

# ADMISSION ARRANGEMENTS 2023-2024

## LONDON BOROUGH OF HOUNSLOW COMMUNITY SCHOOLS



**London Borough  
of Hounslow**

October 2021

# LONDON BOROUGH OF HOUNSLOW COMMUNITY SCHOOLS

## PROPOSED ADMISSION ARRANGEMENTS FOR 2023 -2024

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## Published Admission Numbers (PAN) for London Borough of Hounslow Community Primary Schools for 2023 - 2024

This document sets out the published admission numbers (PAN) for Hounslow community primary schools for September 2023. Where changes have been made, the text is in bold.

SCHOOL	PAN - 2023
ALEXANDRA PRIMARY	90
BEAVERS PRIMARY	120
BEDFONT PRIMARY	90
BELMONT PRIMARY	60
CARDINAL ROAD INFANT AND NURSERY	90
CAVENDISH PRIMARY	30
CHATSWORTH PRIMARY	90
CRANE PARK PRIMARY	60
CRANFORD PRIMARY	90
EDWARD PAULING PRIMARY	60
FAIRHOLME PRIMARY	<b>60</b>
FELTHAM HILL INFANT AND NURSERY	120
GREEN DRAGON PRIMARY	60
GROVE PARK PRIMARY	60
GROVE ROAD PRIMARY	30
HESTON PRIMARY	60
HOUNSLOW HEATH INFANT AND NURSERY	210
HOUNSLOW HEATH JUNIOR	<b>210</b>
HOUNSLOW TOWN PRIMARY	150
ISLEWORTH TOWN PRIMARY	120
IVYBRIDGE PRIMARY	30
LIONEL PRIMARY	90
MARLBOROUGH PRIMARY	90
NORWOOD GREEN INFANT AND NURSERY	120
ORCHARD PRIMARY	90

<b>SCHOOL</b>	<b>PAN - 2023</b>
SMALLBERRY GREEN PRIMARY	60
SOUTHVILLE PRIMARY	90
SPARROW FARM PRIMARY	<b>60</b>
SPRING GROVE PRIMARY	30
SPRINGWELL SCHOOL	120
STRAND ON THE GREEN INFANT AND NURSERY	90
STRAND ON THE GREEN JUNIOR	90
VICTORIA JUNIOR	90
WELLINGTON PRIMARY	120
WILLIAM HOGARTH PRIMARY	30
WORPLE PRIMARY	<b>30</b>

## **Published Admission Number (PAN) for the London Borough of Hounslow Community Secondary School for 2023-2024**

This document sets out the published admission number (PAN) for the Hounslow community secondary school for September 2023. Where changes have been made, the text is in bold.

<b>SCHOOL</b>	<b>PAN 2023 Year 7</b>	<b>PAN 2023 Year 12#</b>
THE HEATHLAND SCHOOL	270	50

# PAN for Sixth Form external pupils only – Year 11 pupils within school have priority

## **PROPOSED Admission arrangements for London Borough of Hounslow's Community Infant and Primary schools for 2023-2024**

Children born between 1 September 2018 and 31 August 2019 will be expected to start in the reception class (Year R) in an Infant or Primary school in September 2023.

Parents of children who live in Hounslow must apply for a reception class place by participating in the coordinated reception scheme by making an online application.

### **Published Admission Number (PAN)**

The Published Admission Numbers for initial entry to Hounslow's Primary community schools in September 2023 are set out in [Appendix A](#)

### **Primary Community Schools Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. **A Looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See [Appendix I](#) for further information relating to looked after and previously looked after children)
2. **Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. (See [Appendix I](#) for further information relating to exceptional medical/social need)
3. **Sibling** - Children who will have a brother or sister, 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 infant, linked junior or primary school in September 2023. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.
4. **Children of staff** – children of any member of staff, regardless of role in the school where
  - a) The member of staff has been directly employed by the school for two or more years at the time of application or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. **Distance** - Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See [Appendix I](#) for further information)

## **Tie Breaker**

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

Parents should note that admission to reception classes is determined using the admission criteria for primary schools. **Attendance at a nursery does not guarantee a reception place at an attached infant or primary school.**

## **Waiting lists**

Hounslow keeps a waiting list for each school which is oversubscribed. 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.

Waiting lists for Hounslow Community Schools will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are 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 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.

## **Late applications**

Application forms must be received by Hounslow Council by the closing date, **15 January 2023**, as stated in the published schemes. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time, but these must be received by dates stated in the scheme. This also applies to any changes to the application e.g. order of school preference. (See [Appendix I](#) for further information on late applications).

## **PROPOSED Admission arrangements for London Borough of Hounslow's Community Junior schools for 2023-2024**

Children born between 1 September 2015 and 31 August 2016 and currently in Year 2 in an Infant school will need to transfer to a Junior School (Year 3) in September 2023.

Parents of children who live in Hounslow must apply for a Year 3 place by participating in the coordinated junior scheme by making an online application.

### **Published Admission Number (PAN)**

The published Admission Numbers for initial entry to Hounslow's Community Junior schools in September 2023 are set out in [Appendix A](#).

### **Junior Community Schools Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. **A Looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See [Appendix I](#) for further information relating to looked after and previously looked after children)
2. **Linked Infant School** – children attending their linked infant school have priority for admission to the linked Junior school after Looked after or previously looked after children. The linked infant and junior schools are listed below.
3. **Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. (See [Appendix I](#) for further information relating to exceptional medical/social need)
4. **Sibling** - Children who will have a brother or sister, 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 infant, linked junior or primary school in September 2023. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.
5. **Children of staff** – children of any member of staff, regardless of role in the school where
  - a) the member of staff has been directly employed by the school for two or more years at the time of application or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. **Distance** - Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See [Appendix I](#) for further information)

## **Linked schools**

Cardinal Road Infant and Nursery School linked to Victoria Junior School  
Hounslow Heath Infant and Nursery School linked to Hounslow Heath Junior School  
Norwood Green Infant and Nursery School linked to Norwood Green Junior School  
Strand on the Green Infant and nursery School linked to Strand on the Green Junior School

## **Tie Breaker**

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

## **Waiting list**

Hounslow keeps a waiting list for each school which is oversubscribed. 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.

Waiting lists for Hounslow Community Schools will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are 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 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.

## **Late applications**

Application forms must be received by Hounslow Council by the closing date, **15 January 2023**, as stated in the published schemes. Applications received after these closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time but these must be received by dates stated in the scheme. This also applies to any changes to the application e.g. order of school preference. (See [Appendix I](#) for further information on late applications)

## PAN-LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Hounslow Scheme for Co-ordination of Admissions to Reception /Junior in 2023 - 2024

#### Definitions

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme.
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over- subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register	the document containing the address verification policy of each participating LA.
“the Local Admission System	the IT module for administering admissions in

(LAS)”	each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary school
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. <b>16 April</b> in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## Applications

1. Applications from residents of Hounslow will be made and submitted on-line using Hounslow's Common Application Form.
2. Hounslow will take all reasonable steps to ensure that every parent/carer who is resident in Hounslow and has a child in a nursery class or Year 2 in an infant school, within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access Hounslow's composite prospectus and apply online. Parents/carers who do not live in Hounslow will have access to this Hounslow's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within Hounslow will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Hounslow, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
4. Where supplementary information forms are used by admission authorities in Hounslow, links to their websites will be available on Hounslow's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Hounslow's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in Hounslow receives a supplementary information form, Hounslow will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hounslow to comply with paragraph 1.9 of the School Admissions Code 2021. However, where a parent resident in Hounslow expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Hounslow undertakes to carry out address verification. This will in all cases include validation of resident applicants against Hounslow's maintained nursery and primary school data and the further investigation of any discrepancy. Where Hounslow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 February 2023**.
9. Hounslow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **3 February 2023**.

10. Hounslow will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort and will forward any supporting documentation to the maintaining LA by **3 February 2023**.

### **Processing**

11. Applicants resident within Hounslow must return the Common Application Form, which will be available and able to be submitted online, to Hounslow by **15 January 2023**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **3 February 2023**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. Hounslow will share the details of each application for a Hounslow voluntary aided school, free school or academy with that school. Schools that require a supplementary information form will check that parents have completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary information form has also completed the Common Application Form.
14. Hounslow will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Hounslow will forward the details to maintaining LAs via the PLR as they are received. Hounslow will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **10 February 2023**.
17. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **5pm on 8 February 2023**, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **13 and 17 February 2023** in the Pan-London timetable.
19. All preferences for schools within Hounslow will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Hounslow have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]

20. Hounslow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Hounslow's area before uploading data to the PLR.
21. Hounslow will upload the highest potential offer available to an applicant for a maintained school or academy in Hounslow to the PLR by **16 March 2023**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Hounslow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **24 March 2023** if this is sooner.
23. Hounslow will not make an additional offer between the end of the iterative process and the **17 April 2023** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Hounslow, Hounslow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Hounslow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Hounslow will accept that the applicant(s) affected might receive a multiple offer.
25. Hounslow will participate in the offer data checking exercise scheduled between **27 March** and **6 April 2023** in the Pan-London timetable.
26. Hounslow will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **12 April 2023**. (33 London LAs & Surrey LA only).

## **Offers**

27. Hounslow will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.12 of the Schools Admissions Code 2021. The alternative school offer will be allocated to the closest Hounslow school to the applicant's home address with vacancies.
28. Hounslow will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
29. Hounslow's outcome notification to parents will include the outcome of the application, the reasons for any refusals, the right of appeal against a refusal, the operation of the waiting list and how to accept the offer of a place.
30. Notification of the outcome of the application will be sent on **17 April 2023**.

31. Hounslow will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2023.

### **Post Offer**

32. Hounslow will request that resident applicants accept or decline the offer of a place by **2 May 2023**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Hounslow accepts or declines a place in a school maintained by another LA by **2 May 2023**, Hounslow will forward the information to the maintaining LA by **9 May 2023**. Where such information is received from applicants after **2 May 2023**, this LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Hounslow, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
35. When acting as a maintaining LA, Hounslow will place an applicant resident in another LA on the waiting list of any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in Hounslow, the admission authority will inform Hounslow of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, Hounslow will inform the home LA, where different, of an offer for a maintained school or Academy in Hounslow which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
38. When acting as a maintaining LA, Hounslow and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, Hounslow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home LA, when Hounslow is informed by a maintaining LA of an offer which can be made to an applicant resident in Hounslow which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
41. When acting as a home LA, when Hounslow has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 39 and 40 shall apply to the revised order of preferences.
42. When acting as a maintaining LA, Hounslow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.

43. When acting as a maintaining LA, Hounslow will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
44. When there are more children than places available, waiting lists will operate for this year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child's name was added to the waiting list. Waiting lists must comply with 2.14 of the School Admission Code.

## **Waiting Lists**

45. Where a child does not receive an offer of their first preference, their name will automatically be placed on the waiting list for each Hounslow school for which they are eligible that is a higher preference school to the one offered.
46. Applicants will be given the opportunity to make applications to Hounslow schools to which they did not originally apply.
47. Waiting lists will be kept for maintained admission authorities in Hounslow and coordinated centrally by Hounslow as part of the coordination of all admission applications. Academies and voluntary-aided schools will apply their own admission arrangements. Hounslow will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by Hounslow.
48. Waiting lists for entry to Reception and Year 3 in a Junior school in the academic year 2023/2024 will be compiled on **17 April 2023** (National Offer Day) and will be kept in strict criteria order with no differentiation between on-time or late applications.
49. Waiting lists will be maintained and places allocated as they become available, in accordance with each admission authorities published admission and oversubscription criteria.
50. Children will remain on the waiting list until **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

## PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

### Timetable for Admissions to Reception/Junior in 2023 -2024

<b>Sun 15 Jan 2023</b>	Statutory deadline for receipt of applications
<b>Fri 3 Feb 2023</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Fri 10 Feb 2023</b>	Deadline for the upload of late applications to the PLR
<b>Mon 13 Feb – Fri 17 Feb 2023</b>	Checking of application data
<b>Mon 20 Feb 2023</b>	Ranking applications
<b>Thur 16 Mar 2023</b>	Deadline for the transfer of potential offer information from the maintaining LA's to the PLR (ALT file)
<b>Fri 24 Mar 2023</b>	Final ALT file t PLR
<b>Mon 27 Mar – Thur 6 Apr 2023</b>	Check of offer data
<b>Wed 12 Apr 2023</b>	Deadline or on-line ALT file to portal
<b>Mon 17 Apr 2023</b>	Offer notification
<b>Tue 2 May 2023</b>	Deadline for receipt of acceptances
<b>Tue 9 May 2023</b>	Deadline for transfer of acceptances to maintaining LA's

## **PROPOSED Admission Arrangements for The Heathland School for 2023-2024.**

Children born between **1 September 2011** and **31 August 2012** will be expected to transfer to secondary school in September 2023.

Parents of children who live in Hounslow must apply for a secondary school place (year 7) by participating in the coordinated secondary scheme by making an online application.

### **Secondary Community Schools Oversubscription criteria – The Heathland School**

Should the number of applications for The Heathland School by the published closing date exceed the number of places published (270) and after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

- 1. A Looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and have left care under a Child arrangements order, special guardianship order or who were adopted. (See [Appendix I](#) for further information relating to looked after and previously looked after children)
- 2. Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. (See [Appendix I](#) for further information relating to exceptional medical/social need)
- 3. Sibling** - Children who will have a brother or sister, 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 on roll, at the Heathland School in September 2023. If the older child is year 11 or year 12 at the time of application, the LA will ask the school whether it is expected that s/he will still be attending the school in September 2023.
- 4. Children of staff** – children of any member of staff, regardless of role in the school where
  - a) the member of staff has been directly employed by the school for two or more years at the time of application or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 5. Distance** - Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See [Appendix I](#) for further information)

### **Tie Breaker**

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness. (See [Appendix I](#) for further information on distance measurement).

### **Waiting list**

Hounslow will maintain a waiting list for The Heathland School. 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 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

### **Late applications**

Application forms must be received by Hounslow Council by the closing date, **31 October 2022**, as stated in the published schemes. Applications received after these closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances the application may be considered as on time but must be received by dates stated in the scheme. This also applies to any changes to the application e.g. order of school preference. (See [Appendix I](#) – for further information on late applications)

## **Admission to The Heathland School sixth form**

The school will consider the following factors before deciding to offer a student a place in the Sixth Form:

- The GCSE point score in the students best 8 subjects
- The GCSE grade criteria for individual A level subjects (details are set out on the school website)
- That there are sufficient places available on the proposed course(s) of study.
- Courses will only be offered subject to demand and staff availability.
- First priority will be given to Year 11 students from within the school and then to external applicants subject to availability of places. If courses are oversubscribed, places will be offered on a first come – first served basis as long as the entry criteria have been met. Alternative courses will be offered wherever possible
- It will not be permitted for students to repeat the same courses having been unsuccessful at the first attempt. We admit students who are currently in Year 11 and who are progressing to Year 12.

**PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM**

**Hounslow Scheme for Co-ordination of Admissions to Year 7 and Studio Schools in 2023-2024**

**Definitions**

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide BUG”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not Mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA
“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed

“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school.
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. <b>1 March</b> in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## Applications

1. Hounslow will advise home LAs of their resident pupils on the roll of Hounslow's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Hounslow will be made and submitted online using Hounslow's Common Application Form.
3. Hounslow will take all reasonable steps to ensure that every parent/carer who is resident in Hounslow and has a child in their last year of primary education within a maintained school or academy, either in Hounslow or any other maintaining LA, is informed how they can access Hounslow's composite prospectus and apply online. Parents/carers who do not live in Hounslow will have access to Hounslow's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Hounslow will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Hounslow, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria only, in accordance with paragraph 2.4 of the School Admissions Code 2021.
5. Where supplementary information forms are used by admission authorities in Hounslow, links to their websites will be available on Hounslow's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Hounslow's composite prospectus and website will indicate which schools in Hounslow require supplementary forms to be completed and where they can be obtained.
6. Where a school in Hounslow receives a supplementary information form, Hounslow will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2021.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hounslow. This is to comply with paragraph 1.9 of the School Admissions Code 2021 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in Hounslow expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

9. Hounslow undertakes to carry out address verification. This will in all cases include validation of resident applicants against Hounslow's primary school data and the further investigation of any discrepancy. Where Hounslow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 December 2022**.
10. Hounslow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **14 November 2022**.
11. Hounslow will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort and will forward any supporting documentation to the maintaining LA by **14 November 2022**.

## **Processing**

12. Applicants resident within Hounslow must return the Common Application Form, which will be available and able to be submitted online, to Hounslow by **31 October 2022**.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms Hounslow's scheme, will be uploaded to the PLR by **14 November 2022**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Hounslow will share the details of each application for a Hounslow voluntary aided school, free school or academy with that school. Schools that require a supplementary information form will check that parents have completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary information form has also completed the Common Application Form.
15. Hounslow will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Hounslow will forward the details to maintaining LAs via the PLR as they are received. Hounslow will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **12 December 2022**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **5pm on 9 December 2022**, on the basis that an on-time application already exists within the Pan-London system.

19. This LA will participate in the application data checking exercise scheduled between **13 December 2022 and 3 January 2023** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Hounslow will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2021. When the admission authorities within Hounslow have provided a list of applicants in criteria order to Hounslow, Hounslow shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
21. Hounslow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Hounslow before uploading data to the PLR.
22. Hounslow will upload the highest potential offer available to an applicant for a maintained school or academy in Hounslow to the PLR by **31 January 2023**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Hounslow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **13 February 2023** if this is sooner.
24. Hounslow will not make an additional offer between the end of the iterative process and **1 March 2023** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Hounslow, Hounslow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Hounslow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
26. Hounslow will participate in the offer data checking exercise scheduled between **14 and 21 February 2023** in the Pan-London timetable.
27. Hounslow will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **22 February 2023**. (33 London LAs & Surrey LA only).

## Offers

28. Hounslow will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2021. The alternative school offer will be allocated to the closest Hounslow school to the applicant's home address with vacancies.

29. Hounslow will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. Hounslow's outcome notification to parents will include the outcome of the application, the reasons for any refusals, the right of appeal against a refusal, the operation of the waiting list and how to accept the offer of a place.
31. Notification of the outcome of the application will be sent on **1 March 2023**.
32. Hounslow will provide primary schools with destination data of its resident applicants by the end of the Summer term 2023.

### **Post Offer**

33. Hounslow will request that resident applicants accept or decline the offer of a place by **15 March 2023**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Hounslow accepts or declines a place in a school within the area of another LA by **15 March 2023**, Hounslow will forward the information to the maintaining LA by **22 March 2023**. Where such information is received from applicants after **15 March 2023**, Hounslow will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in Hounslow, it will be offered from a waiting list ordered in accordance with paragraph 2.15 of the School Admissions Code 2021.
36. When acting as a maintaining LA, Hounslow will place an applicant resident in the area of another LA on a waiting list of any higher preference school in the LA's area. Where this process is not automatic, it will be done immediately following a request from the home LA.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Hounslow, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
38. When acting as a maintaining LA, Hounslow will inform the home LA, where different, of an offer for a maintained school or Academy in Hounslow which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
39. When acting as a maintaining LA, Hounslow and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, Hounslow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
41. When acting as a home LA, when Hounslow is informed by a maintaining LA of an offer which can be made to an applicant resident in Hounslow which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

42. When acting as a home LA, when Hounslow has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, Hounslow will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, Hounslow will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
45. Where there are more children than places available, waiting lists will operate for this year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child's name was added to the waiting list. Waiting lists must comply with 2.14 of the School Admissions Code.

### **Waiting Lists**

46. Where a child does not receive an offer of their first preference, their name will automatically be placed on the waiting list for each Hounslow school for which they are eligible that is a higher preference school to the one offered.
47. Applicants will be given the opportunity to make applications to Hounslow schools to which they did not originally apply.
48. Waiting lists will be kept for maintained admission authorities in Hounslow and coordinated centrally by Hounslow as part of the coordination of all admission applications. Academies and voluntary-aided schools will apply their own admission arrangements. Hounslow will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by Hounslow.
49. Waiting lists for entry to Year 7 in the academic year 2023/24 will be compiled on **1 March 2023** (National Offer Day) and will be kept in strict criteria order with no differentiation between on-time or late applications.
50. Waiting lists will be maintained and places allocated as they become available, in accordance with each admission authorities published admission and oversubscription criteria.
51. Children will remain on the waiting list until **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

## PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

### Timetable for Admissions to Year 7 and Studio Schools in 2023-2024

<b>Mon 31 Oct 2022</b>	Statutory deadline for receipt of applications
<b>Mon 14 Nov 2022</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Mon 12 Dec 2022</b>	Deadline for the upload of late applications to the PLR.
<b>Tue 14 Dec 2022 – Tue 3 Jan 2023</b>	Checking of application data
<b>Wed 4 Jan 2023</b>	Ranking of applications
<b>Tue 31 Jan 2023</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Mon 13 Feb 2023</b>	Final ALT file to PLR
<b>Tue 14 – Tue 21 Feb 2023</b>	Checking of offer data
<b>Wed 22 Feb 2023</b>	Deadline for on-line ALT file to portal
<b>Wed 1 Mar 2023</b>	Offer Notification
<b>Wed 15 Mar 2023</b>	Deadline for return of acceptances
<b>Wed 22 Mar 2023</b>	Deadline for transfer of acceptances to maintaining LAs

## **Admission to a University Technical College or Studio School in Year 10 for 2023 - 2024**

Hounslow will coordinate applications for residents for University Technical Colleges (UTCs) and Studio Schools in neighbouring local authorities.

Applications for Hounslow Studio Schools (Logic Studio School and Space Studio School) should be made directly to the school using their application form. Applications for Year 10 follow the same timetable as for secondary school applications in year 7 (see the coordinated scheme on [Appendix F](#))

Hounslow residents with children attending year 9 in a secondary school in Hounslow can continue their education at their existing secondary school or can apply to any Hounslow Studio school by completing the school's application form. For applications to any school outside of Hounslow with a year 10 transfer, applicants will need to check with the school to ascertain their application process.

Applicants whose children attend year 9 in a secondary school, but do not live in Hounslow will need to submit an application through their own local authority in order to be considered for a year 10 place in a Hounslow school at year 10 transfer.

## PROPOSED Admission Arrangements for In-Year applications for 2023 – 2024

### In-Year Admission – Primary and Secondary

The following applications will be treated as in-year admissions during 2023-24

- applications for admission to Reception which are received after 1 September 2023;
- for any school which has a published admission number PAN for Year 3, applications for admission to Year 3 which are received after 1 September 2023;
- applications for admission to Year 7 which are received after 1 September 2023;
- all applications for admission to Years 1 to 6 and 8 to 11.

Applications for places at Hounslow's maintained primary and secondary schools, must be made to the local authority on Hounslow's online In-Year Common Application Form. Where there are more applications than places available, each community school application will be ranked in accordance with the published oversubscription criteria for each school.

1. **A Looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See [Appendix I](#) for further information relating to looked after and previously looked after children)
2. **Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school (See [Appendix I](#) for further information relating to exceptional medical/social need).
3. **Sibling** - Children who will have a brother or sister, 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 infant, linked junior or primary school or secondary school in September 2023. This would not apply if the sibling were due to leave in the July before the younger child would be admitted. The LA will ask the school whether it is expected that s/he will still be attending the school in September 2023.
4. **Children of staff** – children of any member of staff, regardless of role in the school where
  - a) the member of staff has been directly employed by the school for two or more years at the time of application or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. **Distance** - where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school with the distance from home to school being measured using a computerized mapping system. (See [Appendix I](#) for information.)

## **Protocol for admitting children under the In-Year Admission Arrangements for 2023-2024.**

### **Applications**

1. Applications from Hounslow and non-Hounslow residents for a school place in a primary or secondary school in Hounslow must be made directly to Hounslow School Admissions Team (with the exception of applications for Cranford Community College, Berkeley Academy and Westbrook Primary, which must be made directly to the school.)
2. The online In-Year Application Form is available via the Hounslow Parent Portal. The link to the Parent Portal is available on the Hounslow website.
3. Hounslow residents applying for places at maintained schools and academies outside Hounslow will need to apply directly to the LA in whose area the school is situated.
4. The admission authorities within Hounslow will not use supplementary forms except where the information available through the online In-Year Application Form is insufficient for consideration of the application against their published oversubscription criteria.
5. Where supplementary forms are used, they will be available from the school concerned. Hounslow's admission brochure and website will indicate which schools require supplementary forms to be completed and from where they can be obtained.
6. Where the LA co-ordinates in-year applications on behalf of other admission authorities which require supplementary forms, the parent/carer will still need to list the school on the online In-Year Application Form.
7. Where only the Hounslow online In-Year Application Form is received, schools MUST rank the applications according to the information available to them.
8. Applicants will be able to express a preference for a maximum of three schools within Hounslow.
9. The order of preference given on the Hounslow online In-Year Application Form will not be shared with any school prior to allocation.
10. Hounslow will carry out address verification for each application made to a maintained school or academy in Hounslow.
11. Hounslow will check the status of any applicant who is a 'looked after or was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.'
12. Hounslow will consider in-year applications for children who live abroad provided the following information is submitted with their online In-Year Application Form;
  - evidence/confirmation of the address in the UK. We will initially consider the application according to the child's address abroad and any

subsequent change of address will be considered once the child is in the UK. (See [Appendix I](#) – Applications from abroad)

13. If an offer is made on the basis of an anticipated move to the UK, it will be on the condition that the child will be available to take up the place.
14. Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.
15. Hounslow will consider in-year applications from Members of the Armed Forces and Crown Servants up to three calendar months ahead of a relocation. An official letter from the MOD, FCO or GCHQ should be submitted with the in-year application detailing relocation date and a unit postal address or quarters in Hounslow.
16. Hounslow will consider requests for admission outside of a child's normal age group. Requests should accompany the application for the child's normal year of entry and be supported by documentation from a professional. Each case will be considered on its own merits and whether the individual circumstances make this appropriate on educational grounds.

## **Processing**

17. Parents/carers applying for schools in Hounslow must complete the online In-Year Common Application Form with the exception of Cranford Community College, Berkeley Academy and Westbrook Primary School.
18. Where an application is not fully completed, Hounslow will not treat the application as valid until all information is received.
19. Hounslow may contact the child's previous school for information.
20. If a pupil is currently on roll at a school in Hounslow or a school in a neighbouring borough, the Hounslow School Admissions Team will advise the parent/carer to discuss the transfer with the Headteacher or senior teacher at the school.

## **Offers**

21. If a school has a vacancy, it is expected that an offer of a place will be made to the child entitled to that place in accordance with the published oversubscription criteria. Hounslow will offer places at community schools and will also make offers on behalf of own admission authority schools should they so wish. Parents will be notified of the outcome within 15 school days of a completed application being received.
22. Hounslow will contact parents who have not been offered a place at any of their preferred schools giving reasons and informing them of their right of appeal to an independent panel in accordance with the School Standards and Framework Act 1998.

23. When a child has been offered a place at a higher preference school, the lower ranking preferences will be withdrawn.
24. Where a home applicant who is out of school cannot be offered a place at one of their named preferences, Hounslow will offer the nearest community (or own admitting authority if the governors have agreed to this) school to the home address with an available place.
25. Where it is known that a non-Hounslow resident is out of school and cannot be offered a place at one of their named preferences, Hounslow will notify the home LA who will be responsible for identifying a school place for the child.

### **Post Offer**

26. Parent/carers will be expected to accept or decline the offer of a place as soon as possible. Parents must be given a reasonable amount of time to consider the offer (5 school days).
27. Where a parent does not respond within this time frame Hounslow will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Where the parent fails to respond the offer of a place will be withdrawn.
28. Children will remain on the waiting list until the end of the academic year in which the application was made for any higher preference than the school offered.
29. Schools will be required to provide a weekly roll update so that it is clear on a week by week basis where there are vacancies across all schools and year groups.
30. When a child leaves a Hounslow school, the school must advise the Hounslow School Admissions Team of their name and the child's future educational provision.

### **Transferring between Schools**

31. Parent/carers wishing to move their children between local schools will be encouraged to discuss their reasons with their current school.
32. Parent/carers need to be aware of and consider the potential impact that any move might have on the education and wellbeing of their child(ren). This includes where the move is due to a change of address.
33. Where a parent/carer insists on a transfer, the admission authority must consider the application in accordance with the admission criteria of the school.

## **Fraudulent Applications**

34. The address provided must be that where the parent/carer with legal responsibility for the child live. However this address may not be used if it considered to be an address of convenience. Further information regarding home address can be found in the guidance in [Appendix I](#).

## **In-Year applications for Cranford Community College, Berkeley Academy and Westbrook Primary School**

35. Applications for Cranford Community College, Berkeley Academy or Westbrook Primary School must be made directly to the relevant school using the school's own in-year application form.
36. Cranford Community College, Berkeley Academy and Westbrook Primary School will notify all applicants of the outcome of their application. If an offer cannot be made, they will inform the applicant of the reasons why and provide the right of appeal.

## **Providing information to the Local Authority**

37. Cranford Community College, Berkeley Academy and Westbrook Primary School will notify the Hounslow School Admissions Team of the pupils they have admitted and the details of any applicants who have been refused a place and why.
38. Cranford Community College, Berkeley Academy and Westbrook Primary School will notify Hounslow of the number of pupils on roll in each year group. Information will be provided on a weekly basis via the specified system in line with safeguarding policy.

## **Guidance for Admission Arrangements for Reception, Junior Transfer and Year 7 for 2023-2024.**

### **a) Looked after and previously looked after children**

In the admission arrangements for all schools looked after and previously looked after children will be considered to be: -

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. A looked after child 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 functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children include those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **b) Exceptional Medical/Social Need**

All Hounslow schools have experience of dealing with children with different social and medical needs. 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. Medical applications are considered on a case by case basis, the intention of the criteria is that it should normally only be applied to children who need to attend their nearest school.

Common medical conditions and allergies can usually be supported in all Hounslow mainstream schools. Therefore priority under this criterion would not normally be given for these.

Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The

facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school. The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application.

The application must be supported by compelling written evidence from a suitable professional such as a 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 the 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 a particular 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.

### **c) Distance criterion**

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. 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 or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. 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 Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road, the LA has no control over how OS digitise the road and footpath network.

The network starts from the seed 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. Where blocks of flats are treated as one address, 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 Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Servelec Education Ltd ([www.servelec.co.uk](http://www.servelec.co.uk)).

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system

#### **d) Home Address**

The address used in an application must be that where an adult or adults with legal responsibility for the child live. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

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.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week \* see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas \* see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

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 – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers' allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- 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 **the full name and match the details provided at the 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 residency**

Where a child lives with parents with shared parental 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. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

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 no joint declaration is received and the residence is split equally by the closing date for applications, 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 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.

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. It is

for the home Local Authority to determine the address to be used for the allocation of a school place.

#### **e) Applications from abroad**

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code \* see Members of UK Armed Forces and Crown Servants.

We will accept applications with an overseas address once we are satisfied there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September) Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

Whilst your child is resident abroad, the link address will not be used for allocation of a school place. This will be updated once your child returns to the UK. If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer made.

Parents should ensure that their child has a [right of abode](#) or the conditions of their visas otherwise permit them to access a state-funded school.

#### **f) Members of the UK Armed Force 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.

#### **g) Appeals**

In the event that it has not been possible to offer a place at any of the preferred schools listed on an application, the applicant will be advised of the reason and their right of appeal. For Hounslow Community Schools, appeals will be heard in accordance with the provisions of the Schools Standard and Framework Act 1998 and the Education Act 2002, together with the Schools Admissions Appeal Code. Appeals will be heard by an independent appeals panel who will adjudicate on all appeals.

## **h) Special Educational Needs (SEN)**

Children with 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 Plan that has named the school.

## **i) Starting Reception – Children below compulsory school age**

### **Summer born – delayed admission**

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted outside of their normal age group – to reception rather than year 1.

The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded using the document type – out of cohort.

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The views of the head teacher will be an important part of this consideration. We may also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5<sup>th</sup> birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in the preferred age group.

### **Deferred Admission**

Parents may also request to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows you the options available

<p>Children with their fifth birthday between</p> <p><b>1 September and 31 December</b> (autumn born)</p>	<p>Compulsory school age from the following January:</p> <p>A school place will be available from the September but can be deferred until <b>January</b> – the school place will be held once parents have agreed this with the school.</p>
<p>Children with their fifth birthday between</p> <p><b>1 January and 31 March</b> (spring born)</p>	<p>Compulsory school age from the following April:</p> <p>A school place will be available from the September before this but can be deferred until <b>January or April</b> — the school place will be held once parents have agreed this with the school.</p>

<p>Children with their fifth birthday between</p> <p><b>1 April and 31 August</b> (summer born)</p>	<p>Compulsory school age from the following September (which is then <b>year 1 not reception</b>):</p> <p>A school place will be available from the September before this but can be deferred until <b>January or April</b> – the school place will be held once parents have agreed this with the school.</p>
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The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

### **Part-time admission**

Reception class places are allocated as full time from the September after the child's fourth birthday. However, parents may choose to consider part time admission. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school

Applications must be online as usual by the closing date.

#### **i) Admission of children outside their normal age group**

Hounslow will consider requests for admission outside of a child's normal age group. Requests should accompany the application for the child's normal year of entry and be supported by documentation from a professional for consideration. Each case will be considered on its own merits and whether the individual circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

#### **j) 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 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.

#### **k) Late applications**

If there is a good reason why the applicant could not submit/apply on time such as moving into Hounslow after the closing date, bereavement, hospitalisation or serious illness and they believe the late application should be considered 'on time', they must submit evidence to support the reasons for lateness with the application form. Decisions will be made considering each case on its own merits.

### The Fair Access Protocol

#### 1. Introduction and the law

All Local Authorities (LA) in England must comply with the legislative Code on Admissions in the exercise and discharge of local authority functions in relation to admissions under the School Standards and Framework Act (SSFA) 1998. The SSFA and relevant regulations confers a number of duties which require the LA to carry out different functions at different times of the admissions cycle.

The current Code for School Admissions came into force in September 2021. This Code imposed mandatory requirements and includes guidelines, setting out aims, objectives and other matters in relation to the discharge of functions relating to school admissions by the bodies listed below:

- Local authorities
- Admission authorities of maintained schools
- Academies and Academy Trusts (this includes maintained schools converted to academies and free schools)
- Governing bodies
- Schools Adjudicators
- Admission Appeal Panels

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code. The Local Authority has the duty to provide suitable education or otherwise for all children of compulsory school age resident in the borough. Academies are required by their funding agreement to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

The School Admissions Code (3.14) states each local authority must have a Fair Access Protocol, the protocol must be consulted upon and developed in partnership with all schools in its area. Once the protocol has been agreed by the majority of schools in its area, all admissions authorities must participate in it. To ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place via the in-year process, are allocated a school place as quickly as possible.

In agreeing a protocol, the local authority must ensure that no school, including those with available places, is asked to take a disproportionate number of children who have been permanently excluded from other schools, who display challenging behaviour, or who are placed via the protocol. The protocol must set out how the needs of children who have been permanently excluded, and children for whom mainstream education is not yet possible, will be met.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents' wishes should be taken into account.

In order to support schools and officers in complying with these mandatory requirements the LB Hounslow develops and manages the required local protocols and procedures.

In year applications must be processed in advance and the right of appeal given. The Fair Access Protocol must not be used in place of the usual in-year admissions

process. A parent can make an in-year application at any time and is entitled to have their preference met wherever possible, as well as the opportunity to appeal a decision when a place is not offered.

This protocol has been formulated to ensure its compliance with the School Admissions Code and Equality Act 2010. It seeks to ensure that there is no discrimination against pupils, parents or carers because of their sex, race, disability, religion or belief and sexual orientation or pupils who are pregnant or undergoing gender reassignment. The exception to the discrimination provisions for schools that existed under previous legislation is admissions to single-sex schools.

All LA officers and school staff must adhere to this protocol.

Internal and external auditors may complete monitoring exercises on an ad hoc basis to ensure full compliance, fairness and transparency.

## **2. Consultation and review**

This protocol is developed in consultation with the LB Hounslow School Admission Forum. Where statutory changes are required these will be applied in accordance with legislations which maybe outside our normal timeframe for change.

The Hounslow Education Partnership (HEP) Board are consulted on the recommendation of the School Admissions Forum as part of the annual consultation to determine the admission arrangements.

The protocols will be reviewed annually in the summer to ensure compliance with statutory and local requirements, any changes will come into force in September for the start of the new school year unless statutory changes are required before this date.

## **3. Publication**

This protocol will be published:

- On London Borough of Hounslow website (school admissions)
  - Via links from the websites of all academies and schools located within Hounslow
- Copies are available on request:
- By email from [exclusions@hounslow.gov.uk](mailto:exclusions@hounslow.gov.uk)

## **4. Scope**

The law does not allow the Fair Access Protocol to be applied to the coordinated arrangements for the normal points of entry / transition, which are:

- Reception
- Infant to junior transition
- Primary to secondary transition
- Transition to an Atypical school (schools who admit outside the normal points of standard school transition points (Studio Schools and University Technical Colleges).

Pupils can be placed in either a mainstream school or Alternative Provisions, depending on the circumstances of each pupil.

The Fair Access Protocol may only be used to place vulnerable and/or hard to place children listed in point 6 of this document, where they are having difficulty in securing an in-year school place, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admissions procedures.

The protocol, therefore, provides for the efficient processing of in-year applications and identification of children who may be particularly vulnerable. Such vulnerability may be due to a child having missed 4 weeks or more of formal schooling or are at risk of permanent exclusion. Where, for example, a child has unresolved issues in relation to challenging behaviour, the Local Authority, through the exercise of this protocol, will take steps to offer a suitable education setting to avoid allocating a disproportionate number of previously excluded children, or those with challenging behaviour, to any Hounslow school.

## **5. Identification of pupils for consideration under Fair Access**

Pupils for possible consideration under this Fair Access protocol may be identified via:

- Information supplied by the applicant via the non-mandatory sections of the in-year school admission common application form (CAF) – and then only where consent is given
- Pupils' previous school, pupil referral unit, alternative provision and/or local authority
- Health services or support professionals, as relevant, in the case of children with SEN, disabilities or medical conditions
- Elective Home Education Team
- Social Care

This list is not exhaustive.

To comply with the Admission Code and General Data Protection Regulation (GDPR), information can only be shared with parties other than the named school for Fair Access purposes. This means information cannot be requested by the Local Authority Admissions Team or an Own Admission Authority school at the application process, unless the applicant requests otherwise.

Admission authorities must not refuse to admit a child in the following categories on behaviour grounds:

- a) children who were below compulsory school age at the time of the permanent exclusion
- b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so)
- c) children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion, and
- d) children with Education, Health and Care Plans naming the school.

In some instances, a school may wish to admit a pupil but refer the case to the Fair Access Panel for possible recognition of the admission in Fair Access figures.

In case of the need for an emergency placement that cannot await the next sitting of the Fair Access Panel (for example, during the long gap between the last meeting of the summer term and the first of the autumn term), it will be possible for a Chairs Action to consider the case and to be ratified at the next Fair Access Panel meeting.

In all cases the LA's duty to safeguard the child is paramount. Children out of school may be at risk; with the Admission Team, Early Intervention Service and other relevant representatives of the LA must do their utmost to ensure that children are not out of school for extended periods of time.

## 6. Pupils for consideration under this protocol

These are mandatory and set by the Department of Education's School Admissions Code – September 2021:

*Fair Access Protocols may only be used to place the following groups of vulnerable and/or hard to place children where they are having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admissions procedures:*

- a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan, or a Child Protection Plan within 12 months at the point of being referred to the Fair Access Panel
- b) children living in a refuge or in other relevant accommodation at the point of being referred to the Fair Access Panel
- c) children from the criminal justice system
- d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education
- e) children with special educational needs (but without an education, health and care plan), disabilities or medical conditions
- f) Children who are carers
- g) children who are homeless
- h) children in formal kinship care arrangements
- i) children of, or who are, Gypsies, Roma, Travellers, refugees and asylum seekers
- j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Fair Access Panel in accordance with paragraph 3.10 of the Admissions Code
- k) children for whom a place has not been sought due to exceptional circumstances
- l) children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- m) previously looked after children for whom the local authority has been unable to promptly secure a school place.

For the purposes of this Protocol, behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. It is expected that this behaviour will significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.

Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child. Admission authorities must process these applications in accordance with their usual in-year admission procedures. They must not refuse to admit such children on the basis that they may be eligible to be placed via the Fair Access Protocol. The parent will continue to have the right of appeal for any place they have been refused, even if the child has been offered a school place via the Fair Access Protocol.

## **7. Identification and placement information**

### **Looked After Children:**

For the purposes of school admissions and fair access, looked after and previously looked after children will be considered to be Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. A looked after child 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 functions (see the definition in Section 22(1) of the Children Act 1989). Looked after or previously looked after children include those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. For looked after children but not previously looked after the Local Authority may direct any maintained school, including those who are their own admission authorities, to admit a child in care if that school is best suited to his or her needs, even if that school will then be above their published admission number. Where preference for admission to an academy is not granted, the case may be referred to the Secretary of State for direction. Looked After Children cannot be considered under Fair Access and will not be discussed at the Pupil Placement Panel, unless they are permanently excluded.

### **Children from the criminal justice system or Pupil Referral Units:**

Children from the criminal justice system or attending PRUs who are ready to be reintegrated back into mainstream education will automatically be referred to the Fair Access Panel in order to identify suitable placement. In such cases, the panel will be provided with a risk assessment in addition to the standard information in order to assist them in making a decision about whether mainstream schooling is a suitable option. The Youth Offending Team will ensure a fully completed 'In-Year' Application Form is submitted by the parent/carer.

### **Children being reintegrated into mainstream education from a Pupil Referral Unit (PRU):**

Pupils returning to education following a placement by the LA in a PRU will automatically be referred to the Fair Access Panel in order to identify a suitable placement. This will not apply to children on a short term directed placement at a PRU arranged by their school or education provider.

### **Permanently excluded pupils:**

Pupils who have been permanently excluded from school and/or are being reintegrated to mainstream education will be placed using the Fair Access Protocol.

### **Children out of education for 4 weeks or more**

Any child whose parent/carer has not completed an in-year application form despite being encouraged to do so will automatically be referred to the Fair Access Panel to identify a suitable placement. Where an education provision has been named and the family does not engage, the case will be referred to the Education Welfare Service (EWS). This does not apply to children who have been offered/allocated a school place by the Admissions Team or those who are on roll at a school and refusing to attend or have poor attendance, these follow a separate process.

### **Homeless children**

For admissions purposes only children whose family meet the statutory definition of homeless and who Hounslow Social Care identify as needing additional support with a school placement will be referred to the Fair Access Panel.

### **Children with an Education Health and Care plan and children for whom the statutory assessment process has been initiated**

These pupils cannot be considered at the Fair Access Panel. These children must be placed via the statutory consultation process.

### **Children with disabilities or severe medical conditions:**

These are children for whom the Local Authority determines that only one or a small number of schools located in the borough can meet their needs.

### **Children who are carers**

Children identified by Social Care as formal 'carers' will be considered under this protocol and their placements will be included in the figures. Self-identified carers will not be considered without confirmation of their carer status from Social Care.

### **Religious Affiliations**

Where possible pupils who are identified as having a proven strong religious affiliation will be matched where possible to a suitable faith.

### **Children who have been removed from a school roll to be Electively Home Educated**

Children who have been removed from a school roll by their parent/carer, to educate them at home, where no evidence of learning has been seen by the EHE Team, the EHE Team will encourage the family to complete an in-year application form, if they do not comply the EHE Team will refer to Children Missing Education (CME) for the child to be considered under the Fair Access arrangements.

## **8. Fair Access Panel (FAP)**

The Fair Access Panel is the Local Authority's recognised body for considering the placement of 'hard to place', vulnerable children and those with challenging behaviour which includes those identified as Fair Access under this protocol, as set out in point 6. The Fair Access Panel membership includes all head teachers, a wide range of LA officers and other professionals including the Police.

Panels are held fortnightly (on Wednesdays) during term time.

## **9. Operating principles for successful application of this protocol**

- All schools are required to comply with this protocol
- All schools located in Hounslow share a collective responsibility with the LA to ensure swift admission to a suitable school or alternative provision for all children of compulsory school age who are resident in Hounslow who do not have a school place or who otherwise match the criteria for consideration, as described above

- No school, including those with available places, is required to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour
- FAP discussions and decisions should reflect a fair and transparent balance between finding a place quickly (e.g. in an undersubscribed school) and finding a place that is appropriate for the child
- It is recognised that the LA has a duty to provide suitable education for its residents of compulsory school age for whom an application is submitted, irrespective of the location of a child's current education provider
- All fair access placement decisions should take into account the needs of the child and those of the community of any proposed school
- When choosing suitable placements for pupils under this protocol, due consideration should be given to the additional challenges faced by schools who have been identified by Ofsted as being 'inadequate' or 'requiring improvement', where that has led to a 'notice to improve' or a school has been in special measures within the preceding 12 months
- Head teachers, or their representatives, making submissions regarding Fair Access cases should provide full and current information to enable the FAP to make its decisions effectively
- The named school will admit the pupil within a maximum 10 school days from formal notification of the Fair Access Panel's decision and will contact the family to arrange an admission meeting that may or may not require the attendance of the family
- Schools will not cite oversubscription as a reason for not admitting pupils legitimately placed under the protocol
- Pupils who are legitimately placed by the FAP will be given priority for admissions over others on a waiting list who may currently have a higher waiting list position. Placements using the Fair Access protocol are outside of the waiting list rules
- Schools cannot insist that an admission appeal be heard before a pupil is admitted under the protocol
- Due regard will be given to the Infant Class Size regulations, noting that there are some circumstances where a child may be admitted into an infant class which is full as an 'excepted pupil'
- FAP decisions cannot override the statutory right of parents to express a preference/make an application for a particular school, nor their right of an independent appeal where a place at such a school is refused
- Where possible, for continuity of education, when a Hounslow child has been educated at home for a short period, they may be offered a mainstream place at the school they departed before starting their elective home education. This decision will be made taking into account on their behaviour record before leaving the school
- Where possible, for continuity of education, when a Hounslow child has been educated overseas or in another LA for a short period, they may be offered a mainstream place at the school they departed before moving abroad. This does not apply where the family took unauthorised leave or extended a period of authorised leave which resulted in the child losing their school place. This decision will be made taking into account on their behaviour record before leaving the school
- No school will ask a parent/carer to withdraw a child from the school's roll. If a school continues to face difficulty with a child on their roll, such as poor attendance or challenging behaviour a referral should be made to the appropriate agency. If information comes to light that a school has taken a child off roll inappropriately and has not sought the appropriate support the local authority will refer to the Executive Director of Children's and Adult Services
- The protocol applies to pupils who are identified as hard to place from Reception through to Year 11

- The fact that the published admission number may have been reached in a year group should not be given as a reason for not admitting a pupil under this protocol
- Whilst each LA's Fair Access Protocol covers only the schools in its local authority area, it will sometimes be necessary to approach neighbouring authorities to request consideration under its Fair Access Protocol if all options within the borough have been exhausted
- The educational needs of the pupil will be the prime factor in deciding a placement, but every effort will be made to ensure that practical issues regarding travel, including arrangements regarding siblings are considered
- If the parent/carer rejects the school or alternative provision offered to the child, they will still have the right to appeal for a place at the preferred school(s). The appeal panel will be informed that places have been allocated according to the criteria of the Fair Access Protocol which *must* be taken into account
- Any out of borough in year applicants who meet the criteria in Section 4 will be referred to their home local authority by the In-Year Admissions Team. In these cases, parents will be advised of their right to appeal against this decision.

## **10. Managed Moves**

Managed Moves do not form part of the Fair Access Protocol and there is no role for the local authority in the process, however Hounslow Education Partnership will notify the LA of all moves that take place.

Local arrangements will be determined by the Hounslow Education Partnership and Hounslow Headteachers. Whilst managed moves are not enshrined in legislation in the same way as pupils with Fair Access status, it is recognised that panels take into account the movement of pupil's who are managed moves and the wider implications for schools when considering pupil placements under the Fair Access Protocol.

## **11. Fair Access documentation/evidence**

In all cases, the Access to Education Team Leader will collate the paperwork to be reviewed by the Fair Access Panel members, this will be circulated on the Monday before each Panel meeting by the clerk. Occasionally, some paperwork may be sent out the next day. Where there is a lack of evidence to show the additional support provided by the school, this will be raised with the relevant school outside of the panel meeting.

## **12. Decision making**

In all cases the members of FAP are expected to have read paperwork and should be able to volunteer information for each pupil presented as Fair Access, in preparation for the meeting to inform the placement decision.

The panel will need to consider the following before they can determine a placement:

- Has an in-year application been processed?
- If not, the pupil will be referred to the Admissions Team
- Which statutory category of Fair Access does the child meet?

### **13. Outcomes**

The possible outcomes available to the Panel for pupils under Fair Access are:

- Placement at a named mainstream school under standard admissions (not recognised by the panel as Fair Access)
- Placement at a named mainstream school as a statutory Fair Access placement
- Dual registration with a mainstream school and alternative provision
- Full-time placement in alternative provision with a scheduled review for re-integration into a named mainstream school
- Full-time alternative provision provided

Following a decision by the FAP a formal notification letter will be sent to the named school. The placement will be confirmed to the family 5 school days after the named school has been notified. The named school must arrange for an admission interview and start date within 10 days. The paperwork must be sent securely to the named provision.

If a challenge is received, the placement will be reviewed at the next FAP meeting. If the pupil is out of provision, the challenge maybe reviewed as a Chairs Action and ratified at the next FAP meeting.

Schools must notify the Admissions Team via the starter/leaver process confirming the date that the child was put on roll.

In the event the family does not engage, the Panel will request the support of the EWS. If a School Attendance Order is required this will be referred to the Child Missing Education Officer, the school identified by the Fair Access Panel will remain the designated school.

### **14. Refusals to admit**

Where a school is identified by the Admissions Team as part of the normal In-Year admission process, and where such a school believes that the pupil meets one or more of the criteria set out in Section 6 above, the school may refer the case to the Fair Access Panel, setting out why the case should be discussed under Fair Access procedures by the panel. However, if the panel disagrees with the reasons for referral, or determines through exercise of this protocol that the school which brought the referral is the most appropriate setting for the pupil, the originally proposed allocation may be upheld.

If information obtained by the named school, which was not available or was not supplied by the current/previous school, has resulted in the named school being misled, a referral can be made to the Fair Access Panel. This means if a child is offered a place at a school under the normal admission arrangements or via the Fair Access Panel and it is subsequently found that the offer had been based on fraudulent or deliberately misleading information provided by the family or the child's current/previous school, and if the child has not yet been admitted to the new school, the matter can be referred to the Fair Access Panel for consideration under Fair Access procedures. Whilst this may, or may not, lead to a different school being named, it would enable the admission to be credited to the Fair Access figures of the receiving school, if appropriate.

In the event of a school refusing to accept the decision of the Fair Access Panel the Local Authority can direct or instruct the school to admit. The governing bodies of

schools which are their own admissions authority may refer a direction to the Schools Adjudicator who will determine which school is to admit the child. For Academies, the LA will apply for a direction to the ESFA.

## **15. Monitoring and record keeping**

- The Access to Education Team Leader is responsible for establishing and maintaining a clear and transparent log of placements in order to underpin the fairness of the decision-making process
- Fair Access data will be shared with Headteachers, Hounslow's School Admission Forum and the Vulnerable Students Group, which is part of the Hounslow Education Partnership at the end of the Academic Year in order to monitor the performance and effectiveness of the protocol

Monitoring and Evaluation will include:

- The exclusion rates
- The numbers of pupils reintegrating successfully back into mainstream
- Finance and monitoring of placements will be managed by the Placement and Monitoring officer.

## **16. Figures and statistics**

The Access to Education Team Leader will maintain Fair Access information. Figures and statistics will be tabled at each meeting and will be reviewed on an annual basis at the end of the academic year, and from time to time during the year.

## **17. Financial Matters**

Fair Access cases do not have any additional funding attached. Where the FAP determines that a child cannot be admitted to a mainstream school, and names an Alternative Provision, the panel will determine whether the placement is funded by High Needs (where a mainstream placement is not deemed appropriate) or by the HEP (where the school wishes to name an alternative placement).

Where schools are asked to accept children above their admission number these will be funded from the following 1 April according to Hounslow's pupil-based formula. When a child is excluded from a maintained school, the remaining portion of that child's AWPU (age-weighted pupil unit) may be recovered from the school and passed to the admitting school. For Academies, they may recover the AWPU direct from the excluding school. These arrangements apply to children up to and including year 11.

## **18. Annual Review of Protocol**

The Fair Access Protocol will be reviewed by the local authority and will form part of the annual statutory consultation process on Admission arrangements. In accordance with 3.30(b) of the Code, local authorities must produce an annual report on admissions to the Adjudicator, which must include an assessment of the effectiveness of Fair Access Protocols and co-ordination in their area, including how many children were admitted to each school under them.