

## Year 7 Admissions and In-Year Admissions Arrangements for 2018-19



### Year 7 Admissions and In-Year Admissions – Arrangements for 2018-19 [Admission to Springwest Academy](#)

Springwest Academy became an Academy in 2011 and now sits in a wider family of schools – Tudor Park Education Trust. Currently this consists of Springwest Academy and Logic Studio School. The Trust 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 creative, resilient and enterprising learners. We are active and responsible citizens. We embrace every opportunity that comes our way so we can achieve excellence.'

- SPRINGWEST ACADEMY is an all-through, publicly funded, co-educational, independent, non-denominational, non-selective Academy for local children with an admission number of 245 per cohort.
- Responsibility for the admission of students rests with the Governing Body. 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 245 full time students into Year 7 in September 2018.

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 from overseas will only be accepted for children of families of UK Service Personnel and Crown servants. '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.

#### **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 2017. Notification letters will be sent out by the Local Authority on 1 March 2018.

For Hounslow residents applications 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) 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. Please note that adopted children must be looked after by an English or Welsh Local Authority.

## **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 2017. 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 2017. You must complete the sibling details in the appropriate section on the Common Application Form (CAF).

## **3. Families who live closest to the school**

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 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 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.

### **Guidance Notes**

**The "shortest designated route" is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The "shortest designated route" is also not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.**

### **Twins, triplets and 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 Local Authority 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.'

### **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. An Independent Appeals Panel appointed by the Local Authority will adjudicate on all appeals for places at SPRINGWEST ACADEMY. Any parent wishing to appeal should follow the procedure set out in the admissions brochure. 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 school will operate a waiting list which will be zero numbered. Whenever a place becomes available oversubscription criteria outlined above will be applied to all applications on the waiting list, if necessary. The waiting list will remain open for the academic year following the start of the autumn term and is held by the Local Authority. Names will be removed from the list at the end of the academic year and applicants wishing to remain on the waiting list should contact the Local Authority stating their wish.

### **In-Year Admissions**

Pupils may apply at any time to join the school in-year. Applicants must complete the In-Year Transfer Form available from the Local Authority and must be submitted to the Local Authority. They may also submit the supplementary information form if they think that they are eligible for the Pupil Premium. If a place is available the child will be admitted.

### **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 Governing Body 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 Governing Body for the current school year. The Governing Body 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 a committee of the Governing Body and updated as necessary.