Admissions Policy 2027-2028

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Date of next Review	September 2027	Author	Toni Reid-Nelson
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SLT member in charge	Toni Reid-Nelson		

Admission Policy 2026-2027

Aims of the policy:

• To have clear procedures for the admission and induction of pupils to The Hurlingham Academy

• To ensure that the experience of becoming a student at The Hurlingham Academy will be a welcoming and pleasant one supported by all staff.

Our Approach to School Admissions

This policy follows the guidance from United Learning's approach to school admissions. It is in line with the Schools Admissions Code (May 2021) and the Schools Admissions Appeal Code (February 2022) and other relevant legislation.

As part of United Learning, we welcome children of all faiths and none. The Hurlingham Academy embrace all cultures, races and family backgrounds.

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Admission criteria

As a growing school, The Hurlingham Academy has an agreed number of pupils per year (PAN). This number differs according to year group and will accordingly admit up to the number in each year. Where fewer than applications are received, the Academy will offer places to all those who have applied.

Year 7: 135 (PAN)

Year 8: 135 (PAN)

Year 9: 135 (PAN)

Year 10: 135 (PAN)

Year 11: 135 (PAN)

1. Procedures where the Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered for Year 7 against the criteria set out below. After the admission of students with an Education, Health and Care Plan (EHCP) where the Academy is named in it, the criteria will be applied in the order in which they are set out below:

1.1 Children who are in Public Care, also known as Looked After Children[1] in care of the local authority, children who have been adopted[2] or made subject to a child arrangement[3] or special guardianship[4] order immediately following having been looked after. Previously looked after children, including those children who appear to The Hurlingham Academy to have been in state care[5] outside of England and ceased to be in state care as a result of being adopted.

1.2 Children with significant specific medical, social or special educational needs which are not covered in the Education, Health and Care Plan (EHCP). The significant specific need which parents may ask to be taken into account must relate directly to the student; be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education. Parent(s)wishing to make application on the basis of this criterion must demonstrate that the Academy is specifically suited to meet the need described in the application and that no other school can meet this need. Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The Academy reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the Academy. Parent(s)/ Care(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the Academy to consider late information.

1.3 Students with a sibling or siblings who will be attending the Academy on the date when the applicant would be admitted. The term sibling means a full, step, half, adopted or fostered brother or sister living at the same address, but not cousins. The Academy reserves the right to ask for proof of relationship.

1.4 Children of staff subject to either or both of the following circumstances:

• where the member of staff has been continuously employed at the school for two or more years at the time at which the application for admission to the school is made; and/or

• the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

1.5 Students who live the nearest distance to the Academy. The distance is measured by a straight line from the addressed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate

between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation. The student's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residency can be requested at any time throughout the admissions process. Parent(s) may be asked to provide their original Council Tax and Child Benefit documents. If false or misleading information is used to gain entry to the Academy the offer of a place will be withdrawn and the application cancelled.

2. This policy should be read together with:

- SEN policy
- Child Protection
- Safeguarding policy

3. Year 7 Waiting List

3.1 The Academy operates a formal waiting list for those who are unsuccessful in securing a place.

3.2 The waiting list is ranked according to the over-subscription criteria. Any places that become available, if not required for a child with an Education Health Care Plan or one who is required to be admitted through an In-year Fair Access Protocol (see below), are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date. The governors will review the waiting list regularly and all parents / carers will be asked to reaffirm their intention to remain on the waiting list at the end of each academic year.

4. Types of admissions

Primary to secondary school transfer coordinated by Hammersmith and Fulham Council. We follow the PAN London Coordinated Admission System.

4.1 In-Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round.

4.1.1 Applications outside of the normal admissions round are known as in-year admissions. Parents are encouraged to apply for a place in-year by contacting the local authority.

4.1.2 If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

4.2 Admissions: outside of the normal age-range

4.2.1 Families may seek a place for their child outside of his/her normal age group under various circumstances such as for summer born children who started primary school later, ill health, if the child is gifted and talented or when the child has experienced problems.

4.2.2 Where a parent wishes to seek a place for their child outside their normal age group, they should contact the Academy whereupon the process will be explained. The Academy will make its decision on the basis of: (a) the circumstances of each case and in the best interests of the child concerned; (b) taking account of the parent's views; (c) information about the child's academic, social, and emotional development; (d) the child's medical history and the views of a medical professional (where relevant); (e) whether the child has previously been educated out of their normal age group; and (f) whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The

Academy will also take into account the views of the Principal. When informing a parent of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for their decision.

4.2.3 Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply.

4.2.4 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply.

5. The process:

5.1 All applications are made via Hammersmith and Fulham Council, Wandsworth Council and Westminster council.

5.2 Following the receipt of an enquiry for a place the Admission Administrator will send an admissions pack to the applicant via email. In the case of primary to secondary transfer, new students and parents will be invited for a meeting.

5.3 The Admission Administrator will send a request for information pro-forma to the previous school or other institution.

5.4 The completed admissions form will be reviewed by the designated member of SLT and cleared for interview

5.5 The Admission Administrator will notify the parents/carers of the outcome of their application within 5 working days of receipt.

5.6 If the school is full in the appropriate year group, then the student should be placed on the waiting list.

5.7 If a student has an existing place in a school, parents should inform the current that the parent has applied to The Hurlingham Academy. This allows the current school to review the parent/carers reasons for requesting a move and the opportunity to resolve any issues within the school.

5.8 If a parent/carer has been advised by the current school to apply elsewhere to avoid permanent exclusion the application should be referred back to the school and Social Inclusion Team.

5.9 The Admissions Manager will arrange an interview time with SLT and inform the parent/carer.

6. Rights of Appeal

Rights of Appeal Parent(s) can appeal against the refusal of a school place under the School Standards and Framework Act 1998.

6.1 If you wish to appeal against the decision not to offer you child a place at The Hurlingham Academy in the new Year 7, you will need to download and complete the admissions appeal form found on the LBHF website here

For late applications, an appeal should be lodged within 20 school days of receipt of application outcome letter. Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

6.2 In-year admission appeals (for people applying for school places in the middle of a school year) are managed by the academy. Please contact admin@thehurlinghamacademy.org for further information. Appeals should be lodged within 20 days of receipt of the application outcome letter.

6.3 All appeals, whether as part of the Year 7 standard admissions round, or in-year admissions, will be heard by an appeal panel which will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code (the "Code") published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

6.4 If parents/carers decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and parents/carers will have the opportunity to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

7. Fair Access Protocol

7.1 The Hurlingham Academy participates in the In-Year Fair Access Protocol managed by Hammersmith and Fulham Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by The Admissions Forum on a regular basis.

8. Fair Access Staff roles and responsibilities:

8.1 A designated member of SLT will have overall responsibility for admissions and will work with Hammersmith and Fulham Council to process applications.

8.2 The Admissions Administrator will be responsible for all administrative tasks linked to in-year admissions.

8.3 Once the application has been processed the SLT in charge and /or Assistant Principals for KS3 and KS4 are responsible for arranging and carrying out the admission interview.

8.4 Students will complete baseline tests on the first day and share relevant information with staff.

8.5 The HOY, tutor and where appropriate the SENDCo are responsible for the integration of the student within the tutor group and wider school community.

9. Fair Access: The process:

9.1 All applications are made via Hammersmith and Fulham Council, Wandsworth Council and Westminster council.

9.2 Following the receipt of an enquiry for a place the Admission Administrator will send an admissions pack to the applicant via email. In the case of primary to secondary transfer, new students and parents will be invited for a meeting.

9.3 The Admission Administrator will send a request for information pro-forma to the previous school or other institution.

9.4 The completed admissions form will be reviewed by the designated member of SLT and cleared for interview

9.5 The Admission Administrator will notify the parents/carers of the outcome of their application within 5 working days of receipt.

9.6 If the school is full in the appropriate year group, then the student should be placed on the waiting list.

9.7 If a student has an existing place in a school, parents should inform the current that the parent has applied to The Hurlingham Academy. This allows the current school to review the parent/carers reasons for requesting a move and the opportunity to resolve any issues within the school.

9.8 If a parent/carer has been advised by the current school to apply elsewhere to avoid permanent exclusion the application should be referred back to the school and Social Inclusion Team.

9.9 The Attendance Manager will arrange an interview time with SLT and inform the parent/carer.

10. Offsite Direction

10.1 Where it is agreed by the parent/carers that it would be in the student's best interests to move school the Principal can make arrangements with the Head teacher of another school.

10.2 An offsite direction contract should be completed by the school prior to the transfer proceeding. A transfer date should be agreed which will normally be for the start of the following half term.

10.3 An interview with the student and parent/carer should take place and involve staff members from both schools. A student should not be removed from the school roll until the receiving school confirms that the student has started with them and successfully completed the probationary period.

10.4 The student will undergo a number of literacy, numeracy and cognitive ability tests the results of which will be shared with the relevant members of staff.

11. Monitoring and Review

11.1 This policy has been made in accordance with the most recent legislation. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.

Admission Criteria - Notes

A. "Looked After Child" means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

B. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants will be asked to provide evidence in order to verify the previously looked after status of a child at the time of application. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

C. The significant specific need which parents may ask to be taken into account must: relate directly to the student; be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education. Parent(s) wishing to make application on the basis of this criterion must demonstrate that the Academy is specifically suited to meet the need described in the application and that no other school can meet this need. Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The Academy reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the Academy. Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the Academy to consider late information.

D. Brothers or sisters (siblings) are defined as full or half-brother/sister, adoptive brother/sister, fostered brother/sister, and the children of parents who are married or cohabiting, where the parents and children live together in the same household. For the purpose of clarity, it does not include cousins. The Academy reserves the right to ask for proof of relationship.

E. The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy Trust what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

F. Applications from separated Parents/Carers Only: One application can be considered for each child. Where parents/carers are separated, it is essential that agreement be reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. The

address used should be the one of the parent/guardian who receives the Child Benefit Allowance for the child. If Child Benefit is not claimed, the address should be that at which 8 the child spends most of their time during term time at the point of application.

G. In the case of over subscription against criteria 1 - 5, priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.