



Admissions Policy

For Admissions in September 2023

Version control	
Rivers Academy Policy version (01-09-2023)	Updated to increase PAN and make administrative changes
Rivers Academy Policy version (01-09-2023)	Internal review undertaken. No need for public consultation for the changes made
Rivers Academy Policy version (01-09-2023)	Policy should be publicly consulted on every 7 years. The last public consultation was January 2020

Date of next review:	September 2026	Owner:	Director of Operations
Type of policy:	Academy	Approving Body:	Board

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.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

The admission arrangements for Rivers Academy West London for the year 2023/2024 are:

- Rivers Academy West London has an agreed admission number of 210 students in Year 7. The Academy will accordingly admit 210 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.

PROCESS OF APPLICATION FOR YEAR 7

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

All applicants* to the Academy will be required to sit a Cognitive Ability Test. Information about the Cognitive Ability Test can be found at Appendix 1 of the Admission Arrangements.

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- **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 on National Offer Day, 1st March. Parents are asked to confirm their acceptance of the offer with the Local Authority in which they live by 16th 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 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, or became subject to a child arrangements order or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England. (*Appendix 2 -Note 1 and Note 2*). 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 Appendix 2 - Note 3 and Note 4*)
- 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 6*):
 - a. children of appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2014)
 - 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. Feeder schools - Children who currently attend a Primary Aspirations Academy*, currently Oriel Academy West London and Oak Hill Academy West London , ordered by the shortest distance between home and Rivers Academy West London (*see Appendix 2 Notes 3 and Note 4*). ****The philosophy of the Aspirations Academies Trust considers all-through, age 2-19 education to be***

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very effective practice and brings many educational benefits to our young people and their parents. Experience tells us that children who have attended one of our primary schools and then subsequently moved to one of our secondary schools, have a much better start to Year 7 which results in more positive outcomes for the pupil. Children who attend our primary academies in Feltham have many opportunities to spend time at Rivers Academy West London enriching their educational experiences from Year 4 onwards.

5. All other children, ordered by the shortest distance between home and Rivers Academy West London (*see Appendix 2 Note 3 and Note 4*)

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.

Appeals Process

Unsuccessful applicants may appeal for a place in the Academy. Parents wishing to appeal should complete the appeal papers on the Academy website. The completed papers should be returned by email to the address listed in the appeal section on the website. Appeals will be heard by a panel which 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. The last date for the Local Authority to consider an application as on time due to a move is 5pm on 9 December 2022. The family must have moved in and sent all documentation to the Local Authority for verification by this time.

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. The last date for the Local Authority to consider an application as on time due to exceptional circumstances is 5pm on 9 December 2022.

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

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be in operation until the 31 August 2023. Hounslow will contact parents/carers in August 2023 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2023.

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

Pathway	Entrance criteria	Courses
3a	7 Grade 9-5 GCSE (10 including vocational)	3 x A level
3b	5 Grade 9-5 GCSE (8 including vocational)	Vocational & 1 x A level.

Over-subscription Admissions Criteria:

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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 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, or became subject to a child arrangements order or special guardianship order (*See appendix 2 Notes 1 & 2*). These students should meet the academic requirements for the level of course applied for as published in the Academy website.
2. Children with a sibling already at the Academy, ordered by shortest distance between home and Rivers Academy West London (see Note 3, 4 & 5)

3. Children who have the shortest distance between home and Rivers Academy West London (see Notes 4 & 5).

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

- The admissions process for Years 7-11 will be managed by the Academy. In year applications should be made online to https://www.hounslow.gov.uk/info/20029/in-year_admissions • Lists of continued interest for in-year admissions will be in operation until the end of the academic year. The Local Authority will confirm with the Academy that you wish to remain on the in-year list of continued interest.
- Parents whose application is turned down are entitled to appeal. Appeals can be made at <https://www.rivers-aspirations.org/about-us/admissions/> The appeals process is run by an independent organisation.

Fair Access Admissions:

Rivers Academy West London will adhere to the Fair Access Protocol as determined by the LA to ensure that vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible. 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 January 2020

