



ADMISSION 2015 POLICY

Dormers Wells High School

**Maths, Computing and Applied
Learning Specialist College
& Leading Edge School**

ADMISSION CRITERIA FOR COMMUNITY HIGH SCHOOLS

1. CHILDREN IN PUBLIC CARE

Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. Children who are in public are as defined in Section 22 of the 1989 Children's Act (this includes foster children).

(NOTE definitions of looked after children or previously looked after children are detailed at the end of the criteria)

2. BROTHER OR SISTER WHO WILL STILL BE ATTENDING THE SCHOOL AT THE TIME OF ADMISSION

The words brother or sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year. A sibling connection does not apply for children whose older sibling will/may be attending the 6th form in years 12 & 13.

3. EXCEPTIONAL MEDICAL OR SOCIAL CIRCUMSTANCES FOR THE FIRST PREFERRED SCHOOL

The medical circumstances must relate to the child, and parents will be expected to provide supporting evidence from a consultant who is monitoring the child's condition (not General Practitioner {GP}) in relation to medical circumstances, or a social worker (or other appropriate professionally qualified person) in relation to social circumstances. All supporting evidence showing why education should be at the first preferred school must be submitted at the time of application. Priority under this criterion can only be given for the first preference school.

The Admissions Panel will consider all claimed exceptional medical or social circumstances in line with admissions criteria and inform parents of their decision.

4. DISTANCE FROM THE CHILD'S PERMANENT HOME ADDRESS TO THE PREFERRED SCHOOL

The distance from home to all community high schools, is measured by straight line from a point in the property determined by Ordnance Survey to a point in the school determined by the grid references for the centre of the school's postcode. The measuring system is an integral part of the admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 metre.

It does not mean that we will be able to allocate a place at the school nearest to your address.

Any combination of two or more criteria gives higher priority than one criterion. For example, a brother/sister connection and agreed medical/social circumstances would give priority over a brother/sister connection.

If two or more children have equal priority under the criteria, the criterion of distance set out in point 4 will be applied.

DEFINITION OF LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

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) at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order under the terms of the Children Act 1989 which defines a residence order as an order settling the arrangements to be made as to the person with whom the child is to live or special guardianship order under the terms of the Children Act 1989 which defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian

TIE BREAK

In the event that the distances are equal the Local Authority's computer system will by random allocation determine which applicant should be offered the place.

TWIN OR CHILDREN FROM MULTIPLE BIRTHS

The Local Authority does not give priority under its admission criteria for twins, triplets or other children from multiple births, however, the Local Authority will admit twins and children from multiple births when one of the siblings is the thirtieth child.

CHILDREN OF NEWLY APPOINTED STAFF

After the published offer date, where there is a demonstrable skills shortage for a vacant post (independent evidence is required), the admission authority will place the children of a new appointee for the post in question, at the top of the waiting list for places at the school.

WAITING LISTS

If the preferred school(s) cannot offer a place the parent will have the opportunity of placing their child's name on the waiting list(s). The child will automatically be placed on the waiting list for higher preferences than the school offered but if the parent wishes to be placed on the waiting list of a lower preference school, the parent will need to request this on the reply slip which is sent out with the offer letter.

When vacancies arise, places will be allocated according to the oversubscription criteria. Vacancies will be offered to the pupil with the highest priority on the waiting list, not on a "first come, first served" basis. The position of a pupil on the waiting list changes frequently and can move down as well as up if other pupils having higher priority have their names added to the waiting list. Length of time on a waiting list does not give any priority. Places are offered from the waiting list if they become available. These places cannot normally be held open and it is expected that they will be taken up almost immediately unless the child has not reached compulsory school age, has not yet started school and the parent wishes to defer entry to school.

The Community Schools in Ealing will hold waiting lists for all year groups for one academic year, after which the waiting list will cease. If parents wish for their child to continue on the waiting list after that academic year the parents will have to write in and request this.

PROOF OF DATE OF BIRTH

Documentary evidence of proof of date of birth needs to be provided with the application e.g. the child's medical card.

PROOF OF ADDRESS

You are required to submit documentary evidence of your home address when submitting your application form. This is your permanent address where you are living with your child on the date you submit your application and the proof provided should be in the name of the applicant. Please provide:

Your current year's Council Tax Bill

If you do not pay Council Tax then the following may be accepted:

Letter confirming entitlement to benefits e.g. child benefit, child tax credit, housing benefit, income support or Jobseekers allowance for the current year or any new benefits which may be introduced or replace any of these.

Tenancy agreement from a registered private letting agency with 2 copies of recent bills e.g. bank/mobile/phone statement, utility bill (gas/water/electricity) or wage slip

Car Insurance

Letter from Social Services, National Asylum Support Service (NASS), United Kingdom Border Agency (UKBA) or Housing Department confirming placement at your address

If you are living with friends or relatives, you will need to provide a copy of their Council Tax bill, a letter from the Council Tax payer confirming that you are residing with them for the foreseeable future and two of the documents referred to above.

If you and/or your child are living abroad but intend to move back to this country you must provide the home address in the country you are currently residing. When you can prove that you are living in the country the last date that your address can be changed before the offer date is (High -11 December and Primary 12 February). If you move into the country after that date your address can only be change after the offer date. In all cases you must be living in Ealing before the new address can be used.

PLEASE NOTE THAT INTERNAL COUNCIL CHECKS WILL BE MADE ON ALL APPLICANTS' CLAIMED ADDRESSES

FALSE OR MISLEADING ADDRESSES

Ealing Council takes very seriously any attempt to obtain a school place by deception.

If we find that a school place was obtained using a false or misleading address we will give serious consideration to withdrawing the offer, even after the child has started school. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account.

Temporary addresses used solely or mainly to obtain a place at a school (whilst still owning a property elsewhere) are not regarded as the permanent home address and will not be accepted. If a place is obtained by that means, the place will be withdrawn.

The Council uses our Audit and Investigation Service to investigate cases and if there is any doubt regarding the veracity of your claimed address you may be asked to provide additional information before your case is referred to this Service.

If you know someone who intends to or has used a false address to gain a school place, you can report this to the school admissions team confidentially by emailing mainroundadmissions@ealing.gov.uk or by calling admissions on 0208 825 6339/5511/5522. You do not need to give your name but please provide as much information as possible so that we can investigate the matter fully.

SHARED RESPONSIBILITY

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application.

Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency will be required.

In all other cases of personal or family arrangements the address of the mother will be taken as the main residence unless there is irrefutable evidence that the child lives elsewhere either full-time or for most of the year with an adult under arrangements which have been endorsed by a court.

CHANGE OF ADDRESS

If you move address within the London Borough of Ealing after the closing date of 31 October and are offered a place you will be entitled to retain that place if you wish. However, if you prefer to change your preference after the closing date and apply for a different school closer to your new home address you may do so by 10 December, but if you wish to change your preferences after these dates your application will be administered as a late application.

If you have recently moved into Ealing and have completed and returned a common application form between the closing date and the cut-off date of 10 December your application will be considered as on time. If you have moved from one Local Authority to another after submitting your on-time application you may wish to let your original preferences stand or submit new preferences by the cut-off date. In either case the application will be treated as on-time.

PLEASE NOTE THAT YOU MUST BE LIVING IN THE NEW PROPERTY BY THE CUT-OFF DATE FOR THE NEW ADDRESS TO BE CONSIDERED IN THE APPLICATION PROCESS

The cut-off date is the last date that applications are allowed to be entered onto the system and therefore no change of address can be considered after that date until after the offer date.

If you move address after the offer date you must be living in the property before the new address can be used and you will be required to provide evidence of your new permanent home address as detailed above and proof that you are no longer living at your previous property e.g. proof of sale by means of a solicitor's letter or proof of termination of a tenancy agreement by means of a letter confirming such termination from the landlord or their agent.

If you change address whilst waiting for a school place you must be living at the address before the new address can be taken into consideration in your application and proof will be required as above.

CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) AND CROWN SERVANTS

Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the Local Authority are allocated a place in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares a relocation date to the area and/or a unit postal address or quartering area address.

SUBMITTING PROOF

When applying online you must attach scanned proof of address and proof your child's date of birth (e.g. a medical card) to your online application. If you are unable to attach the documents you must send them to Main Round Admissions, Ealing Council, Perceval House, 14-16 Uxbridge Road, Ealing, W5 2HL or email to mainroundadmissions@ealing.gov.uk.

If you have completed a paper common application form you must attach the proof of address and proof of your child's date of birth (e.g. a medical card).

In both cases if you are claiming exceptional medical or social circumstances you must attach supporting evidence of your circumstances. Please see the criteria for the school for which you are claiming exceptional circumstances to ensure that the school considers exceptional circumstances as an admission criterion and that you are providing the correct supporting evidence for consideration by the school. All evidence must be submitted at the time of application.