

# Admissions Policy

## For Admissions in September 2018

### THE ADMISSION OF STUDENTS TO RIVERS ACADEMY WEST LONDON

This document sets out the admission arrangements for Rivers Academy West London.

The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admission Appeals Code) 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 reference to the Aspirations Academies Trust, which governs Rivers Academy West London.

Rivers Academy West London will participate in the co-ordinated admission arrangements operated by Hounslow LA.

Notwithstanding these arrangements, the Secretary of State may direct Rivers Academy West London to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

A rationale for the admission arrangements across the Aspirations Academies trust can be found on the Trust website: [www.aspirationsacademies.org](http://www.aspirationsacademies.org)

### ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

The admission arrangements for Rivers Academy West London for the year 2018/19 and for subsequent years are:

- Rivers Academy West London has an agreed admission number of 180 students in Year 7. The Academy will accordingly admit 180 students into Year 7 if sufficient applications are received.
- Rivers Academy West London has an agreed admission number of 60 students in Year 12 for students from **outside Rivers Academy West London**.
- Rivers Academy West London may set a higher admission number as its Published Admission Number for any specific year. The Academy is not required to consult on any proposed increase to the PAN; however it must notify the Local Authority of the increase and specify the changes on the Academy website.
- Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

## PROCESS OF APPLICATION FOR YEAR 7

- The Local Authority Common Admissions Form (CAF - secondary) must be completed and returned to the Local Authority for all admissions to Rivers Academy West London by 31<sup>st</sup> October.

All applicants\* to the Academy will be required to sit a Cognitive Ability Test. Rivers Academy West London is measured for academic performance against national averages. The Academy's aim is to provide places for local children within a profile that compares to the national distribution of ability. This is achieved through the use of three ability bands – low, middle and high. To allocate Year 7 students to the appropriate band all applicants to the Academy are required to sit a Cognitive Ability Test. As these tests are conducted before the students join the academy this also allows the academy to provide an individual appropriate education for each student from the moment they arrive in September. Students are allocated to an ability band on the basis of their Cognitive Ability Test score. There will be 3 ability bands (low, middle, high) - the percentage of places available in each band will be determined by the profile of the national distribution of ability. This will be determined by an external education testing organisation who administer the on-line test.

*\*It is not compulsory for the following children to sit the Cognitive Ability Test:*

- *Children whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school*
- *Looked after children (Note 1) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (Note 2) or became subject to a child arrangements order (Note 3) or special guardianship order (Note 4).*

*However, it is strongly recommended that these pupils do sit the test as the test will enable appropriate interventions and support to be readily available from the start of term, as well as enabling placement in the correct band.*

- The Test will be sat in the September/October of the year that applications for places are made. There will be a choice of test days available. This means that Year 6 pupils who are considering applying for a place at the Academy in September 2018 will sit the test in September or October 2017.
- Any student who applies for a place at the Academy without having sat the Cognitive Ability Test will have to sit the test before the final place allocations are made in March of the year of admission. *As the test is administered on-line it is relatively easy to arrange a suitable test date.*
- Students with Special Educational Needs, who choose to sit the test, are not given any additional help as the test is designed to pick up on those needs.
- The Cognitive Ability Test is not a pass or fail test. It is used to allocate each applicant to an ability band on the basis of their test score. Parents will be informed of the test result within two weeks of the test being taken.
- An advert inviting all interested Year 6 pupils to apply to sit the Rivers Academy West London Cognitive Ability Test will be placed in local newspapers and on the academy website as well as through a letter to parents sent out to all local primary and junior schools within a two mile radius of the academy. Parents will be invited to contact the Academy to book an appointment for their child to sit the test. Following this application to sit the test, a letter confirming the test date and time will be sent out by post or email. Students who apply to the academy but have not yet sat the test will be sent an invitation to sit the test by letter or email using the information provided on the Common Application Form.
- **Notification of Offer of Places:** Parents will be informed by Hounslow Local Authority (or their home authority if they do not live in Hounslow) which school they have been allocated in writing by

a letter posted on 1<sup>st</sup> March. Parents are asked to confirm their acceptance of the offer with the Local Authority in which they live by 16<sup>th</sup> March.

- Parents and students will then be offered an opportunity to visit the academy before they start in September to meet staff as part of preparing them to give them the best possible start in the academy.

## **Procedures where the Academy is oversubscribed for places in Year 7**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:

Applications will be considered against the ability band in which the applicant is placed by the Cognitive Ability Test score. The number of places available in each band will be determined by the profile of the national distribution of ability. This will be determined by an external education testing organisation who administers the on-line test. After the admission of students whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school, the following criteria will be applied to determine those children who will be offered places within each band.

The criteria are listed in priority order:

1. Looked after children (Note 1) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (Note 2) or became subject to a child arrangements order (Note 3) or special guardianship order (Note 4). Such students will be given top priority in each band before the oversubscription criteria is applied. *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.*
2. Children with a sibling already at the Academy, ordered by shortest distance between home and Rivers Academy West London (*see Note 5, Note 6 and Note 7*)
  - 2.b Twins, Triplet and other children of multiple births;  
In the event that the school 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 Academy 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.
3. Children of teaching staff in the following circumstances (*see Note 9*):
  - a. children of appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2012)
  - b. where the member of teaching staff is or will have been employed at the school for at least two years at the time at which the application for admission to the school is made.
4. Children who have the shortest distance between home and Rivers Academy West London (*see Notes 6, 7 and 8*).

**If at the end of this process there are unallocated places in any band** these will be filled by unallocated applicants from the next nearest band(s) using the same allocation criteria set out above. For example, if there are spaces in the lower band then they will be filled by children on the waiting

list from the middle band. If the middle band has unallocated places and there are unallocated pupils in both the two other bands then each alternate place will be filled by either the lower band or the higher band, starting with the lower band.

If at the end of this process there is a situation where two or more pupils are ranked with the exact same priority, the process to establish which child will be offered a place next will be conducted randomly through the use of an electronic random sorter. This random allocation will be made using an electronic random sorter managed by an appointed person drawing the names. The appointed person will be an independent administrator who has no involvement in the academy.

**Notes:**

1. *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:*
2. *Were adopted under Section 46 of the Adoption and Children Act 2002*
3. *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;*
4. *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.*

5. *In order to meet the sibling criterion, your 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. This means that there will be **no** sibling connection for admission purposes as follows:*
  - a) *applicants for entry to Year 7 if they have a brother or sister in Year 11 unless the CAPF records an expressed intention of the sibling staying on into Year 12.*
  - b) *applicants for entry to Year 7 if they have a brother or sister in Year 13.*

*The definition of a brother or sister is:*

- *A brother or sister sharing the same parents*
- *Half-brother or half-sister, where two children share one common parent*
- *Step-brother or step-sister, where two children are related by a parent's marriage*
- *Adopted or foster children*

*You must complete the sibling details in the appropriate section on the Common Application Form (CAF).*

*We 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.*

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

*Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. The Local Authority will carry out address verifications against Local Authority records for all applications made by residents of the London Borough of Hounslow. Where they are not satisfied as to the validity of an address further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and 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.*

*Possible future addresses will not be accepted as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.*

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

*Alternative addresses, including a relative or child-minder, will not be accepted. If you retain ownership or tenancy of a property and you rent an alternative property or live with friends or relatives temporarily and use this address in order to gain a school place, this will be considered 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.*

*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 there the documentation is not satisfactory, the address of the parent who is in receipt of child benefit or the parent who has parental responsibility will be used. There are no exceptions to this rule.*

*You do not need to provide us with documentary evidence of your address. If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:*

- A mortgage statement/tenancy agreement*

*and two of the following:*

- A recent utility bill, credit card statement or driving license
- A Child Benefit/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.

Any supporting information not in English language must be accompanied by a certified translation.

7. Priority will be given to those children who live closest to Rivers Academy West London:

*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) has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route"*

*It starts from a point of measurement in the "foot print "or "seed point" of the home address. The footprint 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 pupils to enter the school 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 LA cannot take a measurement from another measuring system.*

8. *Children of Service Personnel will not be disadvantaged in the admissions process. 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 we will arrange for that address to be used throughout the admission process.*

9. *Under the oversubscription criteria the word staff will mean: Teaching staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:*

- All full time teaching staff
- All part time teaching staff with a 45% and above timetable

*The two years qualification period may be waived if a post is hard to fill.*

*The definition of staff does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children or staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.*

## **Appeals Process**

Unsuccessful applicants may appeal for a place in the academy. Parents wishing to appeal should contact the Civic Centre in Hounslow to request the relevant forms. Appeals will be heard by a panel that is independent of the Academy and the Governors.

## **Late Applications**

Applications received after the closing date will only be considered as on time under the following circumstances and upon receipt of suitable supporting evidence:

1. The family moved into the Local Authority after the closing date

OR

2. The family was unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Any late application (that has not been judged to be on time) will be considered after the national offer day. If a place cannot be offered, the child's name can be added to the waiting list. The waiting list will be in operation until the 31 August. Any parent/carer wishing for their child to remain on the waiting list until 31 December, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application

Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list. This means that a child's position on any waiting list can move down as well as up.

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

The Aspirations Academies Trust as a general rule does not recommend the admission of children outside of their normal year group. However, the decision to admit a child outside of their normal Year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have 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. In each case, a meeting will take place between the Principal and the parent(s)/carer(s) prior to a decision being made. The Principal of the Academy will discuss the issue with either the Executive Principal or Chief Executive before making a decision. When informing a

parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

### **Withdrawing an offer or a place**

The admission authority, The Aspirations Academies Trust, will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not respond. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh. If the child is not offered a place at the academy based on the new application, the right to appeal still stands.

### **Admission to Post 16 provision**

Every student in Year 11 at Rivers Academy West London is entitled to a place in the Sixth Form providing there is a course suitable for him/her and the student meets the entry requirements. Entry into Year 12 from students outside Rivers Academy West London has been set at 60.

### **Entry Requirements**

<b>Pathway</b>	<b>Entrance criteria</b>	<b>Courses</b>
1	8 A* - C GCSEs (10 if including vocational)	3 x A level
2	6 A* - C GCSEs (8 if including vocational)	Vocational & 1 A level

### **Oversubscription Admissions Criteria:**

After the admission of students whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school, the following criteria will be applied:

1. Looked after children (*Note 1 - see Notes above*) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (*Note 2*) or became subject to a child arrangements order (*Note 3*) or special guardianship order (*Note 4*). These students should meet the academic requirements for the level of course applied for as published in the Academy prospectus.
2. Children with a sibling already at the Academy, ordered by shortest distance between home and Rivers Academy West London (see Note 5, Note 6 and Note 7)
3. Children who have the shortest distance between home and Rivers Academy West London (see Notes 6, 7 and 8).

### **Sixth Form Application Procedure:**

All external students interested in a place at Rivers Academy West London Sixth Form should complete an application form available directly from the Academy or online from the academy website.

### **Late Applications:**



Late applications will be considered, although it will be more difficult to comply with subject preferences. Applications received after the notification date (after places have been offered) will be added to the list of continued interest in admission criteria order. The list of continued interest for Year 12 will be kept until the last day of December of the year of admission.

## **Arrangements for In Year Admissions**

- All applications made during the academic year (in year admissions) including applications in and outside of the normal year of entry for Years 7, 8, 9, 10 and 11, must be made via the local authority. All such applications will be considered and if the year group applied for has a place available in the appropriate band the Academy will admit the child unless the applicant has significant behavioural issues, in which case the child will be referred to the Local Authority Fair Access panel. (Such refusals will only occur where the student concerned has been previously excluded from two or more schools or where special circumstances apply as specified in the Admissions Code. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding.) If more applications are received than there are places available, the oversubscription criteria above for Year 7 or for post-16 places shall apply. This will require the applicant sitting the cognitive ability test.
- Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.
- Waiting list for in-year admissions will be in operation until the end of the academic year. All In Year applications will need to be made to the Academy and will be allocated under the admissions criteria, according to their ability band, (This will require the applicant sitting the cognitive ability test), when a place becomes available. Any places allocated under in-year admissions will be notified to the LA to allow it to update its records.
- Although most children will be admitted to the Academy within their own age group, the Academy will make decisions on the year group of entry on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

### **Fair Access Admissions:**

Rivers Academy West London will adhere to the Fair Access Protocol as determined by the LA to ensure that 'Hard to Place' students will receive a suitable school place. Managed Move requests for students from other Secondary Schools will also be given consideration as part of the adherence to the National Admissions Code.

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

### **Consultation**

Rivers Academy West London will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years. The last consultation took place in 2016.

END OF POLICY