Ealing Fields High School Admissions Policy 2018-2019

Introduction

Ealing Fields is a state funded, co-educational, non-denominational, secondary free school and will provide school places for young people aged 11-19.

Ealing Fields is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised December 2014), the School Admissions Appeals Code and admissions law as they apply to academies.

Application Process

Ealing Fields will be part of the Pan London Co-Ordinated Admissions System which requires all parents to complete a common application form (CAF) provided by the local authority.

Copies of the form are available from all London boroughs or apply online at www.eadmissions.org.uk Full details of the application process are available in local authority school admissions brochures.

In completing the common application form, Ealing Fields must be listed as one of the six preferences on the form.

Please note that inaccurate or false information on the form could result in the place being withdrawn.

We will operate in keeping with the local Fair Access Protocol.

Published Admissions Number (PAN)

Ealing Fields has an agreed Published Admissions Number of 120 for admission into Year 7 and will admit up to this number each year.

All applicants will be admitted if fewer than 120 applications are received.
Special Educational Needs and Disabilities (SEND)

Children with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (Statement) where Ealing Fields is named on the plan will be admitted to Ealing Fields.

Ealing Fields is committed to including all children from the community and has high aspirations for all. We expect all children to benefit from, access and engage in all aspects of school life, and recognise that differing levels of provision and support will be required to ensure all students can achieve this.

When a Local Authority sends a formal consultation letter before naming Ealing Fields on an EHCP or Statement, Ealing Fields may conduct an Assessment for Learning (AfL). This assessment will be used to establish the level of additional support required in order to achieve the ambitions listed above.

An AfL will involve the SENDCO and/or Educational Psychologist; analysing the paperwork sent from the Local Authority, meeting with parents/carers and the student with SEND, observing the student in their Key Stage 2 setting and consulting with primary school staff.

Oversubscription Criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with an EHCP or Statement which names Ealing Fields.

The oversubscription criteria will be:

1. Looked-after children or children who were previously looked after.
2. Siblings of children who will still be attending the school in the academic year of admission (will not apply in the first year of opening).
3. Distance from the South Ealing station nodal point with priority for admission given to children who live nearest.
Notes:

Looked after children 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 their exercise of their social services functions (section 22(1) Children Act 1989).

Previously looked after children are those who have been adopted, or have become subject to a child arrangements order or special guardianship order immediately following having been looked after.

Siblings:

Children are siblings if they are step-siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school.

Multiple Birth and Same Year Siblings:

Where applications are received from twins, triplets or other multiple birth siblings and one child is selected for a place, Ealing Fields will admit over the published admission number (PAN) in order to support the family. This will only apply where one sibling would be within the PAN and the other sibling(s) would be above the PAN (i.e. where the 120th place is offered to a multiple-birth sibling).

Admission outside the normal age group:

The governing body will carefully consider requests from parents/carers for admission to the school outside of the normal age group. Parents/carers should provide appropriate evidence to support their application.

Each case will be considered on its own circumstances and merits and a decision must be made in the best interests of the child concerned. The decision will be based upon the views of the parents/carers, schools concerned (the current school and Ealing Fields High School) and any relevant professionals asked for their opinion on the case by Ealing Fields High School.

Nodal Point:

South Ealing Station (W5 4QB) has been selected as the school’s nodal point. It has been selected with the aim of helping children in the South Ealing area access a local secondary school.

Distance:

The distance from home to the nodal point is measured ‘as the crow flies’. Distance is calculated using the Local Authority’s computerised measuring
system which is an integral part of the admissions software produced by Synergy. It uses Ordnance Survey data and is accurate to two metres. In the rare event that applicants’ distance measurements are exactly the same, the place will be allocated randomly.

**Home Address:**

A child’s home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their GP.

**Tie Breaks**

In the event of two or more applications that cannot otherwise be separated, applications will be put into rank order by random allocation, using computer software. Places will be offered strictly in accordance with the rank order.

**Late Applications**

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed; parents may request that their child is placed on the school’s waiting list.

**Offers of Places**

Letters informing applicants of the outcome of their applications will be sent by their local council on 1 March 2018. Where applications were submitted electronically this will be via email. Applicants to whom places are offered will be required to inform their local council of their decision whether to accept or reject the offer by the date given in the letter of offer.

**Waiting List**

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. Applications will be ranked in accordance with the oversubscription criteria. New applicants will be added to the list in accordance with the oversubscription criteria.

As admissions are an annual process, the waiting list will only run for one academic year.
**Appeals**

Parents who are dissatisfied with the school’s decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Parents wishing to appeal should email the school stating the reasons for their appeal. The email should be sent to [admissions@ealingfields.org.uk](mailto:admissions@ealingfields.org.uk) and addressed to the Clerk to The Appeal Committee.

**In Year Admissions**

In Year Admissions are for those wishing to apply for a place at the school during the academic year.

In Year Admissions will be coordinated by the Local Authority. If places are not available, applicants will be offered the opportunity to be placed on a waiting list. If a place becomes available, the oversubscription criteria set out above will be reapplied to all those on the waiting list and a subsequent reordering of the waiting list may take place.

**Applications for Sixth Form**

Ealing Fields Sixth Form will open in September 2021. The admissions policy for the Sixth Form will be the subject of consultation and review prior to admitting Year 12 students. This consultation will take place between 1 October 2019 and 31 January 2020.