

ADMISSIONS POLICY – FOR 2019-20

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ISLEWORTH & SYON SCHOOL FOR BOYS (GIRLS WELCOME IN OUR SIXTH FORM)

1. Core Aims

1.1. Isleworth & Syon School for Boys is a school with a long history, dating back to 1630. In 2012, we became an Academy to build on our established strengths and to ensure that we continue to offer the best provision for local boys. We aim to be outstanding in every respect so that our students are:

- Successful learners that are cared for in a happy, safe, challenging and rich learning environment;
- Autonomous and resilient learners who strive for excellence and fulfil their potential both educationally and personally;
- Offered a rich range of academic, creative and sporting opportunities, within an environment that recognises our long history and established traditions;
- Responsible citizens, with the skills, knowledge and understanding to contribute to society and to their community;
- Well-mannered, considerate, ambitious and confident young men ready to enjoy success in the world of work and leisure.

1.2. In all aspects of educational provision by the school, including admissions, there will be no discrimination on grounds of: academic ability; disability as defined in the Equalities Act 2010; educational or social special needs; race; cultural heritage; colour, religion or creed; national origin; gender; or sexual orientation. No payments are required as a condition of entry. Children who meet their Home Local Authority's criteria for the provision of assistance with transport may be provided with transport by that authority.

2. Admission of Students

2.1. Admissions to the school are the responsibility of the Governors of the school. The admissions process for students in Years 7-11 is managed by the Local Authority. The school manages Sixth Form applications.

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- 2.2. Admissions to the school will meet the requirements of the prevailing 'School Admissions Code'.
 - 2.3. The student admission number (PAN) for Years 7-11 is 240.
 - 2.4. Students will normally only be admitted to the year group matching their chronological year group.
 - 2.5. Details on how to make an application are available from the school website.

3. Admission Criteria (Year 7 Normal Admission Round)

Where the number of children applying for a place by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

3.1. LOOKED AFTER BOYS AND PREVIOUSLY LOOKED AFTER BOYS

A 'looked after boy' or a boy who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or Special Guardianship Order 71. A 'looked after boy' is a boy 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).

3.2. EXCEPTIONAL MEDICAL AND SOCIAL NEED

Applicants who can demonstrate an urgent social or medical reason why their son requires attendance at Isleworth & Syon School, rather than any other school. In such cases, parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker. Applications on these grounds will be determined by the Governors' Admissions Panel.

3.3. SIBLING

Applicants who will have an older son (or daughter in the Sixth Form), including all blood, half-, step-, adoptive and foster brothers (or sisters in the Sixth Form) of the child (not cousins) who live at the same home as the child, at the preferred school in September 2019.

If the older child is in Year 11 or Year 12 at the time of application, s/he must be expected to still be attending the school in September 2019.

3.4. SINGLE-SEX

Applicants who support their application by including a statement on the form which demonstrates their preference for single-sex education.

3.5. CHILDREN OF MEMBERS OF STAFF

Children of any member of staff, regardless of role in the school, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

3.6. DISTANCE

3.6.1. 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 "shortest designated 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.

3.6.2. 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.

3.6.3. The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport 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 shortest available 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.

3.6.4. The shortest designated route is established using an algorithm within the bespoke 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). Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

3.6.5. Guidance Notes

The "shortest designated route" is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The "shortest designated route" is also not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

4. Tiebreaker

If there is one place available in the applicant's chronological year group 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. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

5. Waiting List

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place. The criteria for selecting applicants set out in section 3 (Years 7-11) and section 6 (Years 12-13) will apply in allocating children from the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that the place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list. Waiting lists will be held for two terms as set by the term dates for the academic year (see the school's website).

6. Sixth Form Applications

6.1. Please note that applications from girls are welcomed. A Sixth Form Open Evening is held in the Autumn Term, and all prospective students are welcome to attend this evening. The academic standards required for entry to the Sixth Form are reviewed annually and are available at www.isleworthsyon.org/sixthform. Applications from both Year 11 and Year 12 students and external students should be made direct to the school by the published deadline.

6.2. INTERNAL APPLICATIONS TO THE SIXTH FORM

6.2.1. Students already attending Isleworth & Syon School in Year 11 and who meet the current academic standards required by the school and for their chosen courses for the year of admission will normally transfer directly into the school's Sixth Form in the September following the publication of results.

6.2.2. Students already attending Isleworth & Syon School in Year 12 on Level 2 courses and who meet the current academic standards required by the school and for their chosen Level 3 courses for the year of admission will normally transfer directly into the school's Sixth Form Level 3 courses in the September following the publication of results.

6.2.3. Students already attending Isleworth & Syon School in Year 12 on Level 3 courses and who meet the current academic standards required by the school and for their chosen Level 3 courses for the year of admission will normally transfer directly into the school's second year of Sixth Form in the September following the publication of results.

6.2.4. Students already attending Isleworth & Syon School in the Sixth Form will not normally be allowed to repeat a year or course.

6.2.5. Our entry criteria are reviewed annually. Many subjects have additional and specific requirements. For more information, please see the Sixth Form Course Guide within the 'Sixth Form' section of the school website.

6.2.6. If students do not possess at least a Level 5 in GCSE English and/or mathematics, they will be expected to study for these qualifications as part of their post-16 study.

6.2.7. Students that have previously been permanently excluded from the school are not eligible for admission to the Sixth Form.

6.3. EXTERNAL APPLICATIONS TO THE SIXTH FORM

6.3.1. Applications for admission to the Sixth Form, including those from students joining the school for the first time from other schools, must include acceptable evidence that they meet the same academic standard as students from within the school and, subject to capacity and a suitable reference, will be admitted using the order of priority as set out in section 3. Please note that where section 3 states 'boys' this can be read as 'boys or girls' for Sixth Form applications.

6.3.2. External applications are welcomed but may require a reference from a previous school.

7. In-Year Admissions

Should there be a vacancy in a year group during the academic year, places will be offered after applying the above admissions criteria to all applicants, including those already on the waiting list, if one exists. The Local Authority administers In-Year Admissions on our behalf.

8. Admission of Children Outside of their Normal Age Group

Applicants may choose to seek places outside of their child's chronological year group. Any such request needs to be put in writing to the School outlining the reasons, with supporting documentation from a professional for consideration. The School will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

9. Your Child's Home Address

- 9.1.** The child's home address provided on your application must be the one at which your child is permanently living and must be the address where your family normally lives at the time of application.
- 9.2.** 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, 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.
- 9.3.** 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.
- 9.4.** 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.
- 9.5.** If you own a property which is, or has previously been used as your home address and you state that you are living at and apply from a different address, we will treat the second address as temporary. Therefore, we will use the address of the property which you own as the address for school admissions purposes.
- 9.6.** You are not permitted to use a temporary address to secure a place for your child. This includes a business address, a childminder's address or any other address including that of a family member or friend.
- 9.7.** If you own or rent a property and you buy or rent another property or live with friends and family temporarily and state that this is your child's home address, we will not use the second address for school admission purposes.
- 9.8.** You may not need to provide us with documentary evidence of your address. 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:
- A mortgage statement/tenancy agreement.
- and two of the following:
- Recent utility bill, credit card statement or driving licence
 - Child Benefit (pages 1&2)/Inland Revenue document (if entitlement applies)
 - Pay slip/P45/P60
 - Car/House Insurance certificate

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- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

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

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

9.8.3. 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.

10. Shared or Joint Residence

10.1. 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.

10.2. 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.

10.3. 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).

10.4. You must therefore 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.

11. Appeals

Appeals will be heard in accordance with appropriate legislation. An Independent Appeals Panel appointed by the Local Authority will adjudicate on all appeals for places in Isleworth & Syon School. Any parent wishing to appeal should follow the procedure set out in the admissions brochure. There will be no other appeal to the Governors for a place at Isleworth & Syon School.

12. Review and Monitoring

This policy will be monitored and reviewed annually by Governors. The review will take place following the completion of each admissions process.

13. Further Notes

13.1. The Local Authority will carry out address verifications against Local Authority records for all applications made by a resident within the London Borough of Hounslow. Where the Local Authority or school is not satisfied with the validity of an address, further investigations will take place.

13.2. We reserve the right to seek verification of the information on the application form and to withdraw places if false information has been provided.

13.3. Children of UK Service personnel will not be disadvantaged in the admissions process. 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 we will arrange for that address to be used throughout the admission process.

13.4. In the event that the school 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 Local Authority will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

13.5. The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.