Islip Manor
HIGH SCHOOL

Admission to Islip Manor High School

2028-29

Approved by:	Full Governing Board	
Date:	Last reviewed:	Next review due by:

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1. Admission to Islip Manor High School

Islip Manor High School participates in the Ealing Coordinated Admissions Scheme and applications for a school place are made through the London Borough of Ealing. Details of how to make an application can be found on their website, www.ealing.gov.uk

2. Information about the school

The School Prospectus will be available from September each year. The parents / carers of prospective students can view the prospectus on our website www.islipmanorhighschool.org.uk in the 'Join our Community' tab.

We invite families of Year 6 students to visit our open evening in the Autumn term. Details of the open evening are published on the school website. Parents / carers who would like to visit the school during the school day are invited to contact the school office to make an appointment.

3. Criteria for admission

There are places for 180 students in each year group from years 7 - 11.

15 of the year 7 places each year are made available for students with an aptitude for sport who are enrolled on our Future Stars Sporting Excellence Pathway. Criteria for a Future Stars place can be found at the end of this section.

Of the remaining 165 places, should there be more applications than places available, then the following criteria will be applied in the order set out below :

i) Children who are looked after or were looked after immediately prior to adoption, a child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England prior to adoption. Independent verification of this may be required.

ii) Children who, at the time of their proposed admission, will have a sibling attending Islip Manor High School. 'Sibling' refers to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home address as the child and in the same family unit on a permanent basis or for the majority of time in any calendar year. A sibling relationship will not be considered when the older child(ren) will leave before the younger one starts).

iii) Exceptional medical circumstances relating to the child.

iv) Exceptional personal circumstances.

v) Proximity to the school with those living closest given highest priority. The address used will be the child's permanent address. Proof of this may be required.

Future Stars Sporting Excellence Pathway criteria and application process

Students interested in applying for places on the Future Stars Sporting Excellence pathway will need to apply for places by 3rd November each year directly to the school in addition to

completing the common application form naming Islip Manor High School Students who apply will be invited to selection events which will assess and rank them on their sporting ability. Further details of this will be available on our website in the form of a Specialist Sports Admissions Information Leaflet for Parents and a Specialist Sports Application Form.

4. Admission limits

Islip Manor High School's Admission Limits is set at 180 students for each year group of compulsory school age 11-16.

Admissions for sixth form provision running on the school site are set at 100 students for each year group studying on the school site.

Additional sixth form places are also offered offsite via our Sporting Excellence Partnership with the charity Future Stars which runs a Sporting Excellence Pathway - offering students the opportunity to study Level 3 BTEC Sports provision alongside elite competition and coaching in basketball and volleyball.

5. Notes on admission criteria

i) Children who are looked after or were looked after immediately prior to adoption, a child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England prior to adoption.

ii) Siblings who attend the school

Parents who hope to be allocated a place for their child because he or she has a brother or sister currently attending Islip Manor High School, MUST claim priority on the Application Form. Failure to bring the details of this relationship to the attention of the Governors by this means will remove any entitlement to priority consideration.

Parents/carers are required to provide sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists.

When an application is made using the brother or sister criterion, a short version of the birth certificate of the child for whom application is being made and the brother or sister whose attendance at Islip Manor High School provides the entitlement, will be required.

iii) Exceptional medical circumstances

After places have been offered in category i) ,ii) and iii) above, the Governors will be prepared to consider applications on medical grounds only if details are received with the Application Form. Details must include:

- an indication on the Application Form that the parents/carers of the child concerned intend to apply on medical grounds
- full information about the medical condition.

Failure by the parents/carers to satisfy both of these requirements could make an application on medical grounds invalid.

The medical grounds which the Governors will be prepared to take into account will be a long term medical condition. The Governors will not be satisfied that sufficient medical grounds exist when the relevant condition(s) are identified only after parents have been notified of the Governor's decision not to offer a place to a child.

The Governors will need to be satisfied that admission to Islip Manor High School is necessary because:

- the medical condition requires attendance at a school that possesses specific facilities for meeting the needs of the child and which Islip Manor High School possesses but which are not normally possessed by other schools in the locality.
- the child's needs, arising out of the medical condition, must require attendance at Islip Manor High School as a necessity rather than just as beneficial or advantageous.

At the time when an application requesting a place on medical grounds is submitted, a separate sealed envelope marked 'Confidential' and containing the following must accompany it :

- details of the medical condition which forms the basis of the application
- an explanation as to why the medical condition necessitates attendance at Islip Manor High School
- a medical certificate or similar in support of the application.

iv) **Exceptional personal circumstances**

After places have been offered in categories i), ii), iii) and iv) above, the Governors will be prepared to consider applications of special personal circumstances only if details are received with the Application Form. Details must include :

- an indication on the Application Form that the parents/carers of the child concerned intend to apply on the grounds of special personal circumstances
- full information about the circumstances.

The special personal circumstances which the Governors will be prepared to take into account will be long term circumstances. The Governors will not be satisfied that sufficient grounds exist when the circumstances are identified only after parents have been notified of the Governor's decision not to offer a place to a child.

The Governors will need to be satisfied that admission to Islip Manor High School is necessary because :

- the circumstances require attendance at Islip Manor High School specifically and no other local school can meet the needs of the child
- the child's needs, arising out of the special circumstances, require attendance at Islip

Manor High School as a necessity rather than just as beneficial or advantageous.

At the time when an application requesting a place on the grounds of special personal circumstances is submitted, a separate sealed envelope marked 'Confidential' and containing the following must accompany it :

- details of the special personal circumstances which form the basis of the application.
- an explanation of why the circumstances necessitates attendance at Islip Manor High School.
- a letter from an appropriate professional (e.g. doctor, Social Worker) in support of the application.

Governors reserve the right to make further enquiries in order to satisfy themselves that the conditions on which parents or guardians have based an application meet the grounds indicated above. If parents apply for a place under this criterion they will be deemed to have given their consent to such enquiries being made.

v) Closest proximity

After places have been offered in categories i), ii), iii), iv) and v) above, the Governors will offer places under the closest proximity criterion. Closest proximity is assessed in the following manner :

- The distance is measured from a point in the property, determined by Ordnance Survey to the centre of the road, along the centre of the road, to the nearest gated entrances which are used by students to enter the school grounds
- Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application
- Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admission process. Proof of residency will be required as outlined in the High School Prospectus.

Important Note
The Governors will rely upon the information contained in the application form for admissions. If it transpires that any information is false or misleading in any material way, the Governors reserve the right to withdraw the offer of admission if the place was gained fraudulently.

6. Late applications

Late applications will not be dealt with until after all the on-time applications have been dealt with unless the Local Authority or school has made an error in accepting the application or if

there are exceptional circumstances for lateness (e.g. where a single parent/carer had been ill and the illness prevented the application being made on time or the family had been dealing with the death of a close relative i.e. one of the child's parents or child's siblings). No late applications can be dealt with until after the offer date of 1 March.

7. Appeals

Parents who have applied for but have not been offered a place for their child at Islip Manor High School, have the right to lodge an appeal with the Governing Body.

Full information about the Appeals Procedure to be employed by the Governors will be included with the letter notifying parents of the result of their application. The Governing Body is required to establish an Appeals Committee which has some membership independent of both the Governing Body and the school.

It is the intention of the Governors to proceed with Appeals Hearings with as little delay as possible so as to minimise the continuing uncertainty of parents and children while they await a final decision on their application for a place at Islip Manor High School.

8. Waiting lists

If it is not possible to offer parents a place for their child immediately, the child's name will be placed on a waiting list. The criteria for admission will be used to determine the position on the waiting list.

9. Tie breaker

In the event that applicants have the same priority on distance Governors will use a random allocation method to make a final decision.

10. Financial assistance

Education at Islip Manor High is free.

Parents of students attending Islip Manor High School are entitled to apply for financial support from the London Borough of Ealing in the same way as parents at other schools may do. Financial help may be available to assist with :

- travel to and from school
- free school meals

Provision of these benefits is the responsibility of the Local Council not of the School. All correspondence on such matters should be addressed to them.

11. Arrangements for Admission to Sixth Form

Application to the Sixth Form is open to all students, irrespective of their previous place of study. There are 200 places in our on-site sixth form, 100 in Year 12 and 100 in Year 13. Priority will be given to children who are already on roll at Islip Manor High School.

Students wishing to study at A Level must have gained at least 5 Grade 5+ passes at GCSE Level, including English Language and Mathematics, with at least a Grade 6 in any subject they wish to study at A Level or a Grade 8 in Maths to study Further Maths. In the case of subjects not previously studied, subject specific criteria will apply.

Students wishing to study for the BTEC Level 3 Extended Diploma in Applied Science would be expected to have at least 5 Grade 5 passes at GCSE Level including Science.

Students wishing to study for the BTEC Level 2 Extended Diploma in Applied Science would be expected to have at least 4 Grade 3 passes at GCSE Level including English, Maths and Science.

BTEC in Sport - Future Stars Sporting Excellence Provision

There are 15 places available to study for BTEC in Sport at Level 3. Students wishing to apply for this provision must have gained at least 5 Grade 5+ passes at GCSE Level, including English Language and Mathematics and must also pass a sporting aptitude assessment process in basketball or volleyball.

Applications, Late Applications, Enrolment and Post-Results Applications

The closing date for Sixth Form applications is **the second Friday in December**. Applications received after this deadline will be treated as late applications. Late applications may still be considered, subject to the applicant meeting the Sixth Form and relevant subject-specific entry requirements and places remaining available on the applicant's chosen course(s).

Applications received after the published deadline will be considered at the first reasonably practicable opportunity. Where a course is oversubscribed or has reached its planned capacity, late applicants will be considered in accordance with the School's published admissions and oversubscription criteria and will not take priority over applicants whose applications were received by the published deadline.

Enrolment on Results Day

On GCSE Results Day, applicants who have received an offer and who meet the published Sixth Form and relevant subject-specific entry requirements will be eligible to enrol. Where a subject or course is oversubscribed, places will be allocated in accordance with the School's published admissions and oversubscription criteria.

Post-Results Applications

Following the publication of GCSE results, applicants who have not previously applied may submit a Post-Results Application for any courses on which places remain available.

Applicants who applied after the published application deadline, applicants who have not secured a place on their preferred course, and applicants who wish to change their programme

of study may also submit a **Post-Results Application**.

Post-Results Applications submitted on GCSE Results Day will be considered as soon as reasonably practicable following the completion of the initial enrolment process. Applications submitted after Results Day will be considered at the first reasonably practicable opportunity.

Where, following enrolment, places remain available within the Sixth Form and/or on individual subjects or courses, the School may offer places to eligible applicants. Any such offers will be subject to applicants meeting the published Sixth Form and relevant subject-specific entry requirements and will be made in accordance with the School's published admissions and oversubscription criteria.

Submission of a late application or Post-Results Application does not guarantee that a place in the Sixth Form, or a place on a particular subject or course, will be available.

Further subject specific entry requirements

Further subject specific entry requirements are available from the school website.

Arrangements for admitting students to other year groups, including to replace any students who have left the school.

12. In-Year admissions

Applications to the school for places other than in Year 7 will be considered on an ongoing basis and places will be offered, subject to the admission criteria outlined in this document, where vacancies are available.