



# Lampton School

## Admissions Criteria 2021-22

For consultation 11/11/19 to 06/01/20

Date of Publication: **January 2020**

Date of Review: **January 2021**

SLT Responsible: **Jason Hermon (Assistant Headteacher)**

Governing Body Committee: **HR & Finance**

### 1. Admission of pupils:

- 1.1 Lampton School is an Academy. The school believes education to be a moral activity, which has at its core equality of opportunity for all and the development of students academically, emotionally, socially, morally and spiritually.
- 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 Equality 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.
- 1.3 Pupils will be admitted to Lampton School without reference to ability.
- 1.4 The school has always maintained a fully comprehensive intake by admitting pupils across the full ability range.
- 1.5 The pupil admission number (PAN) for the School is 240.

### 2. Admissions criteria:

- 2.1. Admissions to the school are the responsibility of the Governors of the school.
- 2.2. The following criteria will be applied in accordance with current legislation and the expressed policies of the school.

**2.3.** The Governing Body will operate an equal preference system in accordance with the Pan-London Admissions System. In accordance with the school's expressed values and practice and current legislation the following pupils will have priority where parents have expressed a preference for Lampton School.

**3. Oversubscription and in – year admissions priorities:**

Where applications exceed the number of available places the following criteria will be applied in the order set out to decide which children to admit.

**3.1. Children looked after by a Local Authority, and children who have been adopted (or made subject to a residence order or special guardianship orders) immediately following having been looked after.**

**3.2. Medical or Social Reasons**

Applicants who can demonstrate an urgent social or medical reason why their child requires attendance at Lampton school rather than any other school. This includes disability as defined by the Equality Act 2010 and a priority need as defined by the Children Act 1989. Parents must complete the appropriate section of the application and the reasons must be supported by relevant medical certificates or supporting evidence. Applications on these grounds will be determined by the Governors' admissions committee.

**3.3. Siblings**

Applicants who will have an older son or daughter – 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 – who will be attending Lampton at the time of admission in September 2022

**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**

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 walking 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.

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.

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 road.

The network starts from a 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. Blocks of flats are treated as one address. In blocks of flats, 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.

The walking route is established using an algorithm within the software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://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](http://www.capita-cs.co.uk)).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

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

## **Home Address definition**

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.

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:

- 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.

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.

### **Shared or joint residency**

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.

### **Members of the UK Armed Force 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.

### **Applications from abroad**

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.

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.

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

If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer of a school place.

### **Appeals**

Appeals will be heard in accordance with appropriate legislation. An Independent Appeals Panel appointed by the admission authority will adjudicate on all appeals for places in Lampton 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 Lampton School.

### **Children with Statements of Special Educational Needs**

The Governors must admit children with statements naming Lampton School but the authority has a duty to consult the school before naming it in the statement. Such admissions are separate from those provided for in this policy

### **Waiting Lists and In-Year Admissions**

The school will maintain a waiting list for those children whose parents sought admission for them at the beginning of year seven but could not be offered a place. Your child's position on the waiting list will be determined by applying the published admission criteria. A child moving into the area whose parents seek admission for the child to Lampton will be placed on the waiting list in the appropriate position as determined by applying the admission criteria. Therefore, parents are advised to note that a child's position on the waiting list may change if a child with higher priority by the application of the admission criteria joins the list. Names will remain on the waiting list initially for two terms. The waiting list will then be cleared.

The school will also maintain in-year waiting lists for over-subscribed years. These waiting lists will be held in accordance with the published admission criteria. Names on the in-year waiting lists will be cleared each term, unless a parent informs us in writing that they wish their child's name to remain on the list for a further term, up to a maximum of one academic year.

### **Review and monitoring**

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

## **SIXTH FORM (KS5) ADMISSIONS 2021-22**

Pupils already attending Lampton School in Year 11 and who meet the academic standard required by the school will normally transfer directly into the school's Sixth Form (Key Stage 5) in the September following the publication of GCSE results. Applicants from other schools who meet the same academic standard will be admitted using the order of criteria set out below. The academic standard required for entry into Lampton School Sixth Form will be reviewed annually. Our entry criteria is that all students entering the Sixth Form should have a minimum of 5 x grade 5+ at GCSE. If students do not possess at least a grade 5 in English and / or Maths they will be expected to study for these qualifications as part of their post-16 course selection. Additionally, due to the high academic demand of some subjects, many subjects have additional entry criteria. Please see the subject information pages for more information. For all applicants, admission is subject to a satisfactory report from the applicant's school.

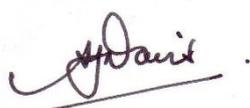
### **Criteria for Admission to the Sixth Form in Order of Priority**

1. Children looked after by a Local Authority.
2. Children whose parents can demonstrate an urgent social or medical reason, including disability as defined by the Equality Act 2010. The reasons must be supported by appropriate medical certificates or supporting evidence. Applications on these grounds will be determined by the Governors' admissions committee
3. Siblings of pupils currently in Year 7 to 11 in Lampton School and who meet the academic standards set by the school.
4. Other applicants who satisfy the academic standards set by the school for that year. Where there are more applicants than places available, admission will be based on distance according to the criterion set out in paragraph 3.5 of the criteria for year seven admissions



January 2020

Signed by: Chair of governors



January 2020

Signed by: Headteacher