

## **ADMISSIONS POLICY 2026 to 2027**

Reviewed: October 2024

Next Review: October 2025

Status: Statutory

### **Introduction**

- 1.0** Harlington School (“the school”) is a foundation school. As such, the Governing Body of the School is the “Admission Authority” for the school and is responsible for determining the arrangements for admission to the school each academic year.
- 1.1** The Governing Body annually appoints an Admission Committee to review this Admission Policy each year and report to the Governing Body for consideration and formal determination, as well as ensuring that the policy is properly implemented. The Chair of Governors and the Head teacher are both members of the Admission Committee.
- 1.2** This Admissions Policy has been formulated in accordance with the School Admissions Code 2021, a statutory code which all admission authorities must follow, as well as other applicable legislation and other guidance published by the Department for Education.
- 1.3** In formulating this Admission Policy, the School has had regard to the provisions of the Equality Act 2010 and the public sector equality duty contained therein. The school is mindful of its duty not to discriminate against an applicant in its admission arrangements and their implementation because they have a relevant protected characteristic as set out in the Act.
- 1.4** The school is a fully comprehensive school which welcomes applications for the admission of all children without reference to tests for aptitude or assessments of ability, and regardless of any additional needs or disabilities that they may have. The school will make reasonable adjustments to ensure full engagement in the admission process is possible.
- 1.5** In this Admission Policy, the term “parent” will include a natural or adoptive parent of the child (irrespective of with whom the child lives, whether the child’s father has parental responsibility for the child, or whether the parent has contact with the child) as well as people who are not a natural or adoptive parent of the child, but who have care of the child, or parental responsibility for the child.

### **Published Admission Number for Year 7**

- 2.0** The published admission number for children admitted to Year 7 is 240.
- 2.1** Admission to Year 7 is coordinated by the local authority for all schools within the borough. The application procedure and timetable (including deadlines for submitting applications) can be found on the admissions section of the local authority’s website. The

local authority for the school is London Borough of Hillingdon.

## 2.2 In Year admissions PAN outside of year 7 for every year group;

For the Academic Year 2026/27

Year 7	PAN 240
Year 8	PAN 240
Year 9	PAN 240
Year 10	PAN 195
Year 11	PAN 195

6<sup>th</sup> Form – determined via the 6<sup>th</sup> Form admissions guidance in section 3.0

### Published Admission Number for Year 12 (Sixth Form)

**3.0** The published admission number for external applicants admitted to Year 12 will be dependent on the number continuing from Year 11. This determined number will change annually dependent on those within year 11 meeting the entry requirements for the courses offered.

**3.1** Students already on the roll in Year 11 at the school (“internal students”) do not need to formally apply for admission under this Admission Policy, as they will simply transfer to Year 12 if they meet the academic entry requirements (which are the same for internal students and external applicants). **These are that pupils will have achieved at least 5 Grade 9 – 4 GCSEs for level 3 subjects. If level 2 courses are offered, then the transition to Year 12 will be reviewed in line with available options on results day.** Accordingly, if the number of internal students transferring to Year 12 is lower than anticipated, the school will be able to admit external applicants who meet the academic entry requirements, over the published admission number set out above.

**3.2** Where admission to Year 12 is based on admission under this policy, in meeting the specific entry requirements, it is recognised that oversubscription criteria will apply to specific subjects to avoid appropriate health and safety matters arising due to classroom and space capacity, overcrowding and staff workload concerns.

24 spaces: Wholely academic/classroom-based courses

18 spaces:

Semi-practical courses - to include (but not limited to):

Biology, Chemistry, Physics, Film Studies, Media Studies

14 spaces:

Largely practical courses- to include (but not limited to):

Product Design, Photography

Harlington School reserves the right to go over and above these stated numbers if there is deemed to be a safe, valid and sound reason to be determined by the Headteacher.

### **3.3 Year 12 Oversubscription criteria**

**3.4** The Year 12 oversubscription criteria is based on the maximum capacity identified for the health and safety matters arising due to classroom and space capacity, overcrowding and staff workload concerns. In these situations where a specific subject has gone over capacity, specific subject entry will be determined via the following criteria:

- a) First priority will go to those students who meet the specific published entry criteria.
- b) Second priority will be reserved for those students who initially expressed interest at the initial application stage.
- c) Third priority will be based upon a scaled order of all applicants for the specific oversubscribed subject. In accordance with the published general entry requirements stated within this policy and subject specific requirements published annually within the 6 Form prospectus.

### **3.5 Year 12 under subscription criteria**

**3.6** Harlington School, as the admissions authority, reserves the right to withdraw a course offer if a minimum number of applicants for that subject is deemed financially unviable. This figure will be determined annually, according to budgeted and forecast costs and will be made available within the prospectus. The only exception to the under-subscription criteria will be English and Maths GCSE retake classes. Any student not having achieved English or Maths GCSE at a Grade 4 Pass is automatically enrolled into Maths or English or both GCSE retake classes alongside other suitable and qualifying course offers.

**3.7** Full details of the courses offered by the school are contained in the Sixth Form Prospectus, which is available for download on the school's website.

**3.8** In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements (subject to availability). Course requirements are published annually in the school's 6<sup>th</sup> Form prospectus and on its website.

**3.9** When year 12 is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

**3.10** When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

### **Specialist Resource Provision and Designated Unit**

**4.0** The school has a Specialist Resource Provision which has 7 places in total (not per year group) for children with physical disabilities (including sensory impairment) which are allocated separately to those for the main school and are not included within the published

admission number.

- 4.1** All children, placed by the Local Authority, in the Specialist Resource Provision will all have an education health & care plan which names The School.
- 4.2** The school also has a Designated Unit for Autism. The designated has 16 places across two year groups. The Designated Unit is currently at capacity and the unit's next admissions cohort will be available for September of 2029/30.
- 4.3** All children placed in the Designated Unit will all have an education health & care plan which names The School. Children outside of the allocated cohorts will not be able to be accommodated.

#### **Children with an Education Health & Care Plan**

- 5.0** Children who have an education health & care plan which names the school will be admitted to the school (including in the Specialist Resource Provision and Designated Unit) without reference to this Admission Policy. The admission of such children is dealt with separately under other legislation and managed by the local authority.
- 5.1** Where a child with an education health & care plan is admitted in the normal admission round, the number of available places will be reduced accordingly (except in the case of those children admitted to the Specialist Resource Provision or Designated Unit).
- 5.2** Where a child with an education health & care plan is admitted in-year, the child will be admitted over the published admission number if no places are available within the published admission number. This does not apply to the Designated Unit, but by a total maximum capacity of 15 spaces.

#### **Oversubscription Criteria**

- 6.0** Where the School receives more applications than there are places available in any year group (including the sixth form), the following oversubscription criteria will be applied, and in the following order below;

- 6.1** **Looked After and Previously Looked After Children**

Looked after or previously looked after children will be allocated places in this category by reference to the distance between the child's home address and the school, with those living nearer receiving higher priority.

A "looked after child" is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.

A "previously looked after child" is a child who was adopted or became subject to a child arrangement order or special guardianship order immediately after being a looked after

child as well as those children who appear (to the school) 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.

As the admissions authority, Harlington School, recognises as the same right, those children adopted from state care outside of England. Meaning any state sponsored adoption programme outside of the UK will be admitted in the same right as Looked after and previously looked after from the UK giving them equal priority access to admissions at the school.

#### **6.1.1 Children with a Sibling at the School at the Time of Admission**

Children with a sibling who will be on the roll at the school at the date of their admission will be allocated places in this category, with places being allocated by reference to the distance between the child's home address and the school, with those living nearest receiving higher priority.

A "sibling" includes any child who lives with the applicant child as brother or sister at the child's home address, including their natural brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister, and the children of their parent's partner where they are cohabitating and care bringing their respective children up as siblings as part of a core family unit.

For the avoidance of doubt, cousins and the children of extended family members are not "siblings" for the purpose of this category, even where they live in the same household as the applicant child.

Parents must indicate on the Common Application Form any sibling relationship. The Governing Body reserves the right to request documentary evidence to establish that the siblings relied upon do meet the definition outlined above.

#### **6.1.2 All Other Children**

All other children will be allocated places in this category, with places being allocated by reference to the distance between the child's home address and the school, with those living nearest receiving higher priority.

#### **Child's Home Address**

- 7.0** The child's home address will be the address that the child lives and sleeps at for 51% or more of the time from Mondays to Fridays during term time at the date of the application for admission. 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. 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, the home address will be determined to be the address where the child is registered with the doctor, however, all evidence will be taken into account. 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 which will be assessed based on all available evidence on a case-by-case basis.

- 7.1** The Governing Body reserves the right to request documentary evidence to establish where the child's home address is deemed to be for the purpose of the application for admission.

#### **Children of UK Armed Forces Personnel or Crown Servants**

- 8.0** The children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be treated as already living in the area at the date of the application on receipt of an official letter which confirms the relocation date.
- 8.1** Such children will not receive any higher priority than all other children applying for places, but they will not be refused a place at the school on the grounds that they do not live at the address at the date of the application for admission.
- 8.2** The school will use the address at which the child will live when applying our oversubscription criteria, as long as parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a parent requests this.

#### **Distance**

- 9.0** The distance between the child's home address and the school will be measured in a straight line from the point set by Ordnance Survey for the child's home address to the fixed point for the school set by Ordnance Survey (co-ordinates 508629, 178733) using a computerised Geographical Information System (GIS).
- 9.1** In the case of blocks of flats or other multi-home dwellings, the point set by Ordnance Survey will be the same for each applicant child living there, with the order that places are allocated being determined by use of the tie breaker.

#### **Tie Breaker**

- 10.0** Where two applications cannot otherwise be separated, the order in which places will be allocated will be determined by the drawing of lots in front of an independent witness.

## **Twins and Children of Multiple Births**

- 11.0** Where only one place remains available, and that place is allocated to a child who is a twin or a child of a multiple birth, the school will offer a place to the other twin or children of a multiple birth over and above the published admission number.

## **Applications for Admission**

- 12.0** The local authority for the school coordinates the admission of all children in the borough to Year 7 and will issue information to parents about secondary transfer at the appropriate time. Details of the timetable for applications (including deadlines) can be found on the local authority's website:

[http:// www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)

- 12.1** Parents must apply for admission by completing the Common Application Form which can be submitted online via the local authority's website.

## **12.2 Applications for sixth form**

### ***Students already on roll***

For students already on roll and classified as internal transitioning students between Year 11 and Year 12, it is expected that they meet the academic entry requirements (which are the same for internal students and external applicants). **These are that pupils will have achieved at least 5 Grade 9 – 4 GCSEs for level 3 subjects. If level 2 courses are offered, then the transition to year 12 will be reviewed in line with available options on results day.** All internal and currently on roll students are expected to complete a subject application form to ensure that they meet the entry requirements for these subjects.

### ***External applications (students on-roll at another school)***

All external applications for admission to Year 12 must be made by completing and submitting a Sixth Form Application for Admission, which is available on the school's website or from the school office. The applicant or their parent must complete, sign and date the application form. Where GCSE results are not yet known, the candidate or their parent must arrange for the candidate's current Head of Year to complete their predicted grades, then sign and date that section of the form before it is submitted to the school. No information, other than predicted GCSE grades, will be sought from the candidate's current or previous school.

The application deadline for sixth form is the last Friday in November. Applications will be accepted after this date but may not be considered until after all applications received on or before the application deadline have been processed and conditional offers made.

### **Late Applications for Admission (Start of Year 7 – Transition from Year 6)**

- 13.0** Applications for admission which are submitted after the deadline published by the local authority will be considered after all applications for admission which were received on time have been considered and offers of places made.

### **Applications for Admission In-Year**

- 14.0** Applications for admission in-year can be made either to the local authority or directly to the school. Parents must complete an Application for In-Year which can be downloaded from the school's website or obtained from the school's office.

<https://www.hillingdon.gov.uk/in-year-admissions#Making%20an%20in-year%20admission%20application>

- 14.1** Where a place is available in the year group sought, the applicant child will either be admitted or, in appropriate cases, referred to their home local authority under their Fair Access Protocol. Full details of the Fair Access Protocol can be found on the child's home local authority's website.
- 14.2** Where there are no places available in the year group sought, at the request of the child's parent the child's name will be placed on the waiting list for that year group, which is maintained as set out below until at least 31 December of the academic year to which the application relates. In these circumstances, the parent will also have a right of appeal against the decision to refuse admission.

### **Applications for Admission Outside Normal Age Group**

- 15.0** Applications for admission to a year group outside a child's normal age group (for example, to the year above or the year below) must be made directly to the Governing Body as early as possible. If possible, the application for admission outside normal age group should be made before or at the same time as the application for admission.
- 15.1** Parents must complete an Application for Admission of Child Outside Normal Age Group Form (which can be downloaded from the school's website or from the school's office) and submit it to the school for consideration by the Governing Body, together with supporting evidence from a G.P., hospital consultant, social worker or other professional where appropriate.
- 15.2** Determination of applications for admission outside normal age group is at the sole discretion of the Governing Body, and there is no statutory right of appeal against the application being refused. If parents are unhappy with the outcome of their application, they may submit a complaint under the School's Complaints Policy.



- 15.3** The Governing Body will consider the circumstances of each case and make a decision in the best interests of the child. The Governing Body will take into account:
- 15.3.1** The parents' views;
  - 15.3.2** The Headteacher's view;
  - 15.3.3** Information about the child's academic, social and emotional development;
  - 15.3.4** Where relevant, the child's medical history and the views of the child's medical professionals;
  - 15.3.5** Whether the child has previously been educated outside of their normal age group;
  - 15.3.6** Whether the child would have naturally fallen into a lower age group were it not for having been born prematurely;
  - 15.3.7** The effect of the child ceasing to be of school age in a year group other than Year 11.
- 15.4** This is a non-exhaustive list, and there may be other factors that the Governing Body will consider.

Parents should take these factors into account when completing their application.

- 15.5** Where the Governing Body agrees the application, it will write to the parents to confirm their decision. The application for admission into that year group will then be considered alongside all other applications, applying the oversubscription criteria as necessary. There is therefore no guarantee that a place will be achieved in the desired year group.
- 15.6** Where the Governing Body refuses the application, it will write to the parents confirming the refusal, clearly setting out its reasons.
- 15.7** Children will not receive any higher or lower priority as a result of making an application for admission outside normal age group.

### **Waiting Lists**

- 16.0** The school will maintain a waiting list for all year groups until at least 31 December of the academic year into which admission was sought.
- 16.1** The children whose names are included on the waiting list will be ranked strictly in accordance with the oversubscription criteria set out above, and not in relation to the date that the application for admission was received. Each time a new application for admission is received and a child's name is added to the waiting list, the waiting list will be re-ordered. This means that a child's place on the waiting list could move down as well as up.

## **Appeals**

- 17.0** Parents have a statutory right of appeal against the refusal of a place. Information about how to appeal, including the deadline for submitting an appeal, will be included in the letter notifying parents of the refusal of a place.
- 17.1** Admission appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2012.

## **Admission Data for Previous Years**

Number of places in Year 7 for admission in September 2024: 240  
September 2024 waiting list: 41  
Number of offers for Year 7 places on National Offer Day, March 2024: 240 (including 10 EHCP)

Number of places in Year 7 for admission in September 2023: 240  
September 2023 waiting list: 52  
Number of offers for Year 7 places on National Offer Day, March 2023: 240

Number of places available for admission into year 7 for September 2022: 240  
September 2022 waiting list: 71

Number of offers for Year 12 places September 2024:  
Number of transitioning Year 11 Harlington School Students: 108  
Number of External student offers made: 27

Number of offers for Year 12 places September 2023: 147 (including 14 external)