ADMISSION CRITERIA FOR COMMUNITY HIGH SCHOOLS
2017 – 18

1. CHILDREN IN PUBLIC CARE
   Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. Children who are in public are as defined in Section 22 of the 1989 Children’s Act (this includes foster children).

   (NOTE definitions of looked after children or previously looked after children are detailed at the end of the criteria)

2. BROTHER OR SISTER WHO WILL STILL BE ATTENDING THE SCHOOL AT THE TIME OF ADMISSION
   The words brother or sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year. A sibling connection does not apply for children whose older sibling will/may be attending the 6th form in years 12 & 13.

3. DISTANCE FROM THE CHILD’S PERMANENT HOME ADDRESS TO THE PREFERRED SCHOOL
   The distance from home to all community high schools, is measured by straight line from a point in the property determined by Ordnance Survey to a point in the school determined by the grid references for the centre of the school’s postcode. The measuring system is an integral part of the admissions software produced by Synergy. It uses Ordnance Survey maps and is accurate to 2 metres.

   It does not mean that we will be able to allocate a place at the school nearest to your address.
DEFINITION OF LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. A child arrangements order is defined in s8 of the Children Act 1989 as amended by s12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by s14A of the Children Act 1989 as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

TIE BREAK

In the event that the distances are equal the Local Authority (not the school) will draw lots to determine which applicant should be offered the place.

TWIN OR CHILDREN FROM MULTIPLE BIRTHS

The Local Authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will admit twins and children from multiple births when one of the siblings is the thirtieth child.

CHILDREN OF NEWLY APPOINTED STAFF

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the admission authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.

ADMISSION TO SCHOOL OUT OF COHORT

Parents may seek places outside of their child’s normal age group. The decision is made by Admission Authorities, in the case of Community Schools it is the Council and all other schools it is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case and in the best interests of the child concerned.

In the case of delayed entry the request should be made in the September prior to the normal entry in the following September in order to give sufficient
time for the case to be considered by the Admissions Panel prior to the
deadline for applications of 31 October.

In the case of advanced entry to high school the request and paper
application needs to be made in the September prior to the required year of
entry in the following September.

In the case of community schools, the Local Authority will look at the following
factors, when considering the case put forward by the parent but these are not
exhaustive:

- The needs of the child and the possible impact on them of entering a
  year group out of the normal cohort;
- The child’s educational attainment and a report from the child’s current
  school;
- Whether social, emotional or physical development is adversely
  affecting their education;
- Any other information which the parent requests the Local Authority to
  consider.
- The views of the head teacher of the school concerned.

If the parents’ case is agreed to delay entry to high school the application for a
place in the next cohort would have to be made in the following September
and would be considered along with all the other applicants for admission in
that year. There would be no guarantee that a place would able to be offered
in the preferred school.

If the parents’ case is agreed for advanced entry to high school the application
will be processed for the following year of entry.

Waiting Lists
If the preferred school(s) cannot offer a place the parent will have the
opportunity of placing their child’s name on the waiting list(s). The child will
automatically be placed on the waiting list for higher preferences than the
school offered but if the parent wishes to be placed on a lower preference the
parent will need to request this on the reply slip which is sent out with the offer
letter.

When vacancies arise, places will be allocated according to the
oversubscription criteria. Vacancies will be offered to the pupil with the
highest priority on the waiting list, not on a “first come, first served”
basis. The position of a pupil on the waiting list changes frequently and
can move down as well as up if other pupils having higher priority have
their names added to the waiting list. Length of time on a waiting list
does not give any priority. Places are offered from the waiting list if they
become available. These
places cannot normally be held open and it is expected that they will be taken
up almost immediately unless the child has not reached compulsory school
age, has not yet started school and the parent wishes to defer entry to school.
The Community Schools in Ealing will hold waiting lists for all year groups for one academic year, after which the waiting list will cease. If parents wish for their child to continue on the waiting list after that academic year the parents will have to write in and request this.

**PROOF OF DATE OF BIRTH**
You are required to provide documentary evidence of proof of date of birth e.g. the child’s medical card, if your child is not currently attending an Ealing School.

**PROOF OF ADDRESS**
You are not required to submit documentary evidence of your home address when submitting your application form. Ealing council will check internal council databases in order to verify your address. Where it is not possible to verify your address or if you have recently moved we will advise you that proof is required. The following information may be required.

The claimed address must be your permanent address where you are living with your child on the date you submit your application and the proof provided should be in the name of the applicant.

Documentary evidence of your permanent address:

Your current year’s Council Tax Bill

If you do not pay Council Tax then the following may be accepted:

Letter confirming entitlement to benefits e.g. child benefit, child tax credit, housing benefit, income support or Jobseekers allowance for the current year or any new benefits which may be introduced or replace any of these.

Tenancy agreement from a registered private letting agency with 2 copies of recent bills e.g. bank/mobile/phone statement, utility bill (gas/water/electricity) or wage slip

Car Insurance

Letter from Social Services, National Asylum Support Service (NASS), United Kingdom Border Agency (UKBA) or Housing Department confirming placement at your address

If you are living with friends or relatives, you will need to provide a copy of their Council Tax bill, a letter from the Council Tax payer confirming that you are residing with them for the foreseeable future and two of the documents referred to above.
If you and/or your child are living abroad but intend to move back to this country you must provide the home address in the country you are currently residing. When you can prove that you are living in the country the last date that your address can be changed before the offer date is 9th December. If you move into the country after that date your address can only be changed after the offer date. In all cases you must be living in Ealing before the new address can be used.

PLEASE NOTE THAT INTERNAL COUNCIL CHECKS WILL BE MADE ON ALL APPLICANTS’ CLAIMED ADDRESSES

FALSE OR MISLEADING ADDRESSES

Ealing Council takes very seriously any attempt to obtain a school place by deception.

If we find that a school place was obtained using a false or misleading address we will give serious consideration to withdrawing the offer, even after the child has started school. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account.

Temporary addresses used solely or mainly to obtain a place at a school (whilst still owning a property elsewhere) are not regarded as the permanent home address and will not be accepted. If a place is obtained by that means, the place will be withdrawn.

The Council uses our Audit and Investigation Service to investigate cases and if there is any doubt regarding the veracity of your claimed address you may be asked to provide additional information before your case is referred to this Service.

If you know someone who intends to or has used a false address to gain a school place, you can report this to the school admissions team confidentially by emailing mainroundadmissions@ealing.gov.uk or by calling admissions on 0208 825 6339/5511/5522. You do not need to give your name but please provide as much information as possible so that we can investigate the matter fully.

SHARED RESPONSIBILITY

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application.

Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child’s application and can only be changed after the beginning of
the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency will be required.

In all other cases of personal or family arrangements the address of the mother will be taken as the main residence unless there is irrefutable evidence that the child lives elsewhere either full-time or for most of the year with an adult under arrangements which have been endorsed by a court.

CHANGE OF ADDRESS
If you move address within the London Borough of Ealing after the closing date of 31 October and are offered a place you will be entitled to retain that place if you wish. However, if you prefer to change your preference after the closing date and apply for a different school closer to your new home address you may do so by 8 December but if you wish to change your preferences after these dates your application will be administered as a late application.

If you have recently moved into Ealing and have completed and returned a common application form between the closing date and the cut-off date of 8 December your application will be considered as on time. If you have moved from one Local Authority to another after submitting your on-time application you may wish to let your original preferences stand or submit new preferences by the cut-off date. In either case the application will be treated as on-time.

PLEASE NOTE THAT YOU MUST BE LIVING IN THE NEW PROPERTY BY THE CUT-OFF DATE FOR THE NEW ADDRESS TO BE CONSIDERED IN THE APPLICATION PROCESS

The cut-off date is the last date that applications are allowed to be entered onto the system and therefore no change of address can be considered after that date until after the offer date.

If you move address after the offer date you must be living in the property before the new address can be used and you will be required to provide evidence of your new permanent home address as detailed above and proof that you are no longer living at your previous property e.g. proof of sale by means of a solicitor’s letter or proof of termination of a tenancy agreement by means of a letter confirming such termination from the landlord or their agent.

If you change address whilst waiting for a school place you must be living at the address before the new address can be taken into consideration in your application and proof will be required as above.

CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) AND CROWN SERVANTS
Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the Local Authority are allocated a place in advance of the family arriving in the area provided that the application
is accompanied by an official letter that declares a relocation date to the area and/or a unit postal address or quartering area address.

**SUBMITTING PROOF**

When applying online you must attach scanned proof your child’s date of birth (e.g. a medical card) to your online application. If you are unable to attach the document you must send them to Main Round Admissions, Ealing Council, Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL.

If you have completed a paper common application form you must attach the proof of your child’s date of birth (e.g. a medical card).

**ADMISSION CRITERIA FOR EALING COMMUNITY SCHOOLS SIXTH FORMS**

All students must meet the entry requirements for their chosen course of study as published in the Sixth Form Prospectus. Students must meet the individual subject specific criteria as published in the Sixth Form Prospectus.

Places in Year 12 will be awarded to student in the following order of priority:

- Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. Children who are in public care as defined in Section 22 of the 1989 Children’s Act (this includes foster children)  
  (NOTE definitions of looked after children or previously looked after children are detailed at the end of the criteria)
- Qualified students who were on roll at the desired High School at the end of the academic year immediately preceding the proposed date of entry into the school’s sixth form
- Who have a sibling attending the desired school in the year of the proposed date of entry into the school’s sixth form
- Qualified students from any other school
- The distance from the student’s permanent home address to the school with those living nearest the school being given the higher priority*

*The distance from home to all community high schools are measured by straight line from a point in the property determined by Ordnance Survey to a point in the school determined by the grid references for the centre of the school’s postcode. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.
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