form must be returned by the time of the published closing date. Children for whom applications are received after this date will not be offered a place in the first instance (if the school is oversubscribed), but will be placed on the waiting list and be subject to its procedures.
- 6.8 The Secondary School application form gives parents the right to apply for a place for their child in up to 6 schools of their choice and parents are asked to list these schools in order of preference. Each school stated as a preference is treated equally (ie: individual schools are not informed of the order of preference each secondary school will consider the application as a first preference).
- 6.9 The LA will pass application information for admission to the School via the school allocation system (SAS) Package, Queensmead School will rank places in accordance with the admissions criteria via the SAS package. The School will inform the LA (via the SAS programme) of the allocation of places. The LA will inform parents of the outcome of their application on the published date. (1 March in any year or the Monday following if this falls on a Saturday or Sunday).

7. Offer of Places - Children Starting Secondary School for the First Time

- 7.1 The LA will send by first class post notification of the outcome to resident applicants who applied on a paper application form. All on-line applications will receive notification of their outcome via the E-Admissions website.
- 7.2 The Governors reserve the right to withdraw an offer of admission made in error, however caused.

8. Acceptance of Places - Children Starting Secondary School for the First Time

- 8.1 The LA will request that a place is accepted or declined within two weeks of the date of any subsequent offer.

The Acceptance Form must be returned to the Local Authority and must not be returned to the school.

- 8.2 Failure to accept your offer will result in the offer of admission being withdrawn and the place will be offered to the next child on the waiting list. The applicant will receive written confirmation of such a withdrawal of a place from the LA and Queensmead School will be informed
- 8.3 If upon receiving an offer of admission to Queensmead School, the applicant decides not to accept the place they are asked to tick the second option on the 'Offer of Admission' and when completed, it should be returned to the Admissions Team at the LA as soon as possible after the offer of admission has been received.
- 8.4 If a place is not offered and if Queensmead School was a higher preference than the school offered by the LA the child's name will be placed on a waiting list. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available the Governors will offer admission to the next child on the waiting list, via the LA.
- 8.5 The child's name will remain on the waiting list until the parents ask the school in writing to remove it, or a place is offered whichever comes first. Applicants are written to asking if they wish to remain on the waiting list and given a deadline to reply. If no such reply is received their name will be removed.
- 8.6 If a place is not offered the applicant has the right to lodge an appeal with an Independent Appeal Panel (IAP) appointed by the School.
- 8.7 Appeals against a decision by the Admissions Authority or Governing Body not to offer a place to a child will be dealt with under the appeals procedure of the Independent Appeal Panel.
- 8.8 Information about the appeals procedure, including the date by which an appeal must be lodged, will be included with the letter notifying the result of the application. Appeals will be heard within 30 school working days of the appeal being lodged by the parent.

9 How to apply for a Place - 'In Year' application for Years 7-11

- 9.1 This section of the Admissions Policy describes:
- i How to apply for a place for a child who is starting secondary school for the first time (Year 6 – 7 transfer), but whose application is made after the date on which the normal admissions process for a child who is transferring from primary to secondary school has ended "See Starting Secondary School booklet". Applications for admission after this date are regarded as 'late' applications and are processed on the Common Application Form (CAF) form via their home LA.
 - ii How to apply for a place at any time **other than** for a child who is starting secondary school for the first time (In Year 7 – 11). All other applications for a place at Queensmead School (i.e. 'in year' applications for a place in Years 7- 11 are required to complete an application form from the School
- 9.2 The procedure for deciding which children to admit and notifying parents of the outcome of an application will be carried out by the Governing Body Admissions Committee, in accordance with the published admissions criteria and offer letters will be administered by Queensmead School for 'In Year' applications **only**.

- 9.3 The Governors reserve the right to withdraw an offer of admission made in error, however caused.
- 9.4 If a place is not offered, the child's name will be placed on a waiting list for the year group. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available the Governors Admissions Committee will make an offer of admission to the next child on the waiting list, a meeting at the school will be arranged and an offer made informing the LA on a weekly return.
- i If the application is for a place in Year 7-11 the child's name will remain on the waiting list until a place is offered or until the parents ask the school in writing to remove it, whichever comes first.
- 9.5 If a place is not offered the applicant has the right to lodge an appeal with the Independent Appeal Panel.
- 9.6 Appeals against a decision not to offer a place to a child will initially be dealt with by the Governing Body and an independent panel will be formed.
- 9.7 Parents can appeal at any time, regardless of deadlines. Deadlines are only referred to so that parents can have their appeal heard by the end of term.
- 9.8 Requests for admission to school outside a child's age group
- Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Admission Authority of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.
- 9.9 Fair Access
- The Fair Access Protocol is used by local authorities to place pupils applying for an in-year school place in schools where the child is hard to place, for example where there are no vacancies at a school within a reasonable distance or where there are behaviour concerns. Please see the London Borough of Hillingdon's website for the Fair Access Protocol.
- The Protocol will not apply to a looked after child, a previously looked after child or a child with an Education, Health and Care Plan naming the school in question, as these children must be admitted.

10. Review of the Admissions Policy

- 10.1 The Governing Body is required to review the Admissions Policy annually.
- 10.2 This consultation must be for all admissions from September 2022. All other admissions prior to this date will be administered using previously determined arrangements.
- 10.3 Person responsible: Governing Body Admissions Committee