Ealing Fields CofE High School Admissions Policy 2028-2029

Introduction

Ealing Fields is a state funded, co-educational, non-denominational entry, 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 September 2021), 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 168 for admission into Year 7 and will admit up to this number each year.

All applicants will be admitted if fewer than 168 applications are received.

Of the 168 places available, up to 16 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 1st October 2027.

Of the 168 places available, up to 48 are designated as Pupil Premium places.

Any applicant wishing to apply for a Pupil Premium Place must provide details required for eligibility to be checked (see below) . The deadline for Pupil Premium Applications is 12 noon on Friday 1st October 2027.

Hard copies of forms and evidence should be returned to Ealing Fields C of E High School Admissions at Ealing Fields C of E 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 C of E High School 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 a place not being offered or 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) 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 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. Up to 16 children with specialist music places (see guidance notes below).
3. Children of all staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff has been recruited to a post where there is a demonstrable skill shortage.
4. Children with a sibling already on-roll at Ealing Fields CofE High School who will be on-roll when the child is admitted (see guidance notes below for definition of siblings).
5. Up to 48 children for whom the school would receive Pupil Premium funding if the child was admitted, the number of places in this category being determined after deducting the number of children already allocated places through criteria 1 to 4 and also eligible for Pupil

Premium. See guidance notes below on eligibility.

6. 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.

Pupil Premium Places:

Those eligible for Pupil Premium admission priority are:

Children who:

- Are registered as eligible for targeted free school meals at the time at which the application for admission to the school is made; or

- Have been registered as eligible for Pupil Premium qualifying free school meals at any point in the last six years (Ever6-FSM) at the time at which the application for admission to the school is made; or

- Qualify for Service Pupil Premium funding. Pupils are eligible if: one or their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service) or is in the armed forces of another nation and is stationed in England and they have been registered as a 'service child' in the most recent autumn DfE school census; they do not currently have 'service child' status but they have been registered as a 'service child' on any DfE census in the past 6 years; or one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme; or

- Qualify as Looked After Children or Previously Looked After Children. (It is recommended that applications for these children are made under criterion/priority 1).

Until the 2025/26 school year, all free school meal eligibility qualified for Pupil Premium. From the 2026/27 school year, only targeted free school meal eligibility qualifies for Pupil Premium.

Twins/triplets etc. applying at the same time and who are eligible for Pupil Premium will not be subject to random allocation (see Tie Breaker and Multiple Birth and Same Year Siblings below).

Eligibility for Pupil Premium Funding will be determined as at 1 October in the year the application for a place in the school is made. Eligibility will be verified using public and school records where possible. Where eligibility cannot be confirmed through these checks, further supporting evidence may be requested. Applicants claiming eligibility under the free school meals criteria may be required to provide, as part of their application, a parent's or carer's first name, last name, date of birth and National Insurance Number or NASS Number. Unsuccessful applicants under this category will automatically be re-assigned to criterion/priority 6.

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:

No more than 16 places within Ealing Fields CofE 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 at the school.

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 places for children showing an aptitude for music must be made by completing the 'Specialist Music Application form' online by 12 noon on Friday 1st October 2027.

All 'Specialist Music Place' applicants will be invited to attend a music assessment during October 2027. The assessment 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 'tie breaker' for highest priority for admission if two or more applicants are equally qualified for a place within any of the categories within the oversubscription criteria if required.

Distance is measured in a straight line from home to Ealing Fields CofE 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 home address to the school.

The home address is where a child normally lives and the child must be living there on the closing date of the application. 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 Multiple Birth and Same Year Siblings 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 168th 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 2027.

Applications received after this date will be considered late and will be dealt with after the offer date of 6th March 2028.

If you have returned an application between 1 November 2027 and 8 December 2027 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; or
- You have proof that your application was submitted on time but has not been received by Schools Admissions before 31st October 2027; or
- 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

6th March 2028. 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 school 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. Applications for In Year Admissions can be found at: https://ealingfields.org.uk/attending-our-school/admissions. The outcome of an In Year Admissions application will be provided in writing within 15 school days of the application. 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.

Assessment of the Impact of a Policy/Decision on Equality & Diversity

Policy: Ealing Fields Admissions Oversubscription Criteria	
Impact assessed by: R Lane	**Date:** 12th October 2026

1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?

Significant potential. The introduction of a pupil premium allocation of spaces could indirectly disadvantage a particular racial or religious group.

2. How would this be evidenced?

Using data on the correlation between Pupil Premium eligibility and ethnicity/religion.

3. What is the impact of the policy and latest changes on people with protected characteristics?

Protected Characteristic	Impact before change*	Impact after change*	Comments
Age	Neutral	Neutral	The policy applies to year 7 admissions and in-year admissions to other year groups.
Disability	Positive	Positive	Pupils with special needs are given priority for admission
Gender Reassignment	Neutral	Neutral	
Marriage and civil partnership	Neutral	Neutral	
Pregnancy and maternity	Neutral	Neutral	
Race	Positive	Positive	The table below indicates that the PP allocation is likely to indirectly disadvantage white applicants and advantage black and other ethnicities. It may also disadvantage Christians and favour Muslims. However, the percentages for the PP population are closer to the Borough averages for the school age population.
Religion or belief	Positive	Positive	
Sex	Neutral	Neutral	
Sexual orientation	Neutral	Neutral	

* Positive/Negative/Neutral.

4. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy and latest changes pass or fail this test?

Pass

Ealing Fields C of E High School Profile

		All Pupils	Pupil Premium Eligible Pupils
Ethnicity	White	57%	41%
	Black, Black British, Caribbean, African	9%	16%
	Asian, Asian British	18%	16%
	Other ethnic group	8%	18%
	Mixed or multiple ethnic groups	7%	8%
	Refused	1%	1%
Religion	Christian	42%	35%
	Muslim	18%	35%
	Hindu	3%	2%
	Other	4%	3%
	No religion/refused	33%	25%