PROVISIONAL ADMISSIONS POLICY

For admission to Year 7 in September 2018

This provisional admissions policy is subject to further consultation and to confirmation of North Twyford CofE High School being allowed to open in 2018.

North Twyford Church of England High School is a new Church of England secondary free school, which proposes to open in September 2018. It is part of the Twyford Church of England Academies Trust along with Twyford Church of England High School and William Perkin Church of England High School.

The Church of England character underpins all that happens in the school. However this does not mean that all our pupils come from a Christian background, and children from all faiths and those with none are warmly welcome to apply.

Published Admissions Number: There are 125 places available in Year 7 in 2018.

How to Apply

North Twyford CofE High School is not part of the co-ordinated admissions process for entry to Year 7 in 2018 because it is a new school. Parents should apply directly to the school: an application to North Twyford CofE High School is in addition to applications made for other schools on the Common Application Form. All applicants should complete the school’s application form. Forms will be available at the Open Evening and on the website after the open evening (www.northtwyford.org.uk).

Any applicant wishing to apply for a Music Specialism Place should complete a Music Specialism Place Application Form. Specialist Music Application forms are available from Twyford CofE High School Office, Twyford Crescent, Acton, London W3 or via the school website www.northtwyford.org.uk. The deadline for Specialist Music Applications is 12 noon on 29 September 2017.

Forms should be returned to North Twyford CofE High School Admissions c/o Twyford CofE High School, Twyford Crescent, Acton, London W3 9PP. If you are posting an application we recommend that you retain proof of postage.

The school will acknowledge receipt of all applications. The closing date for applications is noon on 27 October 2017. The school will inform parents on 1 March 2018, National Offer Day, of the outcome of their application to North Twyford CofE High School. The local authority will inform parents on the same date about the outcome of applications made through the common application process.

Every new school needs to sign a funding agreement before places can be confirmed and this often does not happen until after National Offer Day. If North Twyford CofE High School’s funding agreement is signed before 01 March 2018 then any parents who are offered a place at North Twyford CofE High School and another school will have until 15 March 2018 to decide which place to accept.

If North Twyford CofE High School’s funding agreement is not signed before 1 March 2018 then place offers will be conditional. Parents should then accept the offer made by the local authority and let the school know if they would like to keep the conditional offer that would entitle them to, at a later time, decline the local authority offer and accept an unconditional offer from the school. Parents may also choose to accept the local authority offer and decline the conditional offer from the school.
If it appears that the school will not open in September 2018 and this decision is made after 1 March 2018; the school will write to all the parents who have conditional offers and those on the waiting list informing them that the school will not open.

**Oversubscription Criteria**

In the event that there are more applicants than places available, and after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, 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 or Previously Looked After and those who immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order.
2. Applicants with a Medical or Social need – applicants whose medical or social circumstances require attendance at North Twyford CofE High School rather than any other school.
3. Children with a sibling already on-roll at North Twyford CofE High School when they apply.
4. 12 places for children showing an aptitude for music. Places will be allocated in order of ranked assessment score.
5. The remaining places will be allocated in accordance with the Tie Breaker arrangements (see below).

**Guidance Notes**

1. 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. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). 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. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

2. Parents must complete the appropriate section on the application form. Supporting evidence must be provided at the time of application, such as a letter from a medical professional or social worker which sets out reasons why North Twyford CofE High School is the most suitable school and the difficulties that would be caused if the child had to attend another school.

3. ‘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.

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

12 places within North Twyford CofE High School will be offered to students applying for a place in Year 7 with an identified natural aptitude for Music.

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 12 places for children showing an aptitude for music must be made by completing the ‘Specialist Music Application form’. These forms will need to be returned to: - Music Specialism, North Twyford CofE High School Admissions, c/o Twyford CofE High School, Twyford Crescent, Acton, London W3 9PP by the closing date of 29 September 2017 at 12 noon.

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 general application form to the school 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 2 and 4.

Distance is measured in a straight line from home to St Peter’s Church, Mount Park Road, Ealing W5 2RU, 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 centre point for St Peter’s Church. 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 location of the school’s site is not yet confirmed, therefore for applications for entry to Year 7 for September 2018 we will use the centre point of St Peter’s Church5.

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).

Twins and other multiple-birth children

In cases where only one place is available and twins or multiple-birth children tie for the last available place, then both or all will be offered even if this exceeds the planned admission number.

Where one twin has an Education, Health and Care plan or a Statement of Special Educational Needs that names the school, the other twin will be treated as having a sibling link for that academic year.

Late applications

The closing date for receipt of all applications either paper or online is 31 October 2017.

Applications received after this date will be considered late and will be dealt with after the offer date of 1 March 2018.

If you have returned an application between 1 November 2017 and 8 December 2017 and any of the below apply you must contact the Admissions Team 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 31 October 2017.
- 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).

Waiting List

If North Twyford Church of England High School cannot offer a place you will be offered the opportunity of placing your child’s name on the 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 the Academy 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 North Twyford Church of England High School c/o Twyford CofE High School, Twyford Close, Acton W3 9PP.

Withdrawal of Places

If the school and/or Academy Trust are given false information within the application and, therefore, the offer was obtained through a fraudulent or intentionally misleading application, the Academy Trust will reconsider any offer against the correct information. This may lead to the offer being withdrawn. Confirmation of address and other relevant proofs may be requested.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If North Twyford Church of England High School cannot offer a place you will be offered the opportunity of placing your child’s name on the waiting list.

Admission of children outside their 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

Please note: This provisional admissions policy is subject to further consultation and to confirmation of North Twyford CofE High School being allowed to open in 2018.

12 places within North Twyford CofE 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 or send a completed application form (which can be downloaded from the school website http://www.northtwyford.org.uk) by 12 noon on 29th September 2017. The completed application form should be returned to Admissions, North Twyford CofE High School c/o Twyford CofE High School, Twyford Crescent, Acton W3 9PP. Parents applying for a place under this criterion are reminded that they may also submit the general application form to the school by the closing date (12 noon on 27th October 2017). Please do not enclose 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 two 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 1-12 will be notified on National Offer Day (early March) that they have been offered a music place.

5. Those not offered one of the 12 aptitude places can still be considered against our general admission criteria for a place if a general application has also been submitted.

Though this is not a condition of admission, students admitted to North Twyford CofE 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Detail</th>
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<tbody>
<tr>
<td>By 29th September 2017</td>
<td>Complete Music application form and return to North Twyford CofE High School Admissions c/o Twyford CofE High School</td>
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<tr>
<td>5th October 2017 5-6pm</td>
<td><strong>Round One:</strong> 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 Twyford Performance Centre under exam conditions in one hour. <strong>This is marked out of 60.</strong></td>
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<td>OR 6th October 2017 4-5pm</td>
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<td>(to be agreed with the school)</td>
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<td>12th OR 13th October 2017</td>
<td><strong>Round Two:</strong> The highest scoring students will be invited to come into school for a second formal assessment within the Music College. 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. <strong>Marked out of 40.</strong></td>
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<td>(day and time to be agreed with the school)</td>
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<tr>
<td>20th October 2017</td>
<td>Second round candidates informed of their position on the ranked list. Those numbered 13 or below who wish to apply to North Twyford under the other criteria should submit their application <strong>by Friday 27th October 2017.</strong></td>
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<tr>
<td>June/July 2018</td>
<td>Interview with the Music Department on Induction Day to identify exact package to be selected.</td>
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Expectations of those students admitted on a Specialist Music Place:

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<th>Extra-curricular commitment</th>
<th>Instrumental Tuition commitment*</th>
<th>Curriculum</th>
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<td>• Membership of choir</td>
<td>• Compulsory sessions equate to 2 – 2.5 hours’ per week</td>
<td>• Students enrolled on ‘Specialist Music’ place would also be expected to take on a leadership role within their curriculum lessons.</td>
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<td>• Membership of ensemble appropriate to instrument/voice from choice of options within Music College extra-curricular programme</td>
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<td>• Incremental increase in commitment year-on-year</td>
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<tr>
<td>• Attendance at a weekly early morning Music Scholars Musical Skills session</td>
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*Students may select:

1. Free small group tuition (available for the duration of Year 7 only)
2. Discount on individual tuition

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 North Twyford instrumental programme or privately.

All students will be expected to enter and pass annual practical exam on their instrument through ABRSM, Rockschool or Trinity.

*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 one of the three school choirs.

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 North Twyford?  
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 one of the choirs 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.