



**Park Academy West London**  
an Aspirations Academy

'We aim to empower young minds, create opportunities and deliver dreams'

# Admissions Policy

## For Admissions in September 2024

### THE ADMISSION OF STUDENTS TO Park Academy West London

This document sets out the admission arrangements for Park Academy West London.

### Admission Arrangements for Park Academy West London 2024-25

1. This document sets out the admission arrangements for Park Academy in accordance with Annex 2 to the Funding Agreement between Park Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. Notwithstanding these arrangements, the Secretary of State may direct Park Academy to admit a named student to Park Academy on application from a Local Authority (LA). Before doing so the Secretary of State will consult the Academy.

### **I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

#### **Arrangements for admission to 11-16 Provision**

3. The admission arrangements for Park Academy for the year 2024/2025 and, subject to any changes approved or required by the Schools Adjudicator or Secretary of State, for subsequent years are:
  - a. Park Academy has an agreed admission number of 180 students. Park Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received.
  - b. Park Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Park Academy will consult those listed at paragraph 23 below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

#### **Process of application**

4. Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the relevant LA. Park Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Hillingdon Admissions Forum or LA.

- a. By September - Park Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2024 for admission in September 2025). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. Park Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b. September/October - Park Academy will provide opportunities for parents to visit the Academy
- c. October –Common Application Form to be completed and returned to the LA to administer
- d. LA sends application data to Academy
- e. Park Academy rank students in accordance with Admission Criteria and returns to LA
- f. February - LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- g. March - offers made to parents/carers.

### **Consideration of applications**

5. Park Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, Park Academy will offer places to all those who have applied. (see paragraph 11 to 13 below for Post 16).

Where a child is refused admission, the Academy will inform the parent of its decision, and will provide: the reasons for the decision; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. All appeals made by parents must set out the grounds for appeal in writing. The Academy will establish an independent appeals panel to hear any appeals.

### **Procedures where Park Academy is oversubscribed**

6. After the admission of children with statements of Special Educational Needs /Education Health and Care Plan (EHCP) where Park Academy is named in the statement/plan, all of whom must be admitted to the Academy, the criteria will be applied in the order in which they are set out below:
  - a) Looked after children (Note 1) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (Note 2) or became subject to a child arrangements order (Note 1(b)) or special guardianship order (Note 4). Such students will be given top priority in each band before the oversubscription criteria is applied. *The appropriate section on the Common Application Form (CAF) must be completed and a letter and/or documentary evidence from the child's social worker or other relevant professional must be provided. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.*
  - b) Children with a sibling already at the Academy, ordered by shortest distance between home and Park Academy West London (see Notes 3, 4 and 5)
    - i. 2.b Twins, Triplet and other children of multiple births;
    - ii. 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 Academy 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.
  - c) Children of teaching staff in the following circumstances (see Note 6):
    - i. Children of appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2012)
    - ii. Where the member of teaching staff is or will have been employed at the school for at least two years at the time at which the application for admission to the school is made.
  - d) Children who have the shortest distance between home and Park Academy West London (see Notes 3, 4 and 5).

**Notes:**

1. *A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or 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. 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). 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).*
2. *In order to meet the sibling criterion, your child's sibling must be attending the school at the time of application and be expected to still be attending at the time of admission in September. This means that there will be **no** sibling connection for admission purposes as follows:*
  - a. *applicants for entry to Year 7 if they have a brother or sister in Year 11 unless the CAPF records an expressed intention of the sibling staying on into Year 12.*
  - b. *applicants for entry to Year 7 if they have a brother or sister in Year 13.*

*The definition of a brother or sister is:*

  - *A brother or sister sharing the same parents*
  - *Half-brother or half-sister, where two children share one common parent*
  - *Step-brother or step-sister, where two children are related by a parent's marriage*
  - *Adopted or foster children*
  - *You must complete the sibling details in the appropriate section on the Common Application Form (CAF).*

*The London Borough of Hillingdon reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.*
3. *The Child's home address provided on your application must be the one at which your child is permanently living and must be the address where your family normally lives at the time of application.*
  - a. *Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. The Local Authority will carry out address verifications against Local Authority records for all applications made by residents of the London Borough of Hillingdon. Where they are not satisfied as to the validity of an address further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information. Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.*
  - b. *If you own a property which has previously been used as your home address and you are living at and apply from a different address, we will assume that the second address is temporary. Therefore we will use the address of the property which you own as the address for school admissions purposes.*

- c. *Alternative addresses, including a relative or child-minder, will not be accepted. If you retain ownership or tenancy of a property and you rent an alternative property or live with friends or relatives temporarily and use this address in order to gain a school place, this will be considered to be a temporary address and will not be used for school admissions purposes. Any parent who has more than one property must only refer to the property in which the child actually lives.*
  - d. *Where a child lives with parents with shared 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 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. Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or there the documentation is not satisfactory, the address of the parent who is in receipt of child benefit or the parent who has parental responsibility will be used. There are no exceptions to this rule.*
4. *Priority will be given to those children who live closest to Park Academy West London:*
    - a. *Students on the basis of proximity to the Academy, measured in a straight line from the point set by Ordnance Survey at the student's home address (including flats) to a fixed point in the Academy set by Ordnance Survey (co-ordinates 506738, 181305) using the Geographical Information System (GIS). The home address is defined as the child's permanent residence or, where a child lives at more than one address, the address at which the child lives for the majority of the school week.*
    - b. *Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.*
  5. *Children of Service Personnel will not be disadvantaged in the admissions process. 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 Hillingdon and we will arrange for that address to be used throughout the admission process.*
  6. *Under the oversubscription criteria the word staff will mean: Teaching staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:*
    - *All full time teaching staff*
    - *All part time teaching staff with a 45% and above timetable*
    - *The two years qualification period may be waived if a post is hard to fill.*
    - *The definition of staff does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children or staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.*

### **Operation of waiting lists**

7. *Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year Park Academy receives more applications for places than there are places available, a waiting list will operate until 31 December of the admission year. This will be maintained by Park Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.*
8. *Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6a - c. Each added child will require the waiting list to be ranked again in line with the oversubscription criteria set out in paragraph 6a - c. Looked after children, previously looked after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol will take precedence over those on a waiting list.*

### **Arrangements for admission to Post 16 provision**

9. The Academy has capacity for 250 Post 16 students in Years 12 and 13. The number of external applicants accepted into Year 12 will be 150 minus the number of the Academy's own students progressing to Year 12.
10. The Academy may set a higher admission number as its published admission number. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed in 23.
11. Students are admitted or allowed to progress to Park Academy's Post 16 provision and to individual courses on the basis of an assessment of their ability.

The assessment is carried out by the Academy and consists of: -

- predicted GCSE grades
- reference from Academy tutor, or headteacher of current school as to the student's academic ability for the course for which he/she has applied

There will be the voluntary opportunity for discussion between the student and Academy senior staff as to the student's proposed subject choice.

12. The Academy will consider all applications for places. Where fewer applications than the number defined in 10 above are received, the Academy will offer places to all those who have applied and who satisfy the academic entry requirements for the sixth form.
13. Where more external applications meeting the academic entry criteria are received than the number defined in paragraph 10, priority will be given to those meeting the oversubscription criteria in 6a – c.

Once admitted, the Academy will encourage all Post 16 students, whether or not they have previously been students of the Academy, to demonstrate a high level of commitment to their chosen courses.

14. Park Academy will publish specific criteria in relation to minimum entrance requirements for the sixth form and for the wide range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers and will be subject to consultation with those in paragraph 23. The detailed information will be contained in the Post 16 prospectus published on an annual basis and in Hillingdon's Composite Admissions Prospectus.
15. There will be a right of appeal to an Independent Review Panel for unsuccessful applicants and those refused progression from the Academy's own Year 11.

### **Arrangements for admitting students to other year groups, including to replace any students who have left Park Academy**

16. The Academy will consider all requests for admission of a child into a year other than the normal age group. All such requests will be considered by the Academy on the basis of the circumstances of each case and the best interests of the child concerned. This will include a number of considerations, including the views of the head teacher of the Academy. When informing a parent of its decision on the year group that the child should be admitted to, the Academy will set out clearly its reasons for its decision. Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence the child will be admitted to Year 7 or Year 12, the application will be processed as part of the main admissions round in accordance with the relevant provisions of this policy (unless the request is made too late for this to be possible), including the application of oversubscription criteria where relevant. The Academy cannot 'hold' places for students.
17. Proof of address and residency will be required, and an offer may be withdrawn if a parent fails to respond to an offer within a reasonable time, provided that before withdrawing an offer for lack of response the Academy will give the parent a further opportunity to respond and explain that the offer might be withdrawn if they do not. The Academy retains the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application. In circumstances where an offer is withdrawn on the basis of misleading information, the application will be considered again, and a right of appeal will be available if the offer is refused.



18. The Academy will operate a waiting list where a year group is oversubscribed. Applicants must request to be placed on the waiting list. Applicants will be ranked on the waiting list in accordance with the oversubscription criteria 6a – c. No priority will be given to the date of application.
19. Parents whose application is turned down are entitled to appeal. All appeals must set out the grounds for appeal in writing. The right to appeal does not apply if a child is offered a place at the Academy but it is not in their preferred age group.
20. Applicants should apply via an In-Year Admission form obtainable from the London Borough of Hillingdon. The Academy then reviews the list in accordance with its admissions criteria. Students are expected to start within 10 school days of the place being offered.
21. Park Academy will participate in Hillingdon LA's In Year Fair Access Protocol.

## **II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation & Determination**

22. Park Academy will determine its admissions arrangements annually. Where changes are proposed to the admissions arrangements (including the SAF) that require consultation, it will consult on them by 31 January each year. Consultation will be for 6 weeks between 1<sup>st</sup> October and 31<sup>st</sup> January of the year before the arrangements are to apply. The Academy will consult with:

- a. parents of children between the ages of two and eighteen;
- b. other persons in the relevant area for consultation who, in the opinion of the Academy have an interest in the proposed admissions;
- c. Hillingdon LA;
- d. The admission forum for Hillingdon LA;
- e. Any other admission authorities for primary and secondary schools located within the relevant area for consultation;
- f. Any other governing body for primary and secondary schools (as far as not falling within paragraph e) located within the relevant area for consultation;
- g. Affected admission authorities in neighbouring LA areas.

The Academy will consult on its admissions arrangements at least once every 7 years, even if there have been no changes during that period.

For the duration of any consultation period, the Academy will publish a copy of its full proposed admission arrangements on its website together with details of the person at the Academy to whom comments may be sent, and the areas on which comments are not sought. Upon request, a copy of the proposed admission arrangements will be sent to any of the persons or bodies listed above, inviting comment.

**Determination** – Park Academy will determine admission arrangements by **28 February** every year, even if they have not changed from previous years and a consultation has not been required.

### **Publication of admission arrangements**

23. Park Academy will publish its admission arrangements each year once these have been determined (whether or not a consultation has been required), by:
  - a. Displaying a copy on the Academy website for the whole of the offer year (the academic year in which offers for places are made);
  - b. Notifying the primary and secondary schools located within the relevant area for consultation;
  - c. Notifying any other admission authorities for primary and secondary schools located within the relevant

area for consultation;

- d. Sending a copy to the offices of Hillingdon LA (no later than 15 March in the year before the arrangements are to apply); and
- e. Ensuring copies are made available without charge on request from the Academy.

24. The published arrangements will set out:

- a. the name and address of the Academy and contact details;
- b. a summary of the admissions policy, including oversubscription criteria;
- c. a statement of any religious affiliation;
- d. numbers of places and applications for those places in the previous year; and
- e. arrangements for hearing appeals.

#### **Representations about admission arrangements**

- 25. Where any of those bodies that were consulted, or that should have been consulted, raise objections to Park Academy about its admission arrangements, the Academy will consider such objections before determining the admission arrangements.
- 26. Where the Academy has determined its admission arrangements and notified all those bodies with whom it has consulted and any of those bodies object to the Academy's admission arrangements they must make objections to the Schools Adjudicator no later than 15 May in the year before the arrangements are to apply. The Schools Adjudicator will consider all objections, and any decision of the Schools Adjudicator must be acted upon by Park Academy and admission arrangements amended accordingly.