Admissions Policy

2028 / 2029

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority. Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

Applications must be made directly to the council that you are living in at the time of application, regardless of the school being located in Ealing. The deadline for applying for high school is the end of October each year. Applications received after this date are late and will not be considered until after national offer day. You can use the form provided by the council to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority. If you applied online you will receive an email in the first week of March with the outcome of your application. If you made a paper application the council will send you a letter by first class post on national offer day confirming the outcome of your application.

You will need to confirm to the council whether you are accepting or declining the place that has been offered within 2 weeks.

If you do not respond to the offer put to you by the council, the place may be withdrawn and offered to another child.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Admission Criteria 2028 – 2029

6. Allocation of places - Year 7

6.1 Admission number

The school has an agreed admission number of 240 pupils for entry in year 7 (2028/29).

If the school is not oversubscribed, all applicants will be offered a place.

6.2 Oversubscription criteria

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. All children whose education, health and care (EHC) plans name the school will be admitted before

any other places are allocated.

2. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. Villiers has oversubscription criteria for each relevant year group, and highest priority is given to looked after children. These are children who are in public care as defined in Section 22 of the 1989 Children Act including foster children and previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
3. Priority will next be given to children with siblings at the school who will still be attending School at the time of admission. The word sibling refers to all blood, half, foster, step and adoptive siblings (not cousins) who live at the same home and in the same family unit on a permanent basis or for the majority of time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts school. A sibling connection does not apply for children whose older siblings will/may be attending the 6th form in years 12 and 13. Villiers does not give priority under its admission criteria for twins, triplets or other children from multiple births however, the Local Authority will endeavour wherever possible not to separate the children.
4. Priority will next be given to children on the basis of social or medical need for the first preferred school. The medical circumstances must relate to the child, and parents will be expected to provide supporting evidence from a consultant who is monitoring the child's condition (not a General Practitioner [GP]) in relation to medical circumstances, or a social worker (or other appropriate professionally qualified person) in relation to social circumstances. All supporting evidence showing why education should be at the first preferred school must be submitted at the time of application. Priority under this criterion can only be given for the first preference school. The Admissions Panel will consider all claimed exceptional medical or social circumstances in line with admissions criteria and inform parents of their decision.
5. Priority will next be given to children of staff at the school, in either of the following circumstances:
    a. The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
    b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Priority will next be given to children who attend named feeder schools. Our named feeder schools are Beaconsfield Primary School, Blair Peach Primary School, Hambrough Primary School, Three Bridges Primary School, Tudor Primary School and North Primary School.

7. Priority will next be given to children on the basis of distance from the child's permanent home address to the school. The distance from home to Villiers High School is measured by a straight line from a point in the property determined by Ordinance Survey to the nearest gated entrance which is used by pupils to enter the school grounds. The measuring system is an integral part of the admissions software produced by Synergy It uses Ordnance Survey maps and is accurate to 1 meter.

Any combination of two or more criteria gives higher priority than one criterion. For example, a sibling and agreed medical/social circumstances would give priority over a sibling connection. If two or more children have equal priority under the criteria, the criterion of distance set out in point 5 above will be applied. In the event that the distances are equal the Local Authority's Admission System will offer the place by random allocation.

Allocation of places Villiers High School Sixth Form (Year 12-13)

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 criteria as published in the Sixth Form Prospectus. Places for Year 12 will be awarded to students in the following order of priority:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order or special guardianship order.
2. Qualified students who were on roll at Villiers High School at the end of the academic year immediately preceding the proposed date of entry into Villiers High School's Sixth Form.
3. Qualified students who have a sibling attending Villiers High School in Year 7-11 in the year of the proposed date of entry into the Sixth Form.
4. Qualified students from any other school.
5. 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 Villiers High School is measured by a straight line from a point in the property determined by Ordinance Survey to the nearest gated entrance which is used by pupils to enter the school grounds. 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.

6.3 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.4 Fair Access Protocol

We participate in Ealing Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

Any requests for 'in-year' admissions must be made to Ealing directly. An online in-year admission application form should be completed.

Please contact the London Borough of Ealing School Admissions between 9am - 12pm on 020 8825 5522 for guidance or visit the Ealing School Admissions Website.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group which is managed by Ealing Council. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, Ealing Council organises appeals for all community schools in the borough. You must set out the grounds for your appeal in writing and email Schooladmissionappeals@ealing.gov.uk or write to the address below or send it to the following address:

School Admission Appeals

Perceval House

14-16 Uxbridge Road

Ealing W5 2HL

You can find details of the Ealing Council's appeals timetable on the following webpage:

School appeals | School appeals | Ealing Council

9. Monitoring arrangements

This policy will be reviewed and approved by the school's governing body each year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.