

HARLINGTON UPPER SCHOOL

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ADMISSIONS CRITERIA WITH EFFECT FROM SEPTEMBER 2010

Principles

The Governors are committed to continuing the present admissions policy for the school with respect to its comprehensive character and age range. They reserve the right, however, to respond to changes instituted by national and local authority initiatives. The following arrangements with respect to admissions from September 2010 onwards will apply to all applications.

Students will be admitted to Year 9 at age 13 without reference to ability or aptitude. The number of intended admissions will be 360.

If the number of applications for places exceeds the number of places available the following criteria will be applied, in the order set out below, to decide which students to admit.

- (a) "Looked after" children (see definition).
- (b) Pupils living in the catchment area.
- (c) 'Very exceptional' medical grounds.
- (d) Siblings (see definition).
- (e) Students attending Middle schools within Harlington Management Group (Arnold, Parkfields, Robert Bloomfield)
- (f) Any other children.

Notes

1. In any situation where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie break will be distance from the school, measured in a straight line, using the Local Authority's computerised mapping system. The distance will be measured from the address point of the child's home to the entrance to the front car park, with those living closer to the school being accorded higher priority. The Governing Body does not give priority within each criterion to children who meet other criteria. The Local Authority will measure all distances for the Governing Body.
2. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted even if the school is full.
3. The Governing Body does not guarantee to offer places to students who live in the catchment area or who move into the catchment area outside the normal admissions round (or after the allocation has been completed) if this would mean exceeding the admission number.
4. Parents not offered a place are kept on a waiting list to be re-allocated if places become available. The waiting list for places in Year 9 will be maintained until the end of the Autumn term following the normal admission date of Year 9 students; **parents**

wishing to remain on the waiting list beyond this point need to notify the school in writing not later than 31 December. Parents applying for places in other year groups will have their applications kept on file until the end of *the term in which the place has been requested*. *Parents wishing their children to remain on the waiting list beyond that time will have to notify the School Admission Service in writing.*

Definitions

1. The Children Act 1989 defines a child who is “looked after” as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).
2. A student’s home address will be regarded as the address of the parents/carer or with parental responsibility with whom the child normally lives. This will not normally include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.
3. A sibling is defined as a brother or sister, or half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

The Local Authority’s ‘Transfer to Upper School Application Form’, accompanied by an information booklet, will be given to all Year 8 students due to transfer to an Upper School in September 2010 by their Middle School. Parents can also apply using the on-line application procedure (see details in the booklet). When completed, the form must be returned by the date specified in the information booklet.

The allocation of places will take place after this deadline and parents will be *notified* on the national offer day in early March 2010, *by the Schools Admissions Service*, whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into one of the catchment area will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.

Whilst admission will normally be into Year 9 or into Year 12, students may be admitted to Year 10 and Year 11 where there are vacancies (i.e. less than 360 on roll in the year group concerned). The above criteria will apply in these circumstances. Requests for admission into other year groups should be made on the In-Year application form and in accordance with the Local Authority’s co-ordinated scheme for In-Year admissions. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website. The school will agree any changes to its admission arrangements with the Local Authority’s Admissions Forum.

If your child is attending an independent school or a school outside Bedfordshire, please contact the school for further information

The Published Admission Number for September 2010 is **360** places.

APPEALS

Parents who may wish to appeal against non-admission will have the right of appeal to an **Independent** Appeals Panel. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year. In making these arrangements the Governors will, of course, refer to their Instruments of Government for Foundation Schools (Standards and Framework Act 1998)

SIXTH FORM ADMISSION ARRANGEMENTS

ADMISSIONS CRITERIA WITH EFFECT FROM SEPTEMBER 2010

Principles

The Governors are committed to maintaining the present policy for Year 12 admissions into at the school with respect to its comprehensive character and age range. Students who are currently at other schools will be admitted to Year 12 at age 16 without reference to ability or aptitude. However acceptance on to individual courses of study will be dependent on students meeting specific course entry requirements. They reserve the right, however, to respond to changes instituted by national and local authority initiatives.

The following arrangements with respect to admissions from September 2010 onwards will apply to all applications.

The minimum number of external admissions for students to join the Sixth Form from other schools will be 50. The anticipated intake for Year 12 will be 250 students, consisting of current Year 11 students and new external applications.

If the number of external applications for Year 12 places does not exceed the minimum published admission number then all applications will be accepted, **unless applicants do not meet minimum academic standards set for entry to specific courses.**

If the number of external applications exceeds the number of places available the following criteria will be applied, in the order set out below, to decide which students to admit.

- (a) "Looked after" children.
- (b) Children whose home is in the catchment area.
- (c) Siblings of students currently attending the school and likely to remain in the school the following year.
- (d) Any other children.

Notes

1. In any situation where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie break will be distance from the school, measured in a straight line, using the Local Authority's computerised mapping system. The distance will be measured from the address point of the child's home to the entrance to the front car park, with those living closer to the school being accorded higher priority. The Governing Body does not give priority within each criterion to children who meet other criteria. The Local Authority will measure all distances for the Governing Body.
2. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted even if the school is full.
3. The Governing Body does not guarantee to offer places to students who live in the catchment area or who move into the catchment area outside the normal admissions round (or after the allocation has been completed) if this would mean exceeding the admission number.
4. Parents not offered a place are kept on a waiting list to be re-allocated if places become available. The waiting list for places in Year 12 will be maintained until 15 September of the term following the normal admission date of Year 12 students.

Definitions

1. The Children Act 1989 defines a child who is “looked after” as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).
4. A student’s home address will be regarded as the address of the parents/carer or with parental responsibility with whom the child normally lives. This will not normally include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.
2. A sibling is defined as a brother or sister, or half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

An application to ‘Transfer into the Harlington Sixth Form Application Form’, will be available from Harlington Sixth Form office for all parents of students seeking to transfer to the Harlington Upper School Sixth Form in September 2010. When completed, this form must be returned to the Harlington Upper School Sixth Form Administrator by the deadline date of **27 January 2010**.

The allocation of places will take place after this deadline and parents will be informed on the national offer day in early March 2010 whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into one of the catchment area parishes listed in criterion (b), will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.

The school will agree any changes to its Sixth Form admission arrangements with the County Admissions Forum.

The Published Admission Number for intended new external Sixth Form Admissions for September 2010 is **50** places.

APPEALS

Parents who may wish to appeal against non-admission will have the right of appeal to an Independent Appeals Panel. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year.

In making these arrangements the Governors will, of course, refer to their Instruments of Government for Foundation Schools (Standards and Framework Act 1998)

Criteria for determining which students are allocated places on oversubscribed courses of study.

In the event of a course or courses of study being oversubscribed then priority for places will be determined using the following criteria

1. Student’s predicted/actual grade indicates they are qualified to meet specific course entry criteria.
2. The date which the application was received by the Sixth Form Administrator with higher priority being given to those applications received earliest.