



ADMISSIONS POLICY 2019-2020

Aspire | Commit | Succeed

Date of Policy: Autumn 2017

Committee: Staffing and Students

Next Review Date: Autumn 2019

The School will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to the school's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

ALPERTON COMMUNITY SCHOOL

ADMISSIONS POLICY 2019-2020

The school's Admissions Number for Year 7 and Year 8 is 324.

The school's Admissions Number for Year 9 is 270.

The school's Admissions Number for Year 10 to 11 is 220.

Arrangements for Admission at Secondary Transfer Stage

The school takes part in the Brent Co-ordination Scheme for co-ordinated admission to secondary school. Applications for Year 7 are made via the Common Applications Form. The Common Application Form is returned to the Local Authority. Applications for students with an Education, Health and Care Plan are made by the Local Authority by a separate procedure. Where the academy is named on a pupil's Statement of Special Educational Needs or Education, Health and Care Plan, that child will be admitted by the school.

Admission and Oversubscription Criteria

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

1. Where the child is or has previously been "looked after" (Young People in Public Care).

An application for admission to school must be made by the person with parental responsibility and / or the child's social worker.

2. Brothers or sisters of a child who attends the school and who will continue to do so on the date of admission. This includes half and step brothers and sisters and foster children so long as they live at the same address - but not cousins.

Pupils transferring to the sixth form or students currently on roll at the sixth form are not considered as sibling connections.

3. Children attending one of following Feeder primary schools at the time of application: Lyon Park, Barham, Vicar's Green and Oakington Manor

4. Special medical or social needs. These reasons must relate to the student and does not apply to family members. Parents applying under this criterion must provide supporting evidence from a professional e.g. a consultant, stating why Alperton Community School is the most suitable school and the difficulties caused if the child attends another school.

5. Proximity to the school at the time of application. Priority will be given to those living nearer the school. The distance will be measured in a straight line from the pupil's permanent address to the school gate on Ealing Road.

Tie Breaker

Within each criterion priority will be given to the applicant who lives closer to the school. This will be measured in a straight line from the pupil's permanent address to the school gate on Ealing Road.

Appeals

Parents/carers wishing to appeal against refusal of a place in the school will be automatically placed on the waiting list when notification of appeal is received.

Parents/carers will have the right to appeal against any decision not to offer a place at Alperton Community School. If you wish to appeal, you should do this by writing to the Chair of Governors at the school address, who will then put the appropriate arrangements

in place. Parents/carers must appeal within 20 school days from the date of notification that their application was unsuccessful.

Appeals relating to admission at secondary transfer for on-time applications (i.e. those relating to decisions sent on the national offer date) will be heard within 40 days of the deadline for appeal as set out in the timeline. Appeals for late applications will, where possible, be heard as above; however, if this is not feasible, they will be heard within 30 school days of the appeals being lodged.

Appeals relating to in-year applications (i.e. those made outside the timetabled admissions process) will be heard within 30 school days of the appeal being received.

Parents/Carers will receive written notice of the date of their appeal at least 10 school days in advance of the hearing, unless they have waived this right.

Submission of evidence from the parent/carers is required by 12 noon, seven working days prior to the date of the appeal hearing.

The Waiting List

For all groups where the year cohort is full, the school will operate a waiting lists procedure for admission. This will be maintained in accordance with the published admission criteria for the school.

A student's place on the waiting list is not dependent upon the date of being placed on it, but will be determined by how they meet the oversubscription criteria.

This means that a student's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

The waiting list will be closed each year and will not roll over. Parents/carers wishing to stay on the waiting list will be required to submit a request in writing.

Split Residence

Where a student lives with Parents/Carers with shared responsibility, each for part of a week, the address where the student lives is determined using a joint declaration from the Parents/Carers stating the pattern of residence. If a student's residence is split equally between both parents/carers, then parents/carers will be asked to determine which residential address will be used for the purpose of admission to school. If the residence is not split equally between both parents/carers then the address used will be the address where the student spends the majority of the school week.

Fair Access Protocol

It is sometimes the case that the actual number within the year group exceeds the published Admission Number and this will take account of the following factors:

- Where a child is admitted to the school as a result of a successful appeal to the School's Admission Authority.
- Where children are admitted to the school in agreement with the Local Authority's (LA) Fair Access Protocol.
- A child is given a place under the designated SEN (Special Educational Needs) code of conduct.

Arrangements for In – Year Admission

Offers for a place are made in accordance with the admissions criteria for the school.

Admission to the Sixth Form

We have ten forms of entry in the Sixth Form to ensure that class sizes are kept small.

Applications for the Sixth Form open in November for the following academic year. The Sixth Form Application Form (from the website) should be submitted to the school prior to the December deadline.

Places in Year 12 will be awarded in the following order of priority:

1. Children currently in public care (looked after children) / children previously in public care who meet the entry requirements and subject specific criteria (see notes below).
2. Students who were on roll at Alperton Community School at the end of the academic year immediately preceding the proposed date of entry into the Sixth Form and who meet the entry requirements and subject specific criteria (see notes below).
3. To receive priority for 2019 entry Alperton Community School students must apply by Friday 14 December 2018. Applications received after this date will be treated as external applications.
4. External applicants for 2019 entry who meet the entry requirements and subject specific criteria (see notes below) must apply by Friday 4 January 2019. Any applications received after this date will be added to the waiting list.

Additional notes:

1. All applicants must be aged 16 on the 31 August in the year of application.
2. Students must meet the entry requirements for their chosen programme of study as published in the Sixth Form prospectus.
3. Students must meet the individual subject criteria as published in the Sixth Form prospectus.
4. Sixth Form admission meetings for 2019 entry will commence on Monday 7 January 2019. Places will be offered in accordance with points 1-3 above and are subject to availability of places on courses and availability of resources.
5. Late applicants may be invited for discussion if places are available on their chosen courses or for a place on the waiting list.
6. The Sixth Form does not normally admit students to re-take Year 12 or Year 13.

Entry requirements for 2019-2020

Sixth Form - Level 3 courses

Level 3 courses are two-year courses. Sixth Form students typically study three subjects at Level 3. Normally, applicants must have at least a grade 6/7 in the specific subjects they wish to study (or in related subjects if the A level subject is new) and grades 5 in English and mathematics.

Specific subject entry requirements for Level 3 courses are outlined with the details of the courses Alperton Community School offers in the Sixth Form prospectus. These requirements will vary and will be in addition to the following minimum requirements.

The 4 A Levels programme:

- 6 GCSE passes at grades 6 to 9, including English and Maths.

The 3 A Levels programme:

- 5 GCSE passes at grades 5 to 9 (or equivalent), including English and Maths. No

admissions will take place after week 3 of the autumn term 2018.

Sixth Form - Level 2 courses

Level 2 courses are one-year courses. Sixth Form students typically study a full timetable of subjects at Level 2. Normally, applicants must have at least a grade 2/3 in the specific subjects they wish to study (or in related subjects if the level 2 subject is new) and grades 2/3 in English and mathematics.

Specific subject entry requirements for Level 2 courses are outlined with the details of the courses Alperton Community School offers in the Sixth Form prospectus.