

# Admissions Policy 2025 - 2026

**Bolder Academy**

1 MacFarlane Lane, Isleworth, Middlesex, TW7 5DB  
Registered in England and Wales No: 08932893

<b>This policy is called:</b>	<b>Admission Policy 2025-2026</b>
<b>It applies to:</b>	Prospective parents/carers and children
<b>Person responsible for its revision:</b>	Headteacher
<b>Status:</b>	Statutory
<b>Published on:</b>	The Academy Website and Staff T Drive
<b>Approval by:</b>	Governing Board or Delegated Committee
<b>Review frequency:</b>	Every seven years (unless changes are made)
<b>Date of approval:</b>	February 2022
<b>Date of next approval:</b>	February 2028

**Note:** In line with the Department for Education, School Admission Code 2021, Bolder Academy determined their admission arrangements for 2025 – 2026 by February 2024.

Bolder Academy has not made any changes to its oversubscription criteria or how it will allocate places. It has also consulted in the last 7 years. This means that Bolder Academy does not need to go out to formal consultation but the Governors must determine (formally agree) admission arrangements for 2025-2026.

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## **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 in the next couple of years. 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 2025.

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

## **Application Process**

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 the main gate of the school building, 1 Macfarlane Lane, Isleworth, TW7 5DB (Eastings 516058 and Northings 177924).

## **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 LA's database will randomly order these.

## **Waiting List**

A waiting list will be held for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

The waiting list will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are 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.

The waiting list will be in operation until the **31 August 2025**. Hounslow will contact parents/carers in August 2025 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2025.

## **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.

If you wish to lodge an appeal this must be done in writing. The deadline for lodging an appeal is 18<sup>th</sup> April 2025. 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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## **Children educated outside of their chronological year group**

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.

Before making your request, you are encouraged to discuss this with the class teacher and the Headteacher of your current school.

You must make a separate written request at the same time as making your online application for your child's actual age group. You can upload supporting documentation if you wish to do so.

The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and any relevant evidence you want us to consider which may include:

- the parents' views
- recent information about your child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group

The views of the Headteacher will be an important part of this consideration. We may also gather information from any professionals involved with your child to consider whether any of the following apply:

- Whether your child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable.
- Whether your child's physical maturity places them in a position of being developmentally different from their peer group.

Whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

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## **Applications from abroad (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands)**

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.

If you and/or your child currently live abroad but intend to move to the London Borough of Hounslow, we will accept an application ahead of your arrival. Your application will be processed using the home address in the country where your child is currently residing even if your family is returning to a property you own in the UK.

If we make an offer of a school place, the child will be expected to start on the first day of term.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

## **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.

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## In-Year Applications

All applications for admissions to all year groups (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 using the online in-year application form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

## Deferred Admission

Parents can choose to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows the options available

Children with their fifth birthday between <b>1 September and 31 December</b> (autumn born)	Compulsory school age from the following January:  A school place will be available from the September but can be deferred until <b>January</b> – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between <b>1 January and 31 March</b> (spring born)	Compulsory school age from the following April:  A school place will be available from the September before this but can be deferred until <b>January or April</b> -- the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between <b>1 April and 31 August</b> (summer born)	Compulsory school age from the following September ( <b>which is then year 1 not reception</b> ):  A school place will be available from the September before this but can be deferred until <b>January or April</b> – the school place will be held once parents have agreed this with the school.

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The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

### **Part time Admission**

Parents can choose to send their child to school on a part time basis. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class.

Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the part time admission.

### **Delayed Admission – summer born**

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted outside of their normal age group – to reception rather than year 1.

A separate written request must be made at the same time as making the online application for the child's actual age group. Supporting documentation can be uploaded if you wish to do so (use document type – out of cohort.)

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional

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- 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 views of the head teacher will be an important part of this consideration. We may also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5<sup>th</sup> birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in the preferred age group.

## 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**

The Local Authority will be using the following definition for all Community School admission arrangements to reflect the School Admissions Code 2021 and accompanying guidance:

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. 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 include those 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 2025. 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**

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school 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 or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

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From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. 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 the road. The LA has no control over how OS digitise the road and footpath network.

The network starts from the seed 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. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This software is called Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Servelec Education Ltd ([www.servelec.co.uk](http://www.servelec.co.uk)).

Other measuring systems may give a different measurement, but the Local Authority cannot take a measurement from another measuring system

## **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.

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.

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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**

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse

through the Family Courts. The Local Authority will not mediate between parents.

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**

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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)

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

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