



Admissions Policy 2020 - 2021

Bolder Academy

390 London Road, Isleworth, Middlesex TW7 5AJ

Registered in England and Wales No: 08932893

Admission 2020-2021 Policy

This policy is called:	Admission Policy 2020-2021
It applies to:	Prospective parents/carers and children
Person responsible for its revision:	Headteacher
Status:	Statutory
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Approval by:	Governing Board or Delegated Committee
Review frequency:	Every seven years (unless changes are made)
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Date of next approval:	February 2020

Introduction

The Admissions Policy for Bolder Academy operates in accordance with the Schools' Admissions Code, the School Admissions Appeals Code and education law.

The Governing Board is the Admissions Authority for Bolder Academy.

Admission arrangements will follow the same timescale as the Local Authority and, information about Bolder Academy will be available through the website and through the Prospectus.

Prospective parents/carers will have the opportunity to visit the Academy prior to the applications deadline.

Bolder Academy is a co-educational, non-denominational secondary school.

The Academy opened in September 2018 with 150 students in Year 7. The student admission number will rise to 180 in 2019 and for subsequent years.

The Academy will grow to the full capacity of 1150 students by 2026, this will include a sixth form.

The Academy is fully inclusive, supporting students from diverse backgrounds and a wide range of heritages, building the aspirations of students, particularly those in under performing groups.

The Academy will include a 25 place Special Educational Needs Centre for students with complex needs in the age range 11-18. This centre is likely to open in 2020. The Centre will be determined by the Local Authority.

Students will be admitted to Bolder Academy without any reference to ability.

Admission Number(s)

The Academy has an admission number of 180 for entry in Year 7 in 2020.

The Academy will accordingly admit this number of students if there are sufficient applications.

Application Process

For 2020, parents/carers should complete their home Local Authority Common Application Form and should list Bolder Academy as one of your preferences on that form.

Bolder Academy will therefore, be one of the six choices that parents have to make when applying to a secondary school.

Measuring Distance

The Admissions Point or Seed Point for September 2020 will be 1 Macfarlane Lane, Isleworth, TW7 5PN, (Easting 516020 and Northings 177939).

Oversubscription Criteria

When Bolder Academy is oversubscribed, the criteria set out below, will be used (this is listed in priority order):

1. Looked after children 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.
2. Children with exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend Bolder Academy rather than any other, based on those needs. If evidence is not submitted to the Academy with the application, a child's medical or social needs cannot be considered.
3. Siblings of children who already attend Bolder Academy.
4. Children or parents who work (permanently as a member of support or teaching staff) at the Academy.
5. Other children.

Appendix 1 details the definitions of the above terms.

Tie Break

If there is one place available and two or more children next, in order of priority or, next on the waiting list, meet the appropriate criterion equally, the place will

be allocated using the distance criterion in Appendix 1. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Waiting List

If an application was unsuccessful, then a child will automatically be placed on Bolder Academy's waiting list.

The list operates in accordance with the oversubscription criteria defined above.

The waiting lists will include those who have moved to the area and were unable to make an 'on-time' application. The waiting list will be held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

Late Applications

Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents/carers may request that their child is placed on the Academy's waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Parents/carers should make an appeal by contacting the Academy's main office.

Admission of Children Outside their Normal Age Group

Bolder Academy will consider requests for admission outside of a child's normal age group.

Requests should accompany the application for the child's normal year of entry and be supported by documentation from a professional for consideration.

Each case will be considered on its own merits and whether the individual circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

Applying for Children from Abroad

If a family with a child lives abroad, a school place for the child can only be applied for if the child:

- Holds a full British Citizen passport (but not a British Dependent Territories or British Overseas passport) or
- Is an EEA national (all member states of the European Union together with Iceland, Norway and Liechtenstein); or
- Is a Swiss national (Swiss nationals have the same right to live and work in the United Kingdom as EEA nationals); or
- Has a passport which has been endorsed to show that they have the right of abode in the UK.

If the family have a property in the UK, then an application should be made online to the Local Authority for that address.

If the family does not have a UK property, then the Local Authority where the preferred school is situated should be contacted.

Applications must be made by the deadline and provide information about where the family and child are living and when they intend to return. Hounslow will initially consider the application based on the child's address abroad and any subsequent change will be considered in line with our change of address policy.

For other children without automatic right of entry to the UK, an application can only be made once the child is in the country.

Members of the UK Armed Force and Crown Servants

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad.

An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in

Hounslow and Hounslow will arrange for that address to be used throughout the admission process.

Twins, Triplet and other Children of Multiple Births

If Bolder Academy has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Governors will offer both twins, all triplets or children of multiple births a place even if this means temporarily going over the published admission's number.

In-Year Applications

All applications for admissions to year 7 and 8 (after 31st August of the respective year) will be treated as in-year admissions.

An application must be made to the Local Authority on the In-year Common Application Form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

Fair Access

Bolder Academy, along with the London Borough of Hounslow and all other secondary schools/academies in Hounslow has agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.

Appendix 1 – Definitions

Looked After and Previously Looked after Children

A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

Were adopted under Section 46 of the Adoption and Children Act 2002

Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 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 arrangement order, which settles the arrangements to be made as to the person with whom a child is to live.

Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s).

Please note that adopted children must be looked after by an English or Welsh Local Authority.

The appropriate section on the Common Application Form (CAF) must be completed and a letter and/or documentary evidence from the child's social worker or other relevant professional, must be provided. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.

Exceptional medical/social need

All Hounslow schools have experience of dealing with children with different social and medical needs. Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or

if there are any other exceptional social reasons, which means that one school is more suitable than another. Medical applications are considered on a case by case basis, the intention of the criteria is that it should normally only be applied to children who need to attend their nearest school.

The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of the original application.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

SEN

The admission of children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) is dealt with by a separate process. Children with an EHCP or a statement of SEN, who name Bolder Academy, be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

Siblings

In order to meet the sibling criterion, the child's sibling must be attending Bolder Academy at the time of application and be expected to still be attending at the time of admission in September. The sibling detail section must be completed on the Common Application Form (CAF).

For Bolder, sibling means a child who will have a brother or sister, including all blood half, step, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child on roll.

Bolder Academy

Bolder and the London Borough of Hounslow reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

Distance

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the walking route.

It starts from a point of measurement in the **"foot print"** or **"seed point"** of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the "foot print" or "seed point" the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap. OS Mastermap has been accurately digitised to measure along the centre of road.

The network starts from a point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

The walking route is established using an algorithm within the software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

Bolder Academy

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Admission 2020-2021 Policy

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

Home address

The child's home address provided on the application must be the child's **current permanent place of residence.**

We will not accept possible future addresses as a basis for allocating school places. If a family moves after submitting an application the School Admissions Team must be informed within two weeks of the move so that the application is considered using the correct address for school admission purposes.

Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. We will carry out address verifications against Local Authority records for all applications made by residents of the London Borough of Hounslow.

Where we are not satisfied as to the validity of an address or we consider this be an address of convenience, further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information.

Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.

Address of Convenience

An address of convenience is considered to be an address named on a school admissions application which is not the child's habitual residence and which increases the priority that the child will receive for admission to their preferred schools. A child's habitual residence is considered to be the place where the child permanently resides and where the family normally lives at the time of application.

It is for the admission authority to determine if, on the balance of probability, the address given on an application is the child's habitual residence. Some examples of the use of an address of convenience include but are not limited to the following:

- An applicant applies from an address where the child does not ordinarily reside. This includes a business address, a childminder's address or any other address including that of a family member or friend.
- A family purchases a new property or rents accommodation and uses this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- A family owns a property which is or has previously been used as their home address and apply from another address in order to gain a school place, but still retains ownership of the initial property
- A family moves to live with someone else, often a relative/friend/partner, and uses this address in order to gain a school place whilst continuing to own or rent an alternative property.

We will not generally consider an address to be the child's habitual residence if the applicant owns or rents an alternative property that the child previously lived in. Where an applicant still owns or rents an address at which their child previously lived, they must explain and evidence the permanence of their house move.

Renting out an owned property or putting it up for sale would not normally deem it unavailable to the family. A property would normally only be deemed unavailable to the family from the date it is sold but this would not alter the outcome of an application for a school place where the decision has already been made.

After consideration of the information provided, if we believe that an address of convenience has been used, the Local Authority will decide which address to use for the purpose of allocating a school place.

Applicants may need to provide us with documentary evidence of their address. If they are not registered to pay council tax, either because they are not liable or have recently moved, they will be asked to provide:

- A mortgage statement/tenancy agreement
and two of the following:
Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance

Bolder Academy

- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show **the full name and match the details provided at the time of application.**

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

Shared or Joint residence

Where a child lives with parents with shared 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 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.

Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or the School Admissions Team is not satisfied with this documentation, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP)

A copy of the latest benefit entitlement notice or the child's medical card will be requested. We may also ask for further evidence if required.



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