

# Admissions Policy 2022 - 2023

**Bolder Academy**

1 MacFarlane Lane, Isleworth, Middlesex, TW7 5DB  
Registered in England and Wales No: 08932893  
Admission 2022-2023 Policy

<b>This policy is called:</b>	<b>Admission Policy 2022-2023</b>
<b>It applies to:</b>	Prospective parents/carers and children
<b>Person responsible for its revision:</b>	Headteacher
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<b>Approval by:</b>	Governing Board or Delegated Committee
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<b>Date of approval:</b>	February 2021
<b>Date of next approval:</b>	February 2028

**Bolder Academy**

## **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 increased to 180 in 2019, which will continue to be the pupil admission number in 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 between Sep 2022 and Sep 2023. 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 2022.

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

## **Application Process**

For 2021 onwards, 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 2021 onwards will be 1 Macfarlane Lane, Isleworth, TW7 5DB, (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. Siblings of children who already attend Bolder Academy.
3. Children or parents who work (permanently as a member of support or teaching staff) at the Academy.
4. 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.

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## **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.

If your child is unsuccessful in gaining a place at the school you have a right to appeal.

The deadline for lodging an appeal is 20<sup>th</sup> April 2022. This must be done in writing. You must submit additional evidence showing on what grounds you are making the appeal. This must be submitted FAO: Clerks Associates via [admissions@bolderacademy.co.uk](mailto:admissions@bolderacademy.co.uk)

You will receive at least 10 days' notice of when the appeal hearing will be heard.

The decision letter will be sent within 5 school days of the hearing wherever possible.

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## **Admission of Children Outside their Normal Age Group**

Bolder Academy will consider requests for admission outside of a child's normal age group. Parent/carers need to apply for a school place through Hounslow Admissions.

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**

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code \* see Members of UK Armed Forces and Crown Servants.

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must not be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September.) Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

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If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer of a school place.

### **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 31<sup>st</sup> August of the respective year) will be treated as in-year admissions.

An application must be made to the Local Authority via Hounslow Admissions. 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.

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## **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.

## **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, siblings 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 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.

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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 Highways Network. OS Mastermap Highways Network 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](http://www.highermappingsolutions.com)). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services ([www.capita-co.uk](http://www.capita-co.uk)).

## **Home Address**

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience. All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

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

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week \* *see shared or joint residence*
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas \* *see applications from abroad*

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

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.

- 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
  - 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.

## **Shared or joint residency**

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. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

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 and the residence is split equally by the closing date for applications, 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.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

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. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

## **In Year Admissions**

The admissions process for Years 7 upwards will be managed by Hounslow Local Authority on behalf of the Academy. All in year applications for a school place must be made to the Local Authority on their online in-year application form.

The Local Authority will allocate places in accordance with the school's published admission criteria. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria and placed on the waiting list to be maintained by the Local Authority.

When a space arises in-year the Local Authority will contact the applicant at the top of the waiting list and allocate the school place. The Local Authority will inform the school of the allocation who will also contact the applicant.

## **In- Year Admission Waiting list**

In-year waiting lists will be held by the Local Authority until the end of the academic year. A new application must be made for the next academic year. Waiting lists are held according to the school's published admission criteria.

## **In - Year Appeals**

If your child is unsuccessful in gaining a place at the school you have a right to appeal.

This must be done in writing. You must submit additional evidence showing on what grounds you are making the appeal. This must be submitted FAO: Clerks Associates via [admissions@bolderacademy.co.uk](mailto:admissions@bolderacademy.co.uk)

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