

Hounslow Secondary Schools Admission Criteria for September 2012

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1. Mixed Community Secondary Schools

(The Heathland, Hounslow Manor and Longford Community Schools)

Where the number of children applying for one of these schools by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

1. Children in public care:

2. Medical/Social:

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

3. Sibling:

Applicants who will have a son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at the preferred school in September 2012. If the older child is in Year 11 or Year 12 at the time of application, the LA will ask the school whether it is expected that s/he will still be attending the school in September 2012.

4. Distance: **

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*

2. *Except the pedestrian footpath at the eastern end of The Ride.*

2. Single Sex Community Secondary Schools

Brentford School for Girls



The School will admit 157 girls into Year 7. Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Girls in public care:

2. Medical/Social:

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

3. Sibling:

Applicants who will have a daughter, including all blood, half-, step-, adoptive and foster sisters of the child (not cousins) who live at the same home as the child, at Brentford School for Girls in September 2012. If the sibling is in Year 11 or Year 12 at the time of application, the LA will ask the school whether it is expected that she will still be attending the school in September 2012.

4. Single sex:

Applicants who support their application by including on the form a statement demonstrating their preference for single sex education.

5. Distance:

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

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Isleworth and Syon School for Boys (Voluntary Controlled)

Isleworth & Syon School for Boys is a non-denominational Voluntary Controlled school maintained by the London Borough of Hounslow and offers single sex education for boys aged 11 to 18 years. Where the number of children applying for a place by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Boys in public care:

2. Medical/Social:

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

3. Sibling:

Applicants who will have a son, including all blood, half-, step-, adoptive and foster brothers of the child (not cousins) who live at the same home as the child, attending Isleworth & Syon School for Boys in September 2012 will receive priority over other applicants. If the sibling is in Year 11 or Year 12 at the time of application, the LA will ask the school whether it is expected that he will still be attending the school in September 2012.

4. Single Sex:

Applicants who support their application by including on the form a statement demonstrating their preference for single sex education.

5. Distance:

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

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2. Except the pedestrian footpath at the eastern end of The Ride.

3. Community Sixth Forms (Year 12)

Admission to the sixth form at any of the schools from outside the school concerned will be possible up to the published number for sixth form admission, and will depend on there being vacancies on the applicant's desired course after all the school's own qualified students have been accommodated. Application should be made direct to the school. For community schools, and Isleworth & Syon, if there are more applicants not already on roll for a particular course than there are places available on it, the priority for admission will be to prospective students who:

1. Are able to demonstrate that they have attained the minimum standard of achievement required for the proposed course of study in the sixth form (this will be demonstrated both by exam results and a reference from previous school);
2. Are unable to follow the preferred course at their own school because it is unavailable;
3. Have a brother or sister attending the school;
4. Need to be considered for medical or social reasons (evidence will be required);
5. Are those living closest to the school.

4. Academy, Foundation and Voluntary-Aided Secondary Schools

Lampton Academy

1. Admission of pupils:

- 1.1 Lampton School is an Academy and a specialist Humanities College. The school believes education to be a moral activity, which has at its core equality of opportunity for all and the development of students academically, emotionally, socially, morally and spiritually.
- 1.2 In all aspects of educational provision by the school, including admissions, there will be no discrimination on grounds of academic ability, disability as defined in the Disability Discrimination Act 1995 (DDA), educational or social special needs, race, cultural heritage, colour, religion or creed, national origin, gender or sexual orientation. No payments are required as a condition of entry. Children who meet their Home Local Authority's criteria for the provision of assistance with transport may be provided with transport by that authority.
- 1.3 Pupils will be admitted to Lampton School without reference to ability.
- 1.4 The school has always maintained a fully comprehensive intake by admitting pupils across the full ability range.

2. Admissions criteria:

- 2.1. Admissions to the school are the responsibility of the Governors of the school.
- 2.2. The following criteria will be applied in accordance with current legislation and the expressed policies of the school.
- 2.3. The Governing Body will operate an equal preference system in accordance with the Pan-London Admissions System. In accordance with the school's expressed values and practice and current legislation the following pupils will have priority where parents have expressed a preference for Lampton School.

3. Oversubscription and in-term admissions priorities:

Where applications exceed the number of available places the following criteria will be applied in the order set out to decide which children to admit.

3.1. Children looked after by a Local Authority.

Any child in the care of a Local Authority

3.2. Medical or Social Reasons

Applicants who can demonstrate an urgent social or medical reason why their child requires attendance at Lampton school rather than any other school.

This includes disability as defined by the Disability and Discrimination Act 1995 and a priority need as defined by the Children Act 1989. Parents must complete the appropriate section of the application and the reasons must be supported by relevant medical certificates or supporting evidence. Applications on these grounds will be determined by the Governors' admissions committee.

3.3. Siblings

Applicants who will have an older son or daughter – including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child – attending Lampton at the time of application. If the older child is in Year 11 or 12 the child for whom admission is sought will only be considered as conforming to the sibling criterion if the older child is still attending the school in September 2012.

3.4. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

- 1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
- 2. Except the pedestrian footpath at the eastern end of The Ride.*

Tie Break

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots.

Appeals

Appeals will be heard in accordance with appropriate legislation. An Independent Appeals Panel appointed by the local education authority will adjudicate on all appeals for places in Lampton School. Any parent wishing to appeal should follow the procedure set out in the admissions brochure. There will be no other appeal to the Governors for a place at Lampton School.

Children with Statements of Special Educational Needs

The Governors must admit children with statements naming Lampton School but the authority has a duty to consult the school before naming it in the statement. Such admissions are separate from those provided for in this policy

Waiting Lists and In-Term Admissions

The school will maintain a waiting list for those children whose parents sought admission for them at the beginning of year seven but could not be offered a place. Your child's position on the waiting list will be determined by applying the published admission criteria. A child moving into the area whose parents seek admission for the child to Lampton will be placed on the waiting list in the appropriate position as determined by applying the admission criteria. Therefore, parents are advised to note that a child's position on the waiting list may change if a child with higher priority by the application of the admission criteria joins the list. Names will remain on the waiting list initially for two terms and will then be cleared.

The school will also maintain in-year waiting lists for over-subscribed years. These waiting lists will be held in accordance with the published admission criteria. Names on the in-year waiting lists will be cleared each term, unless a parent informs us in writing that they wish their child's name to remain on the list for a further term, up to a maximum of one academic year.

Review and monitoring

This policy will be monitored and reviewed annually by the Governors. The review will take place following the completion of each admissions process.

The review will take place following the completion of each admissions process.

SIXTH FORM (KS5) ADMISSIONS 2011

Pupils already attending Lampton School in Year 11 and who meet the academic standard required by the school will normally transfer directly into the school's Sixth Form (Key Stage 5) in the September following the publication of GCSE results. Applicants from other schools who meet the same academic standard will be admitted using the order of criteria set out below. The academic standard required for entry into Lampton School Sixth Form will be reviewed annually. The normal academic standard required by the school for admission to Advanced level courses will be five or more subjects at GCSE Grade A* to C. For mathematics and science A levels GCSE passes at grade B in the relevant subject will be required. Applicants not possessing entry qualifications for A level courses are warmly invited to enquire about other courses. For all applicants, admission is subject to a satisfactory report from the applicant's school.

Criteria for Admission to the Sixth Form in Order of Priority

1. Children looked after by a Local Authority.

2. Children whose parents can demonstrate an urgent social or medical reason, including disability as defined by the Disability and Discrimination Act 1995. The reasons must be supported by appropriate medical certificates or supporting evidence. Applications on these grounds will be determined by the Governors' admissions committee
3. Siblings of pupils currently in Year 7 to 11 in Lampton School and who meet the academic standards set by the school
4. Other applicants who satisfy the academic standards set by the school for that year. Where there are more applicants than places available, admission will be based on distance according to the criterion set out in paragraph 3.4 of the criteria for year seven admissions



Chiswick Community School

1. Core Values

- 1.1** Chiswick Community School is a Foundation School and a specialist Technology College. Our mission is to ensure that students at Chiswick Community School develop the tools to learn effectively throughout their lives. We want them to acquire the qualifications, values and attitudes for them to be successful in an ever-changing world.
- 1.2** In all aspects of educational provision by the school, including admissions, there will be no discrimination on grounds of academic ability, disability as defined in the Disability Discrimination Act 1995 (DDA), educational or social special needs, race, cultural heritage, colour, religion or creed, national origin, gender or sexual orientation. No payments are required as a condition of entry. Children who meet their Home Local Authority's criteria for the provision of assistance with transport may be provided with transport by that authority.
- 1.3** Pupils will be admitted to Chiswick Community School without reference to ability.

2. ADMISSION OF PUPILS

- 2.1** Admissions to the school are the responsibility of the Governors of the school.
- 2.2** The pupil admission number (PAN) for the school is 215.

3. ADMISSION CRITERIA:

Where the number of children applying for a place by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

3.1 Children in public care:

3.2 Medical/Social:

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

3.3 Sibling:

Applicants who will have an older son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at the preferred school in September 2011. If the older child is in Year 11 or Year 12 at the time of application, s/he must be expected to still be attending the school in September 2012.

3.4 Distance: **

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

- 1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
- 2. Except the pedestrian footpath at the eastern end of The Ride.*

Where the last child to be admitted would be one of twins or other multiples we will ask the parents or carers whether they wish to take one place in the hope that there will be a withdrawal before September and a second or further places becomes available. Parents/Carers should be aware that there is no guarantee of a place becoming available for all multiple birth children.

Each Hounslow secondary school has a duty to admit a child with a Statement of Special Educational Needs naming the school. The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home council. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

4. OVERSUBSCRIPTION

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

5. KEY STAGE 5 (Sixth Form) APPLICATIONS

- Pupils already attending Chiswick Community School in Year 11 and who meet the academic standard required by the school will normally transfer directly into the school's Sixth Form (Key Stage 5) in the September following the publication of GCSE results. Applicants from other schools who meet the same academic standard will be admitted using the order of criteria set out below. Applications from both Year

11, Y12 one year students and external students should be made direct to the school by the published deadline.

All prospective students are welcome to attend our sixth form open evening in the autumn term, where they will be able to meet staff and collect subject details. Prospective students are then invited to make an application indicating their initial selection of courses, and book a consultation meeting. All prospective students are treated equally and are offered a consultation to ensure that they are matched to the courses that will most likely lead to their future success.

The academic standard required for entry into Chiswick School Sixth Form will be reviewed annually. The normal academic standard required by the school will be as follows:

- **4 AS level courses** – minimum of five A* - C passes at GCSE with 3 Bs. Students with BTEC or other qualifications counting as part of the 5 must have passed English or Maths. Students wishing to study Maths and Sciences must have a minimum of Bs in those subjects.
- **Level 3 Vocational Course** - 4 Cs or their vocational course equivalent. Students progressing from a Year 12 Vocational course must achieve a Distinction and a Level 2 qualification in English and maths.
- **Level 2 one year courses** - 4 GCSE or equivalent at Grade D.

NB: applications from students from other schools are welcomed but may require a reference from the previous school.

If there are more applicants not already on roll for a particular course than are places available on it, the priority for admission will be to prospective students who:

- 5.1 Are looked after by a Local Authority;
- 5.2 Children whose parents can demonstrate an urgent social medical reason, including disability as defined by the Disability and Discrimination Act 1995. The reasons must be supported by appropriate medical certificates or supporting evidence. Applications on these grounds will be determined by the Governors' admissions committee;
- 5.3 Are children with Statements where Chiswick School is the named school;
- 5.4 Have applied by the published deadline;
- 5.5 Are able to demonstrate that they have attained the admission standard of achievement required for the proposed course of study in the sixth form;
- 5.5 Are unable to follow the preferred course at their own school because it is unavailable;
- 5.7 Siblings of pupils currently in Year 7 to 11 in Chiswick School;

5.8 Are those living closest to the school.

6. WAITING LIST

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place. The criteria for selecting applicants set out in section three (Years 7-11) and section five (Years 12-13) will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

7. IN-TERM ADMISSIONS

Should there be a vacancy in a year group during the academic year, places will be offered after applying the above admissions criteria to all applicants, including those already on the waiting list, if one exists.

8. APPEALS

Appeals for a place at Chiswick School will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on all appeals for places at Chiswick School.

9. REVIEW AND MONITORING

This policy will be monitored and reviewed annually by a committee of Governors. The review will take place following the completion of each admissions process.



Cranford Community College

1. CORE VALUES

- 1.1** Cranford Community College is a Foundation School and a specialist Language College. Our mission is to provide excellence in all areas. Through our positive, caring and aspirational ethos, we ensure that all our students grow into healthy, well-rounded, happy, confident citizens with the skills and values to make a positive contribution to society and live fulfilling lives.
- 1.2** In all aspects of educational provision by the school, including admissions, there will be no discrimination on grounds of academic ability, disability as defined in the Disability Discrimination Act 1995 (DDA), educational or social special needs, race, cultural heritage, colour, religion or creed, national origin, gender or sexual orientation. No payments are required as a condition of entry. Children who meet their Home Local Authority's criteria for the provision of assistance with transport may be provided with transport by that authority.

2. ADMISSION OF PUPILS

- 2.1** Admissions to the school are the responsibility of the Governing Body of the school.
- 2.2** Admissions to the school will meet the requirements of the prevailing 'School Admissions Code'.
- 2.3** The pupil admission number (PAN) for Years 7-11 is 210.
- 2.4** Each Hounslow secondary school has a duty to admit a child with a Statement of Special Educational Needs naming the school. The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home council. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.
- 2.5** The pupil admission number (PAN) for external candidates to the sixth form is 15. It is possible to exceed this if demand for available courses can be met.
- 2.6** Pupils will normally only be admitted to the year group matching their chronological year group.

3. ADMISSION CRITERIA

Where the number of children applying for a place in years 7-11 by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

3.1. Children in public care

3.2 Medical/Social

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school.

In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

3.3 Siblings

Applicants who will have an older son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at the preferred school in September 2012.

If the older child is in Year 11 or Year 12 at the time of application, s/he must be expected to still be attending the school in September 2012.

Where the last child to be admitted would be one of twins or other multiples we will ask the parents or carers whether they wish to take one place in the hope that there will be a withdrawal before September and a second or further places becomes available. Parents/Carers should be aware that there is no guarantee of a place becoming available for all multiple birth children.

3.4 Distance

Distance between home and school.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

- 1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
- 2. Except the pedestrian footpath at the eastern end of The Ride.*

4. WAITING LIST

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place in year 7 for at least one term in the academic year of admission. The criteria for selecting applicants set out in section 3 (Years 7-11) will apply in choosing children on the waiting list to fill vacant places. Should a

child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

5. OVERSUBSCRIPTION

If there is one place available in the applicant's chronological year group and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

6. SIXTH FORM APPLICATIONS

Internal Applications to the Sixth Form

- 6.1** Pupils already attending Cranford Community College in Year 11 and who meet the prevailing academic standards¹ required by the school and for their chosen courses for the year of admission will normally transfer directly into the school's Sixth Form in the September following the publication of results.
- 6.2** Pupils already attending Cranford Community College in Year 12 on level 2 courses and who meet the prevailing academic standards² required by the school and for their chosen level 3 courses for the year of admission will normally transfer directly into the school's Sixth Form level 3 courses in the September following the publication of results.
- 6.3** Pupils already attending Cranford Community College in Year 12 on level 3 AS courses and who meet the prevailing academic standards² required by the school and for their chosen level 3 A2 courses for the year of admission will normally transfer directly into the school's Sixth Form A2 courses in the September following the publication of results.
- 6.4** Pupils already attending Cranford Community College in the sixth form will not normally be allowed to repeat a year or course.

External Applications to the Sixth Form

- 6.5** Applications for admission to the sixth form, including those from pupils joining the school for the first time from other schools, must include acceptable evidence that they meet the same academic standard² as pupils from within the school and, subject to capacity², will be admitted using the order of priority as set out in section 3.

¹ Academic standards/entry requirements may vary annually. The prevailing criteria are available directly from the school and are updated annually in August each year for admissions to courses in September.

² The sixth form PAN may be exceeded if there are sufficient spaces within the school and on courses that the applicant wishes to and is qualified to pursue.

6.6 Pupils previously permanently excluded from the school are not eligible for admission to the sixth form.

7. IN-TERM ADMISSIONS

Should there be a vacancy in a year group during the academic year; places will be offered after applying the above admissions criteria to all applicants, including those already on the waiting list, if one exists.

8. APPEALS

Appeals for a place at Cranford Community College will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on all appeals for places at Cranford Community College.

9. REVIEW AND MONITORING

This policy will be monitored throughout the year and a review will take place following the completion of each admissions process. The policy will be reviewed annually by a committee of the Governing Body and updated as necessary.

Further Notes

The admissions process for years 7-11 will be managed by Hounslow Local Authority on behalf of the Governing Body. The school will manage its own admissions in the sixth form.

The Authority will carry out address verifications against Local Authority records for all application made by a resident within the London borough of Hounslow. Where the Local Authority or school is not satisfied to the validity of an address, further investigations will be conducted. Similar verification checks will be made for residents of other boroughs by their home authority and the London Borough of Hounslow will check validity with the relevant authority.

Late applications will not normally be processed until after all on-time applications have been allocated.

The Authority and school reserve the right to seek verification of the information given on the application form and to withdraw places if false information has been provided.



1. CORE VALUES

- 1.1** Feltham Community College is a Foundation School and a specialist Sports College. Our mission is to provide excellence in all areas. Through our positive, caring and aspirational ethos, we ensure that all our students grow into healthy, well-rounded, happy, confident citizens with the skills and values to make a positive contribution to society and live fulfilling lives.
- 1.2** In all aspects of educational provision by the school, including admissions, there will be no discrimination on grounds of academic ability, disability as defined in the Disability Discrimination Act 1995 (DDA), educational or social special needs, race, cultural heritage, colour, religion or creed, national origin, gender or sexual orientation. No payments are required as a condition of entry. Children who meet their Home Local Authority's criteria for the provision of assistance with transport may be provided with transport by that authority.

2. ADMISSION OF PUPILS

- 2.1** Admissions to the school are the responsibility of the Governing Body of the school.
- 2.2** Admissions to the school will meet the requirements of the prevailing 'School Admissions Code'.
- 2.3** The pupil admission number (PAN) for Years 7-11 is 210.
- 2.4** Each Hounslow secondary school has a duty to admit a child with a Statement of Special Educational Needs naming the school. The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home council. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.
- 2.5** The pupil admission number (PAN) for external candidates to the sixth form is 15. It is possible to exceed this if demand for available courses can be met.

3. ADMISSION CRITERIA

Where the number of children applying for a place in years 7-11 by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

- 3.1 Children in public care**

3.2 Medical / social

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school.

In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

3.3 Siblings

Applicants who will have an older son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same house as the child, at the preferred school in September 2012.

If the older child is in Year 11 or Year 12 at the time of application, s/he must be expected to still be attending the school in September 2012.

Where the last child to be admitted would be one of twins or other multiples we will ask the parents or carers whether they wish to take one place in the hope that there will be a withdrawal before September and second or further places becomes available. Parents/Carers should be aware that there is no guarantee of a place becoming available for all multiple birth children.

3.4 Distance

Distance between home and school.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

- 1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
- 2. Except the pedestrian footpath at the eastern end of The Ride.*

4. WAITING LIST

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place in year 7 for at least one term in the academic year of

admission. The criteria for selecting applicants set out in section 3 (Years 7-11) will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

5. OVERSUBSCRIPTION

If there is one place available in the applicant's chronological year group and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

6. SIXTH FORM APPLICATIONS

Internal Applications to the Sixth Form

- 6.1** Pupils already attending Feltham Community College in Year 11 who meet the prevailing academic standards³ required by the school and for their chosen courses for the year of admission will normally transfer directly into the school's Sixth Form in the September following the publication of results.
- 6.2** Pupils already attending Feltham Community College in Year 12 on level 2 courses and who meet the prevailing academic standards¹ required by the school and for their chosen level 3 courses for the year of admission will normally transfer directly into the school's Sixth Form level 3 courses in the September following the publication of results.
- 6.3** Pupils already attending Feltham Community College in Year 12 on level 3 AS courses and who meet the prevailing academic standards¹ required by the school and for their chosen level 3 A2 courses for the year of admission will normally transfer directly into the school's Sixth Form A2 courses in the September following the publication of results.
- 6.4** Pupils already attending Feltham Community College in the sixth form will not normally be allowed to repeat a year or course.

External Applications to the Sixth Form

- 6.5** Applications for admission to the sixth form, including those from pupils joining the school for the first time from other schools, must include acceptable evidence that they meet the same academic standards¹ as pupils from within

³ Academic standards/entry requirements may vary annually. The prevailing criteria are available directly from the school and are updated annually in August each year for admissions to courses in September.

the school and, subject to capacity⁴, will be admitted using the order of priority as set out in section 3.

- 6.6** Pupils previously permanently excluded from the school are not eligible for admission to the sixth form.

7. IN-TERM ADMISSIONS

Should there be a vacancy in a year group during the academic year; places will be offered after applying the above admission criteria to all applicants, including those already on the waiting list, if one exists.

8. APPEALS

Appeals for a place at Feltham Community College will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on all appeals for places at Feltham Community College.

9. REVIEW AND MONITORING

This policy will be monitored throughout the year and a review will take place following the completion of each admissions process. The policy will be reviewed annually by a committee of the Governing Body and updated as necessary.

Further Notes

The admissions process for years 7-11 will be managed by Hounslow Local Authority on behalf of the Governing Body. The school will manage its own admissions in the sixth form.

The Authority will carry out address verifications against Local Authority records for all applications made by a resident within the London Borough of Hounslow. Where the Local Authority or school is not satisfied to the validity of an address, further investigations will be conducted.

Late applications will not normally be processed until after all on-time applications have been allocated.

The Authority and school reserve the right to seek verification of the information given on the application form and to withdraw places if false information has been provided.

⁴ The sixth form PAN may be exceeded if there are sufficient spaces within the school and on courses that the applicant wishes to and is qualified to pursue.

Heston Community School



1.0 Core Values

- 1.1** Heston Community School is a Trust (Foundation) School and a specialist Visual Arts School. Our mission is to instil in our community a passion for learning and to change lives. Our overarching aim is to ensure that each individual is educated and supported to succeed in the world today — as an individual, as a partner, as a member of a team and as a citizen.
- 1.2** In all aspects of educational provision by the school, including admissions, there will be no discrimination on grounds of academic ability, disability as defined in the Disability Discrimination Act 1995 (DDA), educational or social special needs, race, cultural heritage, colour, religion or creed, national origin, gender or sexual orientation. No payments are required as a condition of entry. Children who meet their Home Local Authority's criteria for the provision of assistance with transport may be provided with transport by that authority.
- 1.3** Students will be admitted to Heston Community School without reference to ability.

2.0 Admission of students

- 2.1** Admissions to the school are the responsibility of the Governing Body of the School.
- 2.2** The pupil admission number (PAN) for the School is 195.
- 2.3** Each secondary school in Hounslow has a duty to admit a child with a Statement of Special Educational Needs naming the school. The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's Home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.
- 2.4** The pupil admission number (PAN) for external candidates to the Sixth Form will be 15 though it may be possible to exceed this if demand for available courses can be met.
- 2.5** Admission to a year group other than the child's chronological year group will not normally be allowed.

3.0 Admission Criteria

Where the number of children applying for a place by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

3.1 Children in public care

3.2 Medical/Social

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases, parents/carers are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

3.3 Sibling

Applicants who will have an older son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at the preferred school in September 2011. If the older child is in Year 11 or Year 12 at the time of application, s/he must be expected to still be attending the school in September 2012.

Where the last child to be admitted would be one of twins or other multiples the School will ask the parents/carers whether they wish to take one place in the hope that there will be a withdrawal before September and a second or further places becomes available. Parents/Carers should be aware that there is no guarantee of a place becoming available for all multiple birth children.

3.4 Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

- 1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
- 2. Except the pedestrian footpath at the eastern end of The Ride.*

Each Hounslow secondary school has a duty to admit a child with a Statement of Special Educational Needs naming the school. The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home council. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

4.0 Tie Break

- 4.1** If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

5.0 Waiting List

- 5.1** The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place. The criteria for selecting applicants set out in Section 3.0 (Years 7-11) and Section 6.0 (Years 12-13) will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, s/he will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that the place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

6.0 Key Stage 5 (Sixth Form) Applications

- 6.1** Students already attending Heston Community School in Year 11 and who meet the academic standard required by the School will normally transfer directly into the School's Sixth Form (Key Stage 5) in the September following the publication of GCSE results.

The academic standard required for entry into Heston Community School Sixth Form will be reviewed annually. The normal academic standard required by the School can be found below.

- 6.2** Students already attending Heston Community School in Year 12 on Level 2 courses and who meet the academic standards required by the School for their chosen Level 3 courses for the year of admission will normally transfer directly into the School's Sixth Form Level 3 courses in the September following the publication of Level 2 results.
- 6.3** Students already attending Heston Community School in Year 12 on Level 3 AS courses and who meet the academic standards required by the School to continue their chosen courses at A2 for the year of admission will normally transfer directly into the School's Sixth Form Level 3 courses in the September following the publication of AS results.

- 6.4 Students who have previously been permanently excluded from the School will not normally be eligible for admission to the Sixth Form.
- 6.5 Students already attending Heston Community School in the Sixth Form will not normally be allowed to repeat a year or course.
- 6.6 Applicants from other schools who meet the same academic standards required by the School for chosen courses will be admitted using the order of criteria set out in Section 3.0 and Section 4.0.

7.0 In-Term Admissions

- 7.1 Should there be a vacancy in a Year Group during the Academic Year, places will be offered after applying the published admissions criteria to all applicants, including those already on the waiting list, if one exists.

8.0 Appeals

- 8.1 Appeals for a place at Heston Community School will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on all appeals for places at the School.

9.0 Review and Monitoring

- 9.1 This policy will be monitored and reviewed annually by a Governing Body Committee. The review will take place following the completion of each admissions process.

Academic Standard Required

AS Levels

You must have achieved 5 GCSEs at grade C or above, **including** Mathematics **and** English. In addition to this minimum entry requirement, it is preferable for students to have achieved at least GCSE grade B in any subject which they intend to study at AS level.

Where a student has failed to achieve a GCSE grade B in a subject that they previously studied they must have an average GCSE point score of 43. For subjects not studied at GCSE a minimum average point score of 43 will be needed.

Any student achieving an average GCSE point score of 42 or below will be offered a consultation meeting to ensure that they are enrolled on the most appropriate programme of study.

However, the following subject specific requirements will apply:

AS Level Mathematics	GCSE grade B in Mathematics
AS Further Mathematics	GCSE grade A/A* in Mathematics
AS Level Biology	GCSE grade B in Double Science
AS Level Chemistry	GCSE grade B in Double Science
AS Level Physics	GCSE grade B in Double Science

BTEC National

You must have achieved 5 GCSEs at grade C or above, including a minimum grade D in English and Mathematics. Students who have completed a BTEC First must have achieved a Merit grade.

BTEC First

You must have achieved a minimum of 5 GCSE grades at C – E.

GCSE English

You must have achieved a minimum of grade D in GCSE English

GCSE Mathematics

You must have achieved a minimum of grade D in GCSE Mathematics

Where courses are oversubscribed students' average GCSE point score will be used to allocate places.

In addition to the general post 16 entry requirements, students' average GCSE point scores will be used to build a programme of study best suited to their ability, achievement and future aspirations.



The Green School

The Green School Church of England Secondary School aims to give each girl an 'outstanding education in a Christian context'. Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school. Governors hope that all children will attend the acts of collective worship and will take part in the religious curriculum offered by the school. Places are offered to students in the following categories. Girls in Public Care will be admitted as a first priority which may mean that the number of places under Foundation and Community categories may change.

150 places are to be offered

ADMISSIONS CRITERIA

Christian Foundation Places (110 places)

Governors aim for a school population which reflects the Christian foundation and therefore will reserve 110*** places for regular Christian worshippers under the following criteria in order of priority:**

1. Girls and / or at least one parent or carer who worships regularly* in an Anglican Church
2. Girls and / or at least one parent or carer who worships regularly* in a church or chapel of another Christian denomination as defined by the following:-
 - Churches Together in Britain and Ireland (including associated members)
 - The Evangelical Alliance (including associated members)
3. Girls who have attended a Church of England primary school for the two years prior to secondary transfer

Other World Faiths (30 Places)

Governors aim for a school population which reflects the local faith community and therefore will reserve 30*** places for members of the following other world faiths Islam, Hinduism, Judaism, Buddhism and Sikhism under the following criteria in order of priority:**

1. Girls and / or at least one parent or carer who desires an education based on Christian values and who worships regularly* as a member of another world faith.

Community (10 Places)

Governors aim for a school population which reflects the local community and therefore will reserve 10 places which will be offered under the following criteria:

1. Applicants requesting a single sex school and who live nearest to the school****

Please note:

1. *In the event of oversubscription in any of the above categories the Governors will give priority in the following order:*
 - I. *Girls in public care*
 - II. *Girls with a sibling*** in the school at the time of admission*
 - III. *Those families living nearest to the school *****

2. Governors reserve the right to give priority to applicants whom they consider to be worthy of special consideration. These being children with documented** medical or social needs for this school.

* Governors consider “regular” to mean attendance at worship at least twice a month over a period of more than two years immediately prior to application. (All applicants for places on religious grounds must obtain a religious reference form from the school, which must be completed by their minister of religion or religious leader to support their application and returned to the school.)

** A medical/social report must be provided which sets out reasons why The Green School is the most suitable school and the difficulties that would be caused if the girl had to attend another school.

*** Siblings include full, step, half, adopted and fostered children living at the same address.

**** Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council’s Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child’s address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath at the eastern end of The Ride.*

For all term time admissions distances are measured using the shortest driving route on the **Multimap** website www.multimap.co.uk

*****A) If there are fewer than 110 applicants who meet the criteria for Foundation places, the additional places will be added to the 30 Other World Faith places

B) If there are fewer than 30 applicants who meet the criteria for Other World Faiths in the following order:

1. Applicants with evidence of religious affiliation (e.g. less regular attendance, baptism, member of linked voluntary organisation etc)
2. Applicants requesting single sex education and who live nearest the school

- *In the event of the final place offered in a category being one of a multiple-birth, Governors reserve the right to offer over the agreed number.*
- *Parents/carers are asked to indicate which category they wish to be considered under. Governors reserve the right to assign girls to an appropriate category if this has not been indicated on the supplementary form.*
- *Applicants who do not fulfil the criteria for Christian Foundation or Other World faith categories (e.g. only monthly or recent worshippers, attendance at churches other than those that are part of Churches Together in Britain and Ireland or the Evangelical Alliance) should apply under the Community category.*
- *Governors expect parents, carers and students to support the Christian ethos of the school. There is an expectation that all students will take part in the full life of the school including collective worship and Religious Education lessons.*

Sixth Form Admissions Policy

Introduction:

This policy outlines the requirements for entry into the Sixth Form at The Green School. The Green School is part of a consortium, a partnership comprising four sixth forms. We co-operate with three local schools to ensure that curriculum

opportunities for students in the consortium are as broad and as accessible as possible.

Aims:

This policy outlines the criteria by which students are admitted into the Sixth Form.

Criteria for Admission:

1. Any student wishing to apply must complete an application form and submit it to the Sixth Form Learning Co-ordinator
2. Boys are admitted to the Sixth Form
3. Students from other schools are admitted to the Sixth Form
4. All applicants both internal and external are interviewed and predicted grades are considered
5. All applicants are considered individually with Green School students taking priority *
6. Successful applicants receive a letter before the end of April offering them a place
7. All applicants are considered provided they meet the entry requirements and subsequently the exam grades
8. Entry onto specific courses is negotiated by the Heads of Sixth within the consortium and priority is given to the "home school" students. Students may also be offered subjects in other Hounslow schools if appropriate in order to widen option choices

*External applicants are required to produce a report/letter of recommendation from their current school

Entry Requirements:

The minimum entry requirement to AS & Diploma level 3 courses is 5 GCSE passes at A* - C including English and Maths.

Each AS subject has specific entry requirements, which are outlined in the Sixth Form Prospectus, and on the Green School web site.

Late Applications:

Any student applying after the January deadline will be considered, but priority will be given to applicants who met the deadline for places on courses.

Accepting Offers:

Once the student has returned their letter accepting a place in the Sixth Form their place is guaranteed subject to successful examination results. However students are permitted to change courses, and final decisions are made following the GCSE results.

A2 Entry:

Entry onto A2 courses is subject to obtaining at least an E grade at AS level. Some subjects require a D; this is stated in the Sixth Form Prospectus.

Code of Practice:

On entry to the Sixth Form all students are required to read and sign the Consortium Code of Practice. Failure to do so and to adhere to the expectations outlined in the Code of Practice could lead to withdrawal from the Sixth Form.

Equal Opportunities:

Applications from disabled or SEN students are welcomed. We endeavour to cater for students' individual needs.

Educational Maintenance Allowance (EMA):

If the parental income is less than £30,000, students are allowed to claim EMA. This weekly allowance, with termly and end of year bonuses, is subject to excellent attendance and performance.

Application Procedure:

Students are supported and encouraged to apply for the Sixth Form. Help is provided at different stages throughout Year 11. The programme of support is outlined in a document retained on the "0" Drive and in the Sixth Form Handbook.



Gumley House Convent School FCJ

ADMISSIONS POLICY & CRITERIA

Gumley House is a Catholic School for girls with some boys admitted to the Sixth Form. Religious education and worship is at the heart of the school and its curriculum.

The approved admission number for Year 7 is 192 pupils. In recent years the school has been heavily oversubscribed by baptised Catholics whose priest has certified in writing that they have attended Holy Mass weekly.

We therefore give priority to regularly practising* Catholics, by which the Governors mean that a priest has given written confirmation that, for the two years previous to the application, the child and member(s) of her family have attended weekly Sunday or (Saturday evening) Mass with only occasional non-attendance.

Catholic children in public care will have priority for places at the school.

If more than 192 such practising* Catholic prospective pupils apply they will each be placed in one of six geographical categories based on the Roman Catholic diocesan area in which they normally reside. A proportion of the places will be offered in each category as follows:

Hounslow Deanery	27%
Ealing Deanery	27%
Upper Thames Deanery	20%
Hammersmith & Fulham and Kensington & Chelsea Deaneries	12%
Southwark Diocese including Richmond, Mortlake, Putney, Barnes, Kingston and Roehampton	14%

If in any of the above geographical categories there are more applicants than places available, then offers will be made in the following order:

1. Prospective pupils with a sister in the school, or brother in the Sixth Form, at the date of admission.

Sister or brother includes half sister or half brother, adopted sister or adopted brother, step sister or step brother or the child of the parents/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

2. Prospective pupils from families living nearest to the school. Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of

the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath at the eastern end of The Ride.*
3. In the event that 2 or more applicants live at the same distance from the school or where 2 or more children from the same family are competing for one remaining place lots will be drawn to determine positioning.

Where it is possible to offer places to all baptised practising* Catholic applicants in a Deanery, the remaining places will be offered to baptised practising* Catholic applicants from the remaining Deaneries in rotation so as to preserve the relative proportions identified above.

If places still remain to be filled after offers are made to those who meet the criteria above then further offers will be made in the following order:

- a. Baptised Catholics whose priest confirms practice that is less than weekly attendance at Holy Mass.
- b. Other children in public care.
- c. Other applicants.

A waiting list for each Deanery will be kept until the end of the autumn term in the year of admission.

* By 'practising' the Governors mean that a priest has given written confirmation that, for the two years previous to the application, the child and member(s) of her family have attended weekly Sunday (or Saturday evening) Mass with only occasional non-attendance.

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's Home Local Authority. Details of this separate procedure are set out in the Special Needs Code of Practice.

Admissions at Year 12 and 13 (Sixth Form)

Up to 192 young men and women students, including young women already in the school, will be admitted to the Sixth Form each year. A minimum of 20 external students who fulfil the criteria will be admitted to study AS subjects in the Sixth Form. All Gumley applicants will be required as a general rule, to have achieved at least 5

GCSEs at grade C or above in different subjects and including English & Maths, gaining a B grade in the subjects to be taken at AS level and complying with any particular conditions laid down in the prospectus. The offer of a Sixth Form place is conditional on:

- The school's being able to provide a course suited to the applicant's age, ability, aptitude and educational needs.



Gunnersbury Catholic School, Brentford

Gunnersbury is a voluntary aided Catholic School for boys under the trusteeship of the Archdiocese of Westminster (with girls admitted into the Sixth Form). We aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Gunnersbury is an oversubscribed School and in all cases the Governing Body will give priority to Catholic applicants. 'Catholic' means a member of a church in full communion with the See of Rome, including Eastern Catholic churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic church or a certificate of reception into full communion of the Catholic Church.

Within this priority is given to regularly practising Catholics by which the Governors mean that a priest has given written reference that, for the two years previous to the application, the child and member(s) of his family have attended weekly Sunday (or Saturday evening) Mass with only occasional non attendance. ('Family' normally includes the Catholic or Catholics who have legal responsibility for the child and siblings).

Application for admission must be made to the applicant's Home Local Authority on the Common Application Form AND to the School on the school's Supplementary Information Form. We strongly advise that you return your application to Gunnersbury by Monday 31st October 2011. If you do not complete the school's Supplementary Information Form and return it by the closing date, the Governing Body may be unable to consider your application under the faith criteria and it is very unlikely that your child will get a place at the school.

Year 6/7 Transfer

The admission number for the School is 184 pupils per year. Any admissions in excess of this limit will cause overcrowding and be detrimental to the quality of education provided. In the case of twins or other multiple applications from one family for a single remaining place, Governors will admit both/all children.

The 184 Applications shall be distributed across the following Deaneries:

From Westminster the Deaneries of:

Hounslow	Upper Thames	Hammersmith & Fulham	Kensington and Chelsea	Ealing	Grouped Deaneries
25%	14%	17%	8%	24%	12%

The Grouped Deaneries are:

Brent, Marylebone, Harrow, Hillingdon, and from Southwark - the Mortlake Deanery
Your Parish Priest will be able to tell you which Deanery you live in and maps are available on the School Website www.gunnersbury.com (at the end of the Admissions Criteria link) and at the School.

Oversubscription Criteria

Where there are more than 184 applications, applications shall be processed as follows:

Category One: Catholic looked after children ie Catholic children in the care of the Local Authority within the meaning of s.22 of the Children Act 1989.

Category Two: Baptised practising Catholic applicants ie a Catholic child from a practising Catholic family where weekly attendance at Sunday Mass and on Holy Days of Obligation is verified by a reference from a Catholic priest.

Category Three: Baptised Catholic applicants whose priest does not verify weekly attendance at Mass and/or Holy Days of Obligation.

Category Four: Other children in public care denotes children in the care of the Local Authority within the meaning of s.22 of the Children Act 1989

Category Five: Applicants from other Christian denominations whose practice is supported by a religious leader

Category Six: Any other applicants

Across the Deaneries Category 1 pupils shall be considered first, Category 2 students second, Category 3 students next and so on until finally any remaining places are allocated to Category 6 pupils. In the event that all of the applicants from a Category within a Deanery should receive a place any remaining places shall be cascaded on to the next Deanery to be allocated to pupils of the same Category. Should there be insufficient places for each applicant of a specific Category priority shall be given within a Deanery on the following basis:

Priority One: Those with a *brother in the school, or *sister *enrolled* into the Sixth Form (*not attendees from Consortium Schools*) who will be attending the school at the time of admission.

*This refers to a brother (in Years 7 to 11), or sister (enrolled in the sixth form) half brother or sister, adopted brother or sister, step brother or sister, living in the same family unit at the same address.

Priority Two: those living closest to the school: Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement

purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

3. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
4. *Except the pedestrian footpath at the eastern end of The Ride.*

The Governing Body will always accord the highest priority to Catholic applicants. In recent years, the school has been over subscribed with applications from Catholic families.

Pupils with Special Needs

The admission of pupils with a statement of Special Educational Needs (SEN) is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's Home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

How Places Were Offered Last Year

Applications received from Catholic families: 530 Places Offered: 184 Appeals Lodged: 22 Successful appeals: 4. For the past five years there have been no remaining places for applicants beyond Category 2.

Right of Appeal

Appeals against an unsuccessful application should be made to the School's Admissions Secretary who will arrange for an Independent Appeals Committee to hear the appeal.

Fair Access Protocols

The school is committed to taking its fair share of Catholic children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has the power even if admitting the child would mean exceeding the published admission number.

Waiting List

In addition to their right of appeal, unsuccessful candidates at Year Six into Year Seven transfer will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria above. If a place is returned to the school it will be offered to the next child on the Waiting List

from the Deanery to which the place was returned. The Pan London Adjudicator has agreed that families who did not put Gunnersbury as one of their preferences in October are able to make a second application after offers have been made by the Local Authority. Each second application will be considered by the Governors under the Admissions Criteria and the child's name placed on the waiting list appropriately. A child's position on the waiting list within each Deanery will change if parents withdraw their child's name from the list or if names are added at a later stage.

The list will be maintained until the end of the Academic year. At the end of Academic year those applicants wishing to remain on the waiting list must notify Gunnersbury Catholic School Admissions Committee in writing.

Sixth Form Admissions

In addition to places reserved for the School's own pupils, the Governors propose to admit a minimum of 15 external students annually to its Sixth Form, provided that they meet the required, school determined, academic qualifications for their chosen course. The school welcomes applications to the 6th Form from pupils, boys and girls, from other institutions. Application must be made on the Sixth Form application Form and an offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs. Preference will always be given to practising Catholics as verified by their Parish Priest and subsequently to other Catholic applicants.

In the absence of suitable applications from Catholics, consideration will be given to non-Catholic applicants who meet the required academic qualification necessary for their chosen course(s)

Tie Break for the Sixth Form

Where the offer of places in the Sixth Form to external applicants would lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the shortest route (using Multimaps) from the applicant's usual place of residence to the main gate of the school.

Criteria for In-Year Admissions

In Year Admissions are co-ordinated by Hounslow Local Authority. Applicants should initially contact the Admissions Department in their own Local Authority. Once an applicant has completed a Common Application Form the school shall be notified by Hounslow of their intention. The in-year Supplementary Application form and Priest's Reference Form will be forwarded by Gunnersbury to the applicant. If there are places available the pupil shall be allocated a place by the Governing Body and the Local Authority informed so they can pass on the Governors' decision. In the event that there are more applicants than places then priority shall be given to pupils in accordance with the oversubscription method used to prioritise applications for Year 6/7 Transfer. If a place is not available you shall be informed by your Local Authority.

The opportunity to be placed on a waiting list shall also be given. The waiting list is prioritised according to the oversubscription criteria. At the end of an academic year those applicants wishing to remain on the waiting list must notify Gunnersbury Catholic School Admissions Committee in writing.

A child's position on the waiting list will change if parents withdraw their child's name from the list or if names are added at a later stage. If a vacancy should arise in the admission year group, the School will make an offer through the London Borough of Hounslow to the parent of the child whose name is at the top of the waiting list for that year group.



St Mark's Catholic School, Hounslow

The Governing Body will always accord the highest priority to Catholic applicants. In recent years the school has been over subscribed with applications from Catholic families.

Catholic practice is defined as weekly attendance at Sunday Mass (including the Saturday Vigil Mass) over the previous two years and having received the sacrament of Baptism. Evidence of these features of Catholic practice will be sought from a Baptism certificate and a priest's reference.

The published admission number for the school is 186 pupils per year. Any admissions in excess of this limit will cause overcrowding and be detrimental to the quality of education provided.

Where there are more than 186 applications, they will be treated as follows:

Oversubscription Criteria

- Category One: Catholic looked after children.
- Category Two: Baptised Practising Catholic applicants.
- Category Three: Baptised Catholic applicants whose priest does not verify weekly attendance at Mass.
- Category Four: Other looked after children.
- Category Five: Applicants from other Christian denominations whose practice is supported by a religious leader.
- Category Six: Any other applicants.

Applicants in each category will be placed into groups, depending on the Deanery in which they reside. A proportion of the places will be offered in each Deanery as follows:

Hounslow Deanery	52%
Hillingdon Deanery	20%
Upper Thames Deanery	18%
Ealing Deanery	10%

In the event of oversubscription in each Category, the following criteria will be used to place applicants in order of priority.

- (a) Those with a brother or sister (including step/half siblings) who will be attending the school (including 6th Form) at the time of admission.

- (b) Exceptionally, applicants whose needs can only be met at St. Mark's rather than any other school. These needs must be stated at the time the application is made and must be supported by a relevant professional connected within the individual case.
- (c) Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².
1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
 2. *Except the pedestrian footpath at the eastern end of The Ride.*

Where it is possible to offer places to all Category One and Two applicants in a Deanery, the remaining places will be offered to Category Two applicants from the remaining Deaneries in rotation so as to preserve the relative proportions identified above.

If any places are still available after all Category One and Two applicants have been offered places, Category Three to Six applicants will be allocated places using the same Deanery quotas and criteria as applied to applicants in Category One and Two.

If twins or triplets are competing for one or two remaining places, Governors have agreed to admit both/all applicants and exceed the Published Admissions Number.

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's Home Local Authority. Details of this procedure are set out in the Special Educational Needs Code of Practice.

Application Procedure

To apply for a place at St. Mark's School you should complete and return two separate forms before the October half term. In order to make an application you should complete the school's supplementary Information Form attached to this policy and return it to the Governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. You must also complete a

Common Application Form from your Local Authority and return it to them as per their instructions.

If you do not complete both of the forms described above and return them by the closing date, the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Last year the school was heavily oversubscribed and we were unable to offer places to all applicants in Category Two. The Governing Body were not able to offer any places to applicants in Categories Three to Six.

Right of Appeal

If an applicant is not offered a place at St. Mark's, there is a right of appeal to an independent Appeals Committee set up in accordance with the provisions of the School Standards & Framework Act. Details of the procedure can be obtained from the Clerk to the Governors at the School.

Children's names are kept on a continuing interest list at the request of the parents throughout the following Academic Year. Places on the continuing interest list will be prioritised according to the admissions policy above. The allocation of any places from the continuing interest list will seek to maintain the balance between the four Deaneries, as identified above.

Sixth Form

In addition to places reserved for the school's own pupils, the Governors propose to admit a minimum of 5 external students annually to the Sixth Form, provided they meet the required academic qualifications. The school welcomes applications to the Sixth Form from pupils, boys and girls, from other institutions. In the absence of suitable applications from Catholics, consideration will be given to non-Catholic applicants who meet the required academic qualifications.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that the Home LA can inform the parent that the school is making an offer.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal

admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.