

Year 7 Admissions and In-Year Admissions – Arrangements for 2020-21

Springwest Academy sits in a wider family of schools – Tudor Park Education Trust. Currently the Trust consists of Springwest Academy and Logic Studio School. Tudor Park has been established to ensure continued excellence in education for all students in schools which are well led and managed with a strong backbone of traditional values and established routes into future career pathways. We are inspired by the success of our schools and our students. We are future focused and passionate about education. Together we make a difference every day.

At Springwest, we are always seeking bigger and better. We strive to provide outstanding teaching, abundant opportunities and a wonderfully diverse and compassionate community. We lead by example, providing the inspiration and encouragement needed to nurture fledgling aspiration, confidence and motivation. This creates a powerful mix of skills and values that prepare our students to break down barriers that stand in their way to success. To help them become whatever, and whoever, they can dream to be. Bold, brave, and brilliant young people. Conscientious and confident. Ready to leap into their future.

- SPRINGWEST ACADEMY is an all-through, publicly funded, co-educational, independent, non-denominational, non-selective Academy for local children with an admission number of 180 for Years 7 from 2018.
- Tudor Park Education Trust Sixth Form is managed by Logic Studio School
- Responsibility for the admission of students rests with the Trust
- Admissions to the school are managed by Hounslow Local Authority in accordance with the Pan-London Admissions Arrangements and current legislation. All applications for places at the Academy will be considered in accordance with the Admissions Code and with the academy-specific criteria set out below.
- SPRINGWEST ACADEMY will admit 180 full time students into Year 7 in September 2020.

Special Educational Needs

Children with a Statement of Special Educational Needs or an Education, Health and Care plan (EHCP) that names a 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 has named the school.

The admission of pupils with a Statement of Special Educational Needs or an Education Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home council. Details of this separate procedure are set out in Special Educational Needs Code of Practice

Application for children from abroad

If you and your child live abroad, you may only apply for a school place if your child:

- holds a full British Citizen passport (but not a British Dependent Territories or British Overseas passport) or

- is an EEA national (all member states of the European Union together with Iceland, Norway and Liechtenstein) or
- is a Swiss national (Swiss nationals have the same rights to live and work in the United Kingdom as EEA nationals); or
- has a passport which has been endorsed to show that they have the right of abode in the UK

If you have a property in the UK you should apply online to the local authority for that address. If you do not have a UK [property you should contact the local authority where your preferred school is situated. You must apply by the deadline and provide information about where you are living and when you intend to return. We will initially consider the application based on your child's address abroad and any subsequent change will be considered in line with our change of address policy.

For other children without automatic right of entry to the UK, an application can only be made once the child is in the country.

Members of the UK Armed Forces and Crown Servants

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. 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.

How to apply

Applications for admission must be made to the applicants home Local Authority on the Common Application Form. The closing date for application is 31 October 2019. Notification letters will be sent out by the Local Authority on 1 March 2020.

For Hounslow Residents application will be made on-line. Residents of other boroughs should check with their home Local Authority on their procedures.

Oversubscription criteria

In the event that SPRINGWEST ACADEMY receives more applications than there are places and after the admission of pupils with Statements of Special Educational Needs or Education Health Care Plan where the school is named, or where a child's medical or social circumstances require attendance at this rather than any other school, the following over subscription criteria will be applied.

1. Looked after or previously looked after children. 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:

- i. Were adopted under Section 46 of the Adoption and Children Act 2002
- ii. 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;
- iii. 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. You must complete the appropriate section on the Common Application Form (CAF) and provide a letter and/or documentary evidence from the child's social worker or other relevant professional. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.

2. Siblings: Applicants who will have a sibling attending the school at the time of admission.

Applicants who will have a sibling including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the school in September 2020..

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. 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.

Twins, Triplet and other children of multiple births (this wording is used by the LA to process any multiple birth applications for your school)

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 Trust 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. Families who live closest to the school

Home Address – verification process carried out by the Local Authority

The child's home address provided on the application must be the one at which the child is permanently living and must be the address where the 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. Address verification against Local Authority records will be undertaken for all applications made by residents of the London Borough of Hounslow. Where we 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.

- We will not accept possible future addresses 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's or childminder's, 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, we will consider this to be a temporary address and we will not use this for school admissions purposes. Any parent who has more than one property must only refer to the property in which the child actually lives.
- You may 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:
 - Recent utility bill, credit card statement or driving licence
 - Child Benefit (pages 1&2)/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 proof of address provided must show your **full name and match the details provided at time of application.**
- Any supporting information not in English language must be accompanied by a certified translation. If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

Shared or Joint residence

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 the School Admissions Team is not satisfied with this documentation, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP)

You must therefore send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

Shortest Designated Route

Springwest has a policy to use the LA's measuring system, the route from home to school has been measured using the walking route.

It starts from a point of measurement in the **"foot print"** or **"seed point"** of the home address. The foot print 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 OS Mastermap. OS Mastermap 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 walking 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.

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 RouteFinder and is produced by Higher Mapping Solutions (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).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

Appeal procedure

Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. Appeals will be heard in accordance with appropriate legislation. Any parent wishing to appeal should contact p.davies@tudorparkeducation.org. To obtain an appeal pack. There will be no other appeal to the Governors for a place at SPRINGWEST ACADEMY.

Admission of Children Outside their Normal Age Group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis.

If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group, and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Principal etc. Some of the evidence a parent might submit could include: 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 the school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Waiting List

The waiting lists for the transfer to secondary school (Year7), will be kept by Hounslow. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

The waiting lists will include those who have moved to the area and were unable to make an 'on-time' application. The waiting list will be held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until the **31 August 2020**. Any parent/carer wishing for their child to remain on the waiting list until **31 December 2020**, 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.

In-Year Admissions

All applications for admissions to years 8 to 11 will be treated as in-year admissions during 2020/21. An application must be made to the Local Authority on their in-year common application form.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Trust is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Trust for the current school year. The Trust has this power even when admitting the child would mean exceeding the published admission number.'

Review and Monitoring

This policy will be monitored throughout the year and a review will take place following the completion of each admissions process. The policy will be reviewed annually by the Trust and updated as necessary.