



# Admissions Policy

2024 - 2025



## 1. AIMS

This policy aims to:

- Explain how to apply for a place at the school o Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. LEGISLATION AND SATUTORY REQUIREMENTS

This policy is based on the following advice from the Department for Education (DfE)

- o School Admissions Code 2021 o School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

## 3. DEFINITIONS

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- o In the care of a local authority, or o Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- o Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002 or o Became subject to a child arrangements order, or o Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. GENERAL INFORMATION

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.

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 coordinated admissions scheme managed by the London Borough of Hillingdon Education Authority.

- **Deadline** — If you are a Hillingdon resident, completed application forms must be returned in accordance with the published procedures.
- **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.
- **Governors' Replies** — The Governors will address their communications regarding admission to Barnhill Community High School to the address on the application form.

As parents, you have a right to apply for a place for your child in one or more schools of your choice. In the London Borough of Hillingdon each secondary school will consider themselves as a first preference.

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 offered 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.

## 5. HOW TO APPLY

For applications in the normal admissions round you should use the application form provided by your home local authority (the London Borough of Hillingdon). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

## 6. 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.

- **Standard Admission Number** — There will be 240 pupils in Year 7. We admit pupils at the age of 11, without reference to their ability or aptitude.

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:

6.1 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 including those 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.

6.2 Children who have a sibling already attending the school at the time of admission.

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.

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.

6.3 Children in attendance at primary schools within the Trust (Belmore Primary Academy & William Byrd Primary Academy) who will continue to be on roll until the normal point of transfer to secondary school.

6.4 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;
  - 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.

6.5 Distance

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.

The Governors will offer places to children under this criterion only after they have offered places to children who qualify under criteria 6.2, 6.3, 6.4 and 6.5.

Please note that the relevant address for this criterion will be the child's permanent home with his/her parents or legal guardians during the point of application for a place, when the application is made by the closing date.

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.

#### 6.5(a) Temporary Address

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

#### 6.5(b) Applicants from Abroad

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include:

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

If this evidence cannot be provided the application may not be processed.

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application. [Read more on the government website](#)

#### 6.5(c) Children of UK Service Personnel

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

#### G.5(d) Children of Crown Servants

The School Admissions Code requires that for families of Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date.

#### Confirmation of relocation address

It is important that parents are able to provide admission authorities with some certainty as to their relocation address, in order to ensure that places are allocated fairly and in accordance with our admissions criteria. Where a parent is unable to provide any confirmation of a relocation address, they

are advised to provide an indication of area, narrowed down as far as possible, to which the family intend to return. Parents should keep admission authorities informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, an admission authority may not be able to process their application.

For the purpose of starting secondary school, the application must be submitted by the deadline.

## **7. EXCEPTIONAL ADMISSIONS AND OVERSUBSCRIPTION CRITERIA**

7.1 The Governing Body will admit to the school children that have an Education, Health and Care Plan(ECHP) with Barnhill Community High School being the school named on the ECHP.

7.2 The sibling of any pupils admitted to the school as a result of the school being named on an Education,Health and Care Plan can only be admitted under the standard admission criteria.

7.3 The sibling of any pupils who transferred to Barnhill Community High School as part of the Managed Moveprocess can only be admitted under criterion 5.3.

7.4 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.

## **8. TIE BREAK**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's Ordnance Survey coordinates; 511208.0, 182523.0.A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

## **9. CHALLENGING BEHAVIOUR**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to look<ed after children, previously looked after children and children with EHC plans listing the school.

## 10. FAIR ACCESS PROTOCOL

We participate in the London Borough of Hillingdon's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in year, get access to a school place as quickly as possible.

## 11. REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

Parents are entitled to request a place for their child outside of their normal age group.

Such requests should be made using the standard forms for the attention of the headteacher via the admissions officer.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 12. IN-YEAR ADMISSIONS

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHCP names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be marked 'admissions' and sent to the following address:  
[enquiries@barnhill.school](mailto:enquiries@barnhill.school)

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

### 13. APPEALS

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[enquiries@barnhill.school](mailto:enquiries@barnhill.school)

You can find details of the school's appeals timetable on the following webpage:

<https://www.barnhill.hillingdon.sch.uk/page/?title=Admissions&pid=12>

### 14. MONITORING ARRANGEMENTS

This policy will be reviewed and approved by the Local Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

### 15. SIXTH FORM ADMISSIONS

This policy is intended to inform students, their parents/carers and Barnhill staff about the criteria behind the decisions taken in regards to their application and admission to Barnhill Sixth Form. Detailed below are the criteria we apply and the extenuating circumstances we may take into consideration when processing all applications to Barnhill Sixth Form, a part of Barnhill Community High School.

#### The Application Process

Applicants must apply using the online application form which is available through the school website. Or as a paper copy from the school reception.

Applicants must meet the published online application deadlines to be considered for a place. Late applications will be considered in the context of the time at which they arrive.

Applicants will receive a face-to-face meeting to discuss their subject preferences at a Future Focus Interview; typically held during February or March each year. This meeting will not be a part of the application criteria.

Applicants from other schools are subject to the same process as internal applicants.

Applicants will receive confirmation of their application (accepted, conditional or declined) via letter sent to their home address confirming the status of their application and, if a student at Barnhill Community High School, will receive the appropriate careers guidance from our Independent Careers Advisor thereafter. If an application is declined, the student may appeal through the appeals process on the school website.

Students may also apply after the start of the new academic year as in-year applicants.



Applications to join Barnhill Sixth Form from students who have completed Year 12 elsewhere can only be accommodated where there is significant cross-over in the curriculum and exam boards studied between schools. Requests to join should be made via the standards admissions process.

#### Minimum Entrance and Subject Criteria

Barnhill Sixth Form is an over-subscribed provider of post-16 school-based education. We have approximately 150 places on offer in each year group (Year 12 and Year 13). For this reason, we must stringently apply our entrance and subject criteria to ensure that all applicants from within the Barnhill High School community and from other schools are treated fairly and equitably at all times.

According to the admissions criteria all children who are looked after will be given the highest priority.

All courses offered are full time and all applicants must enroll onto a minimum of 3 subject courses. For this reason applicants must meet the following entrance criteria:

- 5 grade 9-4 GCSE including both English Language or Literature and Mathematics to apply to study anv Applied courses.
- 5 grade 9-5 GCSE including both English Language or Literature and Mathematics to apply to study any A Level courses.
- The majority of A Level courses also require a grade 6 or higher in closely related subjects. This is due to the increased subject knowledge and method of external examinations which these qualifications require. Please see the Sixth Form Prospectus for more specific information.

#### Combination Courses

Where an applicant has a clear and obvious strength in one subject area but has not met the subject criteria to study three A Level courses, we may choose to offer a combination of Applied and A Level subjects.

This is offered in negotiation with and at the discretion of the Sixth Form Team and also requires the permission of the Curriculum Leader for the A Level subject which the applicant aspires to study.

#### Subject Offer

The structure of the Sixth Form option blocks and subject offer is open to change dependent on the demand of pupils for those subjects. The school reserves the right to change the option blocks to accommodate the majority of student applications.

In the event that a subject fails to attract a suitable number of applicants the school reserves the right to withdraw courses published in the Sixth Form prospectus.

Applicants will be barred from selecting a subject where a course is deemed full. A course would be deemed full when an additional student would adversely affect the quality of teaching and 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. The standard number for these purposes is 28 students per class.

#### Eligibility and Enrolment

To enroll at Barnhill Sixth Form applicants must meet all the conditions for funding set out by the ESFA — age, nationality and prior attainment.

Applicants are only approved for enrolment in-person on or after GCSE Results Day and are required to sign key documents to become a student including but not limited to; the HomeSchool Agreement, Attendance Policy, GDPR Policy and ICT Acceptable Use Policy.

An applicant who falls short of the minimum entrance criteria can be enrolled at the school's discretion for extenuating circumstances such as recent bereavement or illness which affected prior attainment. Applicants should include a letter of explanation with their application.

Applicants who fall short of the minimum entrance criteria with 'protected characteristics' (CIN, LAC, EAL, SEN) will only be enrolled where the school can meet their needs. The school will give full advice as to the suitability of Barnhill courses and of those available through other providers.

Students must demonstrate that they are willing to support the published aims and ethos of the Sixth Form at all times. In the event that an enrolled student does not act in accordance with the key documents they sign on enrolment then the school reserves the right to terminate their place without warning up to 40 days from the date of enrolment.

Enrolment from pupils from other schools or academies, must include acceptable evidence that they meet the published academic entry criteria. The school reserves the right to take steps to independently verify the authenticity of evidence provided and take action where fraudulent applications are made.

It is not usually permitted for students to repeat the same subjects having been unsuccessful at the first attempt at Barnhill Sixth Form or elsewhere e.g. a student who wishes to repeat Year 12 would need to select three different subjects.

Appeals (See section 13)

Appeals should be made using the appeals form on the school website. Paper copies can be provided by the school office. Appeals will be heard by an independent panel. The independent panel will have the final decision.