

# Consultation on Admissions for entry in September 2017

## Reach Academy Feltham



November 2015

### Year 7 Admissions and Secondary In-Year Admissions – Proposed Arrangements for 2017-18

#### Admission to Reach Academy Feltham

1. Reach Academy Feltham is an all-through, publicly funded, co-educational, independent, non-denominational, non-selective Academy for local children with an admission number of 60 students per cohort.
2. 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.
3. Reach Academy Feltham will admit 60 full time pupils into Reception and 60 full time pupils into Year 7 in September 2017.
4. In order to ensure that we have a cohort that is representative of pupils from the local community, Reach Academy Feltham allocates a proportion of places to pupils eligible for the pupil premium at the time of their application to the school. The proportion is based on the number of pupils eligible for Free School Meals in local maintained schools and is currently set at 27%.
5. All applications for places at the school will be considered in accordance with the arrangement set out below.
6. 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 is set out elsewhere.
7. The child's home address should be the one at which the child normally resides at the time of application. 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.
8. Application from overseas will only be accepted for children of families of UK Service Personnel and Crown servants. We understand that families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. Please ensure you submit an official letter from MOD, FCO or GCHQ with your application detailing your relocation date and a unit postal or quarters in Hounslow and we will arrange for that postal address to be used throughout the admissions process.

## Oversubscription criteria (Year 7)

9. In the event that the Reach Academy Feltham 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, the following over subscription criteria will be applied.

- a. **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:
- Were adopted under Section 46 of the Adoption and Children Act 2002
  - 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;
  - 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.

- b. **Up to 16 places to be allocated to children eligible for free school meals at the time of application.** If you wish to be considered under this criterion, please complete the school's supplementary information form. This can be obtained from the school office or downloaded from the school website and should be returned to the school (not the Local Authority) by the closing date. Where there are more applications that meet this criterion than the 16 places allocated, places will be allocated by the use of an electronic ballot system, which will be independently monitored.
- c. **Medical/Social: Children whose acute, established and documented medical or social needs justify a place at the school.** Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school. Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of your original application. If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at the school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.
- d. **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).
- e. **Families who live in the Reach Academy Feltham Admission Area.** Priority will be given to children living in the area identified by the school (which is the same as the Feltham and Hanworth Priority Admission Area, as defined by the local authority). Where there are more applications than meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently monitored.
- f. **Any other children.** Where there are more applications than meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently monitored.

10. In the event that any applicants have equal rights to a place under any of the criteria above, places will be allocated using an electronic random allocation system, which will be independently monitored.

### **Appeal procedure**

11. 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 Reach Academy Feltham. 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 Reach Academy Feltham.

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

12. Applicants may choose to seek places outside of their child's chronological year group. Any request needs to be put in writing to the School outlining the reasons with supporting documentation from a professional for consideration. The School will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

### **Waiting List**

13. The school operates a waiting list for each year group, and the list is 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**

14. 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 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. If a place is not available the applicant will be placed on a zero numbered waiting list, which will be maintained by the Local Authority until a place becomes available. Applications are considered in accordance with the criteria outlined above. When a space arises in-year the school will allocate the place in accordance with these criteria. The Local Authority will inform the family and arrange a meeting.
15. 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 Governing Body will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admissions number.

### **Review and Monitoring**

16. 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.

# Reception Admissions and Primary In-Year Admissions – Proposed Arrangements for 2017-18

## Admission to Reach Academy Feltham



1. Reach Academy Feltham is an all-through, publicly funded, co-educational, independent, non-denominational, non-selective Academy for local children with an admission number of 60 students per cohort.
2. 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.
3. Reach Academy Feltham will admit 60 full time pupils into Reception in September 2017.
4. In order to ensure that we have a cohort that is representative of pupils from the local community, Reach Academy Feltham allocates a proportion of places to pupils eligible for the pupil premium at the time of their application to the school. The proportion is based on the mean for pupils eligible for Free School Meals in maintained schools within one mile of the school and is currently 27%.
5. All applications for places at the school will be considered in accordance with the arrangement set out below.
6. Admission to Reception at Reach Academy Feltham is made on the understanding that Reach Academy Feltham is an all-through school and children will automatically transfer to the secondary part of the school in Year 7.
7. 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 elsewhere.
8. The child's home address should be the one at which the child normally resides at the time of application. 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.
9. Application from overseas will only be accepted for children of families of UK Service Personnel and Crown servants. We understand that families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. Please ensure you submit an official letter from MOD, FCO or GCHQ with your application detailing your relocation date and a unit postal or quarters in Hounslow and we will arrange for that postal address to be used throughout the admissions process.

## Oversubscription criteria (Reception)

10. In the event that the Reach Academy Feltham receives more applications than there are places and after the admission of pupils with Statements of Special Educational Needs or Education Health Care Plans where the school is named, the following over subscription criteria will be applied.
  - a. **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.

- b. **Children eligible for the Early Years Pupil Premium at the time of application to the school and attending Reach Academy Feltham Nursery**
  - c. **Medical/Social: Children whose acute, established and documented medical or social needs justify a place at the school.** Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school. Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of your original application. If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at the school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.
  - d. **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).
  - e. **Up to 16 places to be allocated to children eligible for Free School Meals at the time of application to the school.** If you wish to be considered under this criterion, please complete the school's supplementary information form. This can be obtained from the school office or downloaded from the school website and should be returned to the school by the closing date. Where there are more applications that meet this criterion than the 16 places allocated, places will be allocated by the use of an electronic ballot system, which will be independently monitored.
  - g. **Families who live in the Reach Academy Feltham Admission Area.** Priority will be given to children living in the area identified by the school (which is the same as the Feltham and Hanworth Priority Admission Area, as defined by the local authority). Where there are more applications than meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently monitored.
  - h. **Any other children.** Where there are more applications than meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently monitored.
11. In the event that any applicants have equal rights to a place under any of the criteria above, places will be allocated using an electronic random allocation system, which will be independently monitored.

## Appeal procedure

- 12. 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 Reach Academy Feltham. 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 Reach Academy Feltham.

### Waiting List

13. The school operates a waiting list for each year group, and the list is 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

14. 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 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. If a place is not available the applicant will be placed on a zero numbered waiting list, which will be maintained by the Local Authority until a place becomes available. Applications are considered in accordance with the criteria outlined above. When a space arises in-year the school will allocate the place in accordance with these criteria. The Local Authority will inform the family and arrange a meeting.
15. 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 Governing Body 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.

### Reception Year Deferred Entry and part-time admission

16. Applications are invited for September 2017 from families whose child attains 4 years of age between 01/09/2016 and 31/08/2017. Applicants may defer entry to school until 'compulsory school age' i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then deferment is requested. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond compulsory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer beyond the start of the Summer Term, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are unlikely to obtain a place. Parents of Summer-born children choosing not to send their child to school until following their fifth birthday may request that they are admitted outside their normal age group, to Reception not Year 1. Parents should contact the Admissions Authority (the school), as set out below.
17. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents choosing part-time or deferred entry must contact the school they have been allocated or hope to be allocated. Those wishing to delay entry to the reception year should contact the School Admissions Team.

### Children educated outside their chronological age group

18. It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.
19. Department for Education guidance states that: 'The government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate and that they should only be educated out of their normal age group in very limited circumstances'. Request should be made in writing to the school and will be considered on their own merits.

### Review and Monitoring

20. 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.



## **Appendix A – List of roads that constitute the Reach Academy Feltham Admissions Area**

[http://www.hounslow.gov.uk/feltham\\_priority\\_admission\\_area.pdf](http://www.hounslow.gov.uk/feltham_priority_admission_area.pdf)



## Appendix B – Supplementary Information Form for Admission in September 2017

Parents/carers should complete this form if they wish their child's application to be considered under the school's "Free School Meals" over-subscription criteria. Parents should also apply on-line using e-admissions.

This form, along with proof of eligibility for one of the below, should be return to the school office:

- **By 31<sup>st</sup> October 2016 for pupils joining in Year 7.**
- **By 15<sup>th</sup> January 2017 for pupils joining in Reception.**

Up to 27% of places in Reception and Year 7 (16 out of 60 places) will be allocated to eligible pupils. Where there are more applications that meet this criterion than the 16 places allocated, places will be allocated by the use of an electronic ballot system, which will be independently operated.

To be eligible for this criteria you must be receiving one of the following at the time of application:

- Income Support or Income-based Jobseekers Allowance or Income-related Employment & Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

**Completing this form does not on its own constitute an application to Reach Academy Feltham.**

Child's Forename	Child's Surname	Child's Date of Birth __/__/____
Name of Parent/Guardian/Carer (who is in receipt of the qualifying benefit)		
Address of Parent/Guardian/Carer		
Postcode		
National Insurance Number of Parent/Guardian/Carer (who is in receipt of the qualifying benefit) (Mandatory Field)  -----		
Date of Birth of Parent/Guardian/Carer (who is in receipt of the qualifying benefit) __/__/____		
Preferred Telephone Number	Email Address	