

Ealing Fields High School Admissions Policy 2024-25

Introduction

Ealing Fields is a state funded, co-educational, non-denominational, secondary free school, which opened in 2016. From September 2017 it has been part of the Twyford Church of England Academies Trust along with Twyford Church of England High School, William Perkin Church of England High School and Ada Lovelace Church of England High School.

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.

Published Admissions Number (PAN)

Ealing Fields has an agreed Published Admissions Number of 150 for admission into Year 7 and will admit up to this number each year.

All applicants will be admitted if fewer than 150 applications are received.

Of the 150 places available, 15 are designated as Specialist Music Scholar places.

Any applicant wishing to apply for a Music Specialism Place should complete a Twyford Trust Music Specialism Place Application Form online via the school website www.ealingfields.org.uk. The deadline for Specialist Music Applications is 12 noon on Friday 6th October 2023.

Hard copies of forms should be returned to Ealing Fields High School Admissions at Ealing Fields High School, Little Ealing Lane, W5 4EJ. If you are posting an application we recommend that you retain proof of postage.

How to Apply

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Please note that inaccurate or false information on the form could result in the place being withdrawn.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

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

In the event that there are more applicants than places available, and after the admission of children with an EHCP or a Statement of Special Educational Needs which names Ealing Fields, places will be allocated on the basis of the following oversubscription criteria which will be applied in this order:

1. Children who are looked after and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See below for definitions of children who are looked after or were previously looked after).
2. Children with a sibling already on-roll at Ealing Fields High School when they apply.
3. 15 places for children showing an aptitude for music. Places will be allocated in order of ranked assessment score.
4. The remaining places will be allocated in accordance with the Tie Breaker arrangements (see below).

Guidance 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 the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). 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. Adopted children are those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended

by s.12 of the Children and Families Act 2014. Child arrangements 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 s. 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Siblings:

'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave the school before the sibling starts.

Specialist Music Places:

15 places within Ealing Fields High School will be offered to students applying for a place in Year 7 with an identified natural aptitude for Music.

Children applying for a Specialist Music place must complete the Specialist Music Application form and attend the music assessment.

The application process is designed to test a child's natural talent and aptitude not their prior knowledge. As such, a child can be awarded a 'Specialist Music place' based on musical aptitude, irrespective of any prior tuition or experience.

Applications for the 15 places for children showing an aptitude for music must be made by completing the 'Specialist Music Application form' online by 12 noon on Friday 6th October 2023.

All 'Specialist Music Place' applicants will be invited to attend a music assessment during October. These places are designed for children with a natural aptitude for music. The application process is designed to test a child's natural ability to hear and discriminate differences in pitch, rhythm, chord and melodies irrespective of any prior instrumental or vocal tuition.

Applicants' parents will be informed of their child's ranked position on the 'Specialist Music Place' list. They will also be told the number of applicants that applied for a Specialist Music place. Letters containing this information will be sent out during October each year. Parents applying for a place under this criterion are reminded that they may also submit the common application form (CAF) to their local authority by the closing date.

If you feel the school needs to be informed of any special education need or disability that may affect the testing process, please let us know before the assessment date so that any necessary arrangements can be made.

Tie Breaker:

Distance will be used as the first 'tie-breaker' if two or more applicants are equally qualified for a place within the oversubscription criteria.

Distance is measured in a straight line from home to Ealing Fields High School, Little Ealing Lane, W5 4EJ, using the Local Authority's computerised mapping system based on Ordnance Survey data. The distance is measured in a straight line from the unique address point for the applicants' Permanent Residence (the 'home address') to the school. The home address must be the address where the parents and child normally live and they must be living there on the closing date for receipt of application.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

In cases where applicants live equidistant from the school and places cannot be offered to both children, the available place will be allocated using a random computer selection. This process will be organised and supervised independently of the school by Ealing Local Authority.

Twins/triplets etc. applying at the same time will not be subject to random allocation (see below).

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 150th place is offered to a multiple-birth sibling).

Late Applications:

The closing date for receipt of all applications for the common application process is 31st October 2023.

Applications received after this date will be considered late and will be dealt with after the offer date of 1st March 2024.

If you have returned an application between 01 November 2023 and 12 December 2023 and any of the below apply you must contact the Admissions Team at Ealing Council as your application may be considered on time:

- You have recently moved
- You have proof that your application was submitted on-time but has not been received by Schools Admissions before 31st October 2023.
- You have exceptional circumstances for lateness (e.g. where a single parent/carer has been ill and the illness prevented the application being made on time or the family has been dealing with the death of a close relative).

Offers of Places:

Letters informing applicants of the outcome of their applications will be sent by their local council on 1st March 2024. 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.

This waiting list will be maintained by the school strictly in the order of the oversubscription criteria and not in the order in which the applications are received. If a place becomes available, the child who is first on the waiting list will be offered a place. Whenever a child joins the waiting list the list will be reordered in accordance with the oversubscription criteria above. The waiting list will run until the end of the school year.

Appeals:

Parents have the right to appeal to an Independent Appeals Panel. They must notify Twyford CofE Academies Trust within 20 working days of the refusal of a place and details of how to appeal will be given at the time of refusal. Correspondence should be sent to 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 are co-ordinated in-house by the school. 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.

Admission outside the normal age group:

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

'Specialist Music' Admissions Information for Parents



Ealing Fields

High School

15 places within Ealing Fields High School are made available each year for students applying for a place in Year 7 and with an identified natural aptitude for music.

The application process is designed to test a child's natural ability to hear and discriminate differences in:

- Pitch
- Rhythm
- Chords
- Melodies

As such, a child can be awarded a 'Specialist Music' place based on musical aptitude, irrespective of any prior instrumental or vocal tuition.

How to Apply:

1. Complete the Specialist Music Admissions application form [online](#) by 12 noon Friday 6th October 2023. Parents applying for a place under this criterion are reminded that they must also submit the PAN London Common Application Form to their Local Authority by the closing date (31st October 2023). Please do not submit any music proficiency certificates, as previous musical experience is not relevant to the application process.
2. All applicants will be invited to attend **Round One** on one of the stated dates.
3. Your child's score will be issued together with news as to whether they have been invited to attend **Round Two** of the process.
4. Your child's Round Two score will then be added to their Round One score and a list of final results, in descending order, will be compiled. Those ranked in places 1-15 will be notified on National Offer Day (early March) that they have been offered a music place (provided they have not received a higher preference offer).
5. Other applicants will be placed on a waiting list, ranked according to their score. If a place becomes available it will be offered to the applicant who is highest on the waiting list. In the case of a tie on score, those students living nearer the school as the crow flies will be given priority.
6. Those not successful in obtaining a Specialist Music place are still eligible to apply for a general admissions place through the PAN London Common Application Form.

Though this is not a condition of admission, students admitted to Ealing Fields High School under a Specialist Music Place will be expected to:

1. Make an active contribution to the school community through commitment to our extra-curricular rehearsal and performance programme.
2. Make outstanding musical progress across all three disciplines of performing, composing and listening as a result of both the Music College curricular and extra-curricular programme.
3. Learn either a String, Woodwind or Brass instrument (including guitar) as either a first or second study instrument.

The application process is as follows:

Date	Detail
<p>Friday 6th October 2023 Noon</p>	<p>Deadline to complete Music application form online.</p>
<p>Monday 9th October 2023 4-5pm (time to be agreed with the school)</p>	<p>Round One: Unseen listening test designed to assess students’ ability to discern and discriminate between different pitches, rhythms, chords and melodies. This test will be carried out in the Ealing Fields Performance Centre under exam conditions in one hour. This is marked out of 60.</p>
<p>12th or 13th October 2023 (day and time to be agreed with the school)</p>	<p>Round Two: The highest scoring students will be invited to come into school for a second formal assessment within the Music Department. They will be given a series of aural tests during which time they will be required to clap or play back various rhythms and pitches using classroom instruments. They will also listen to some recordings and identify the instruments being used. This will take approximately 20 minutes. Marked out of 40.</p>
<p>Friday 20th October 2023</p>	<p>Second round candidates informed of their position on the ranked list. Those numbered 16 or below who wish to apply to Ealing Fields under the other criteria should submit their application to their local authority by Tuesday 31st October 2023.</p>
<p>June/July 2024</p>	<p>Interview with the Music Department to identify exact package to be selected.</p>

Expectations of those students admitted on a Specialist Music Place:

<p><u>Extra-curricular commitment</u></p> <ul style="list-style-type: none"> • Membership of choir • Membership of ensemble appropriate to instrument/voice from choice of options within Music College extra-curricular programme • Incremental increase in commitment year-on-year • Attendance at a weekly Music Scholars Musical Skills session 	<ul style="list-style-type: none"> • Compulsory sessions equate to 2 – 2.5 hours' per week
<p><u>Instrumental Tuition commitment*</u></p> <p>Students may receive a discount on individual tuition</p> <p>A progress report for each student will be completed and a copy given to the Music College by students' tutors, whether in receipt of tuition through Ealing Fields instrumental programme or privately.</p> <p>All students will be expected to enter and pass annual practical exam on their instrument through ABRSM, RockschooL or Trinity.</p>	<ul style="list-style-type: none"> • Students with no previous musical experience will be enrolled on a tuition programme for strings, woodwind or brass. • Students already learning piano, drums, or vocals will be able to apply for discounted individual or free small group tuition on a second instrument within Ealing Fields instrumental programme.
<p><u>Curriculum</u></p> <ul style="list-style-type: none"> • Year 7+8 – Additional challenge within differentiated curriculum to bridge gaps in musical learning and extend current level • Year 9 – Enrolment on elective music, accelerated music course available • Year 10/ 11 – Enrolment on GCSE course • Year 12/13 – Enrolment on A-level Music course, subject to meeting minimum entry requirements 	<ul style="list-style-type: none"> • Students enrolled on 'Specialist Music' place would also be expected to take on a leadership role within their curriculum lessons.

*further information regarding this will be given to students who are successful in gaining a place.

Frequently Asked Questions:

Does my child need to be able to play a musical instrument?

*No. Application for places is open to **all** students but, should your child gain a 'Specialist Music' place, they will be expected to learn a String, Woodwind or Brass instrument either individually or in a small group.*

Will my child be expected to sing?

Yes. Round Two of the application process will involve some aural tests which will require your child to sing short phrases in response to the teacher's direction. All 'Specialist Music' students will be expected to sing in a school choir.

My child has already passed a number of practical exam grades on their musical instrument, will this help my application?

No. The application process takes no account of previous musical experience although this information is always useful to us should they be offered a place.

My child has instrumental lessons outside school, should I continue with these?

We are able to offer tuition on Strings, Woodwind, Brass, Drums, Piano, Keyboard, Voice, Guitar (Acoustic, Electric and Classical), Bass Guitar and Theory. It is up to you whether you decide to receive tuition through us or privately and this will be something that will be discussed further at your child's induction interview should they be successful. All children enrolled on a 'Specialist Music' place will be expected to learn either a String, Woodwind or Brass instrument as a first or second study instrument.

My child is involved in lots of musical activities already, what commitment will they need to show to Ealing Fields?

Students enrolled on a 'Specialist Music' place will be expected to commit to a minimum of two to two and a half hours' per week of wider musical learning within the Music College. This will include a Music Scholar Musical Skills session, membership of a choir and at least one other activity.

My child has a Special Educational Need. Will they be given a concession during the application process?

If you feel that the school needs to be informed of any special educational need or disability that may affect the testing process, please let us know so that any necessary arrangements can be made. Your child's current school will need to provide full details of the level of support currently provided during assessments so that we are able to make arrangements as deemed appropriate.