

## Admissions – For 2023-24

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### ISLEWORTH & SYON SCHOOL FOR BOYS (SIXTH FORM IS MIXED)

#### 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; 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.
- 2.2. Admissions to the school will meet the requirements of the prevailing ‘School Admissions Code’.

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- 2.3. Parents/carers should complete their home local authority Common Application Form and should list Isleworth & Syon School as one of the preferences on the form.
  - 2.4. Isleworth & Syon School will be one of six choices that parents/carers make when applying for a secondary school place.
  - 2.5. The pupil admission number (PAN) for Years 7 is 240.
  - 2.6. Students will normally only be admitted to the year group matching their chronological year group.

### **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**

3.1.1. 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 functions for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

(i) Were adopted under Section 46 of the Adoption and Children Act 2002.

(ii) 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 arrangements order, which settles the arrangements to be made as to the person with whom a child is to live.

(iii) 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).

3.1.2. Please note that adopted children must be looked after by an English or Welsh Local Authority. Places will be allocated under this criterion when places are first offered.

#### **3.2. SIBLING**

3.2.1. Children who will have a brother, including all blood, half, step, adoptive and foster brothers of the child (not cousins) who live at the same home as the child on roll. If the older child is in Year 11 or Year 12 at the time of application, then there will be a check to see whether it is expected that s/he will still be attending the school in September 2022.

3.2.2. We 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.

#### **3.3. SINGLE-SEX**

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

#### **3.4. 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.

#### **3.5. DISTANCE**

3.5.1. 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) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

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- 3.5.2. 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.
  - 3.5.3. 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.
  - 3.5.4. 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 blocks of flats are treated as one address, 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.
  - 3.5.5. 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)).
  - 3.5.6. Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system.

#### 4. Tiebreaker

- 4.1. 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.
- 4.2. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

#### 5. Waiting List

- 5.1. The waiting lists for the transfer to secondary school (Year 7) will be kept by Hounslow for all academy and voluntary-aided schools. 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.
- 5.2. 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.
- 5.3. The waiting list will be in operation until the **31 August 2022**. Any parent/carer wishing for their child to remain on the waiting list until **31 December 2022**, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.

#### 6. Sixth Form Applications

- 6.1. Please note that we welcome applications from all young people to our mixed Sixth Form.
- 6.2. 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 on the ‘Sixth Form’ page of the school’s website. Applications from both Year 11 and Year 12 students and external students should be made direct to the school by the published deadline.
- 6.3. **INTERNAL APPLICATIONS TO THE SIXTH FORM**
  - 6.3.1. 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.
  - 6.3.2. 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

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normally transfer directly into the school's Sixth Form Level 3 courses in the September following the publication of results.

- 6.3.3. 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.
- 6.3.4. Students already attending Isleworth & Syon School in the Sixth Form will not normally be allowed to repeat a year or course.
- 6.3.5. 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.
- 6.3.6. 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.
- 6.3.7. Students that have previously been permanently excluded from the school are not eligible for admission to the Sixth Form.

#### **6.4. EXTERNAL APPLICATIONS TO THE SIXTH FORM**

- 6.4.1. 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.
- 6.4.2. External applications are welcomed but may require a reference from a previous school.

### **7. In-Year Admissions**

- 7.1. The admissions process for Years 7-11 will be managed by Hounslow Local Authority on behalf of the Governing Body. 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.
- 7.2. 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.
- 7.3. 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.
- 7.4. Appeals will be heard in accordance with appropriate legislation. An Independent Appeals Panel appointed by the school will adjudicate on all appeals for places in Isleworth & Syon School. Details of how to make an appeal are available from the school.

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

- 8.1. 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.
- 8.2. 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 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.
- 9.2. 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,

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other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

**9.3.** 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.

#### **9.4. ADDRESS OF CONVENIENCE**

**9.4.1.** 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.

**9.4.2.** 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).

**9.4.3.** 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.

**9.4.4.** 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.

**9.4.5.** 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.

**9.5.** 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
- 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.

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

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

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- 9.8. 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. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.
- 10.2. 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.
- 10.3. 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.

## 11. Appeals

Appeals will be heard in accordance with appropriate legislation. An Independent Appeals Panel appointed by the school will adjudicate on all appeals for places in Isleworth & Syon School. Details of how to make an appeal are available from the school.

## 12. Further Notes

- 12.1. 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.
- 12.2. We reserve the right to seek verification of the information on the application form and to withdraw places if false information has been provided.
- 12.3. APPLYING FOR CHILDREN FROM ABROAD**
- 12.3.1. 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).
- 12.3.2. 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.
- 12.3.3. 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.
- 12.3.4. Whilst your child is resident abroad, the link address will not be used for allocation of a school place. This will be updated once your child returns to the UK. If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer made.
- 12.3.5. 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.

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#### **12.4. 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 we will arrange for that address to be used throughout the admission process.

#### **12.5. TWINS, TRIPLET AND OTHER CHILDREN OF MULTIPLE BIRTHS**

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 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.

#### **12.6. SPECIAL EDUCATIONAL NEEDS & DISABILITY (SEND)**

Children with an Education, Health and Care plan (EHCP) that names the school will be allocated a place before other children are considered. In order to name a school, the home local authority must first consult with the school before naming it in an EHCP. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school.

#### **12.7. VULNERABLE AND HARD-TO-PLACE**

**12.7.1.** 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.

**12.7.2.** 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.

### **13. Reviewing**

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