



MIDDLESEX  
LEARNING  
PARTNERSHIP

# **Admissions Policy and Procedures For Barnhill Community High School**



Barnhill  
COMMUNITY HIGH

## POLICY AND PROCEDURES FOR YEAR 6 TO 7 TRANSFER & IN-YEAR ADMISSIONS BARNHILL COMMUNITY HIGH SCHOOL

These admissions arrangements apply to applications made in accordance with the published dates issued by the Local Authority

### 1. General Arrangements

Barnhill Community High School is an Academy that is part of the Middlesex Learning Partnership Multi Academy Trust. The process of admission of pupils is controlled and administered by the Governing Body. You should note that:

- 1.1 **Procedure** – the procedure you must follow in applying for a place for your child at Barnhill Community High School is as set out in the school prospectus and school brochure. The Governors acknowledge no obligation to comply with applications which are not made in accordance with the published procedure. The Governors have agreed to process applications for admission to Barnhill Community High School according to the co-ordinated Admissions scheme managed by the London Borough of Hillingdon Education Authority.
- 1.2 **Deadline** – If you are a Hillingdon resident, completed application forms must be returned in accordance with the published procedures.
- 1.3 **Appeals** – Appeals against a decision by the Governors not to offer a place to your child will be dealt with under the Appeals Procedure established by the School Admissions Code of Practice.
- 1.4 **Governors' Replies** – The Governors will address their communications regarding admission to Barnhill Community High School to the address on the application form.

NB As parents, you have a right to apply for a place for your child in one or more schools of your choice, whether Academy, Community or Voluntary Aided. In the London Borough of Hillingdon each Hillingdon secondary school will consider themselves as a first preference. For schools outside of Hillingdon, unless specifically required to do so by the published admissions criteria of the school, LAs will not pass on details of where the school was ranked, and no school will be told about other schools a parent has applied for.

Because distance between home and school is one of the main ways of deciding places in nearly all schools, you are advised to consider applying to your nearest, as well as your preferred school. Applying to more than one school will make it neither more nor less likely that your child will be offered admission to your preferred school, but it will improve your chances of avoiding a delay before a secondary school place is ordered to your child. If you are offered a place in your preferred school, by the published date or later, you can accept it even if you have previously accepted a place at another school. In these circumstances, you are asked to inform the other school of your change of mind.

### 2. Information for Parents of Prospective Pupils

- 2.1 **School Brochure** – Full information about Barnhill Community High School will be found in the school prospectus. Copies of this prospectus are distributed at the Open Evening referred to in 2.2 below or are available from the school if you are unable to attend the meeting.
- 2.2 **Parental Visits** – Arrangements will be made for parents of prospective pupils to visit the school during October. On this occasion you are invited to see pupils and their work, to view the school and to meet staff and ask any questions you may have.
- 2.3 **Enquiries about Admissions** – Members of the school staff who deal with the administration of the admissions process will always try to assist the parents of prospective entrants as far as they are able and in good faith. However, it must be clearly understood that the application and interpretation of the admissions criteria are matters for the Governing Body alone, and they will not be constrained in the execution of these duties by any advice given explicitly or implicitly by any third party.
- 2.4 **Further Instructions** – Detailed information about how to apply for a place at Barnhill Community High School for your child is given later. Further details of the Appeals procedure, should you apply for but not be offered a place for your child, will be sent to you if requested by letter (see also Section 8).

### 3. Admissions Criteria

Barnhill Community High School has one main year for admissions – children are admitted into Year 7 at the age of 11. The criteria for admissions to the school in the main year of entry are set out below.

- 3.1 **Standard Admission Number** – There will be 240 pupils in Year 7. We shall admit pupils at the age of 11, without reference to their ability or aptitude, subject to 4.1.2 and 4.1.3 below.
- 3.2 **Admissions Criteria** – If there are more applications for admission than we have places we shall use the following criteria, in the order shown, to decide which children to admit:
  - 3.2.1 A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order
  - 3.2.2 Children who have a sibling already attending the school at the time of admission (see 4.3) (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is being sought is living in the same family unit at the same address as that sibling. This does not include cousins or other family members who live in the same household).
  - 3.2.3 Children in attendance at Belmore & William Bird Primary School who will continue to be on roll until the normal point of transfer to secondary school

- 3.2.4 Children of Staff (parental or legal responsibility) in either or both of the following circumstances:
- Where the member of staff (staff member with a Contract of Employment) has been employed at the school for two or more years at the time of which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage of high calibre applicants and/or hard to recruit for vacancies
- 3.2.5 Children of UK Service Personnel with confirmed posting to the area, or Crown Servants returning from overseas to live in the area, where Barnhill Community High School is named as their first choice school.
- 3.2.6 Children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats), which constitutes their parents' or guardians' permanent home (This will be the building which constitutes the main dwelling and excludes garages or other outhouses of any kind), to a fixed point in the school set by Ordnance Survey coordinates 511208.0, 182523.0. All measurements will be made via the local authority using the computerised Geographical Information System (GIS), which will be regarded as definitive.
- 3.3 Exceptional Admission –**
- 3.3.1 The Governing Body will admit to the school children that have a Statement of Special Educational Needs with Barnhill Community High School being the school named on the statement. Such admissions will normally be within the standard number of 240.
- 3.3.2 The sibling of any pupils admitted to the school as a result of the school being named on a Statement of Special Educational Needs can only be admitted under criterion 3.2.5
- 3.3.3 The sibling of any pupils who transferred to Barnhill Community High School as part of the Managed Move process can only be admitted under criterion 3.2.5

#### **4. Further Information Relating to the Admissions Criteria**

##### **4.1 Age**

- 4.1.1 Parents of children currently in Year 6 and who are due to transfer to secondary school in the following September are entitled to apply for a place in Year 7 at Barnhill Community High School.
- 4.1.2 Applications from the parents of some slightly younger children specially recommended by their Primary School Head Teacher for exceptional reasons may be considered by the governors who, nevertheless, reserve the right to decline to accept the recommendations of the Primary Head Teacher concerned.
- 4.1.3 Applications from parents of slightly older children who are still in primary school will also be considered by the Local Governing Body, provided they meet the criteria in 3.2 above.
- 4.1.4 Further evidence will be requested for students who present clear and obvious signs of being older than their stated age. This criteria will be given more consideration when the age is volunteered only by the student without further evidence.

##### **4.2 Admission Limit**

- 4.2.1 Barnhill's Admission Limit has been set at 240, which has been determined by the DfE for calculating the numbers of pupils that can be accommodated at the school, and is accepted by the strategic planning authority.
- 4.2.2 The Governing Body will not be prepared to admit more pupils than we have places for into Year 7, except in so far as criterion 3.3 or 4.2.3 applies
- 4.2.3 If only one place is available at Barnhill Community High School and the next child who qualifies for a place is one of multiple birth siblings the school will consider going over their published admission number to support the family.

##### **4.3 Brothers and Sisters (see criterion 3.2.2 above)**

- 4.3.1 If you hope to be allocated a place for your child because he/she has a brother or sister as a pupil at Barnhill Community High School at the time of admission, you must claim priority by the published date by giving the details required on the application form/in the admissions criteria. If you fail to bring the existence of such a relationship to the attention of the Governors at that time your child will not be given priority in the allocation of places.  
(Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is being sought is living in the same family unit at the same address as that sibling. This does not include cousins or other family members who live in the same household).
- 4.3.2 Parents/Guardians are required to provide on the application form sufficient details of the older brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists. In addition, the applicant must send to the school supporting documentation for the child for whom a place is sought and the brother or sister who forms the basis of the application e.g. a copy of the child benefit schedule. Failure to provide the required documentation by the time of the published closing date for applications will invalidate the application on sibling grounds.
- 4.3.3 In the case of older siblings who are pupils of the school at the time of admission, if at the time of application the older child has been registered for less than 6 months the applicant will be offered a provisional place that will be confirmed upon the older sibling completing the required period of 6 months as a registered Barnhill Community High School pupil.
- 4.3.4 The Governors reserve the right to make such enquiries as they consider necessary to verify the existence of a valid qualifying relationship. By applying for admission for your child under this criterion, you are deemed to have given your consent to such enquiries being made.

4.3.6 The Governors reserve the right to withdraw the offer of a place in certain circumstances (see Section 7)

**4.4 Proximity to School** – Children living nearest to the school – criterion 3.2.5 above

4.4.1 The Governors will offer places to children under this criterion only after they have offered places to children who qualify under criteria 3.2.1, 3.2.2, 3.2.3 and 3.2.4

4.4.2 Please note that the relevant address for this criterion will be the child's permanent home with his/her parents or legal guardians during October 2013. If you are moving into the area and qualify for a place at Barnhill under this criterion but have not completed the purchase of your new residence, a provisional place will be offered if evidence is supplied that contracts have been exchanged by October 2013 (i.e. a solicitor's letter). The place will be confirmed upon receipt of written evidence that completion has taken place (i.e. solicitor's letter). Changes of address in other circumstances will be disregarded.

4.4.3 The Governors reserve the right to make enquiries to verify the details of an application made under this criterion and if you apply for a place at the school you are deemed to have given your consent to such enquiries being made.

4.4.4 The Governors reserve the right to withdraw the offer of a place in certain circumstances (see Section 7).

4.4.5 The Barnhill has no pre-determined catchment area. The law allows parents resident both inside and outside the London Borough of Hillingdon to apply for admission for their child.

## **5. How to Apply for a Place**

5.1 You should complete an application form from your home LA (where you pay your Council Tax) if you wish to apply for a place for your child in Year 7 at Barnhill Community High School.

5.2 You must be sure to provide all the information requested, particularly if your application is based upon criterion 3.2.2.

5.3 You must return your completed application form in accordance with the published procedures from your Local Authority.

5.4 Notification of Decision – Letters informing you of the result of your application for a place at Barnhill Community High School will be posted from the Local Authority in line with the published dates issued by the Local Authority

## **6. Acceptance of Offer**

If your application is successful, the notification letter will ask you to reply accepting or rejecting that offer by the published date. If you are accepting the place offered at Barnhill, you will be asked to confirm that you have not accepted a place at any other state school within the London Borough of Hillingdon.

Academy Schools and the Local Authority will carry out joint checks and if they show that you have accepted more than one place for your child, the Governors reserve the right to withdraw any offer made. This does not mean that if you require an offer from another school after accepting an offer from Barnhill that you are not free to accept that offer, but you are required to inform the Admissions Manager immediately in writing that the place at Barnhill is no longer needed.

## **7. Withdrawal of Offer**

7.1 The Governors will rely upon the information contained in the application form for admissions and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school. The Local Governing Body may also pursue their legal rights against parents/guardians making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given.

7.3 The Governors reserve the right to withdraw a place offered to a child where it can be subsequently shown that the address used for the purpose of the application turns out to be an "**address of convenience**".

7.4 The Governors reserve the right to withdraw a place offered in error. Such a withdrawal would only occur where applications made to other schools on behalf of the child were not prejudiced by acceptance of the erroneous offer. Where prejudice has occurred, the offer would stand, and the child admitted above the standard number.

## **8. Appeals**

8.1 **Right of Appeal** – if you have applied for, but not been offered a place for your child at Barnhill, you have the right to lodge an appeal against the Governing Body's decision

8.2 Full information about the appeals procedure to be employed will be included with the letter notifying you of the result of your application. The Appeals Panel will be entirely independent of the school.

8.2 **Time Limit** - You should note that there will be a time limit within which you must register your intention to appeal. The relevant date will be in accordance with the published dates issued by the Local Authority and unless your appeal is registered by that date it will be heard after any others received on time. You must write to the school stating that you wish to lodge an appeal, enclosing a stamped self addressed envelope.

8.4 **Hearings** – It is the intention of the Governors to proceed with appeal hearings with as little delay as possible so as to minimize the continuing uncertainty of parents and children while they await a final decision on their application for a place at Barnhill.

## **9. In-Year Admissions**

Barnhill School Admissions Policy

Ratification Date: October 2018 Reviewed – Annually. Next Ratification: October 2019

Governor/Director owner: Chair of Admissions Committee. Lead Staff Member owner: Head of School

- 9.1 Barnhill Community High School will comply with the Schools Admissions Code with regard to 2.21 and 2.22 and will notify the LA of both applications received and outcomes.
- 9.2. How To Apply
- 9.2.1 Applications must be made directly to the school on the school's application form
- 9.2.2 Applicants should complete the school application form to apply for a place, providing all requested information (e.g. Council Tax bill/Child Benefit schedule (Page 2) which must be returned directly to the school.
- 9.2.3 The procedure for deciding which children to admit and notifying parents of the outcome of an application will be carried out by the Governing Body Admissions Committee in accordance with the published admissions criteria
- 9.2.4 A letter informing applicants of the result of the application will be posted from the school.
- 9.2.5 The Governors reserve the right to withdraw an offer of admission made in error, however caused
- 9.2.6 If a place is not offered, the child's name will be placed on a waiting list for the year group. The child will be placed on the waiting list in accordance to the admissions criteria. In the event that a place becomes available the Governors will offer admission to the next child on the waiting list.
- 9.2.7 If a place is not offered the applicant has the right to lodge an appeal with the Governing Body.
- 9.3 Every year in October, we will write to every parent with a child on the waiting list requesting confirmation that the child's name should remain on the waiting list. When a place becomes available the school will advise the Local Authority of the child who is top of the waiting list so that the Home Local Authority can inform the parent that an offer is being made on behalf of the Governing Body.

## 10. Waiting Lists

- 10.1 **Review of Waiting List** – If it is not possible to offer you a place for your child immediately, your child's name will be placed on a waiting list provided Barnhill Community High School is named as a higher preference than the school you were offered (Year 6 to 7 Transfer). The waiting lists will remain in operation until the end of Spring Term in the fourth academic year (National Curriculum Year 10). Waiting lists are reviewed once a year and parents informed of changes in position. From September of each year, the Year 10 into Year 11 waiting list will be maintained but new applications will not be accepted onto that list.
- 10.2 **Priorities** – Children will be placed on the waiting lists in accordance with the published criteria in 3.2. above
- 10.3 **Vacancies** If and when a vacancy arises as the number of pupils in a year group falls below the standard number for that year, places will be offered to children whose names are on the waiting list in the order shown in 10.2 above.

## 11. Admission to Year 12

- 11.1 Internal Students will need to apply in writing utilising the application form before the published deadline. The criteria are:
- 11.1.1 Children in public care
- 11.1.2 They are willing to support the published aims and ethos of the school
- 11.1.3 They meet the general entry requirements for the course of study they choose
- 11.1.4 They meet the specific entry requirements for the particular subjects they have chosen.
- 11.1.5 The courses they have chosen are running
- 11.2 External students are eligible for admission provided they meet the following conditions:
- 11.2.1 Children in public care
- 11.2.2 They are willing to support the published aims and ethos of the school
- 11.2.3 They meet the general entry requirements for the course of study they choose
- 11.2.4 They meet the specific entry requirements for the particular subjects they have chosen
- 11.2.5 The courses they have chosen are running
- 11.2.6 The courses they have chosen are not full
- 11.2.7 They apply in writing utilising the application form before the published deadline

### Notes:

1. Entry requirements are published in the Sixth Form prospectus
2. The school reserves the right to withdraw courses published in the Sixth Form prospectus. This may be as a result of a course being unviable or due to staffing issues.
3. A course would be deemed full, when in the view of the school an additional student on the course would adversely affect the quality of learning of others or would have adverse health and safety implications. This number will therefore depend on the particular subject and the conditions which under it is taught.