

FINAL

West London Free School

Admissions Arrangements  
2012-2013

# **Admission to the West London Free School**

1 The West London Free School is a publicly funded, co-educational, independent secondary school.

2 Responsibility for the admission of pupils rests with the Governing Body.

3 All applications for places at the school will be considered in accordance with the arrangements set out below.

## **Admission to Year 7 in September 2012**

### **Agreed admission number**

4 The school will admit 120 pupils to Year 7 in 2012-2013.

### **Application Form**

5 Applicants for admissions to Year 7 in 2012-2013 must nominate the West London Free School on the Common Application Form (CAF) provided by the Local Authority in which they live.

6 The Common Application Form must be completed and returned to the Local Authority by midnight on Friday 21st October 2011.

### **Late applications**

7 Applications received after the closing date but before midday on Thursday 15th December 2011 will only be considered in exceptional circumstances and entirely at the discretion of the Chairman of Governors and the Headmaster acting together on behalf of the Governing Body.

8 Late applications will only be treated like applications received before the closing date if there is written evidence of exceptional medical, pastoral or compassionate grounds for the lateness of the application. If they aren't treated like applications received before the closing date, they will be added to the Waiting List after 31<sup>st</sup> August 2012.

9 Applications received after midday on 15th December 2011 and before midnight on 31<sup>st</sup> December 2012 will be added to the Waiting List after 31<sup>st</sup> August 2012 and be considered for any vacancies

occurring during the period 1st September and 31st December 2012 in accordance with the admission criteria set out below under Other admissions (in-year or casual admissions), paragraphs 34 and 35.

### **Verification of information**

10 All applicants will be required to produce proof of residence (i.e. a utility bill) and an original or certified copy of a birth certificate (a passport will not be accepted in place of a birth certificate). The Governing Body also reserves the right to seek verification from the local authority in which the applicant is resident.

11 False information, or the omission of material information, may result in disqualification, or the loss of a place after it has been offered, accepted or taken up.

### **Offer of places**

12 Letters informing applicants of the outcome of their applications will be sent by first-class post on 1st March 2012.

13 Applicants to whom places are offered will be required to inform the Governing Body of their decision whether to accept or reject the offer by the date given in the letter of offer.

### **Appeal procedure**

14 Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time.

15 The determination of the appeal panel is binding on all parties.

16 Full details of the procedure will be sent to parents with the decision letter on 1st March 2012.

### **Reserve List**

17 In addition to the right to appeal, unsuccessful applicants will be offered an opportunity to be placed on the reserve list. The order of the reserve list will be determined in accordance with the order determined by the over-subscription criteria.

18 The reserve list will be maintained until 31st August 2012.

19 Vacancies arising between 1st March and 31st August 2012 will in the first instance be offered to applicants on the Reserve List.

### **Waiting List**

20 On 1st September 2012 applicants on the Reserve List and applications received after 15th December 2011 will be placed on the Waiting List.

21 All applications on the Waiting List will be considered for any vacancies occurring during the period 1st September and 31st December 2012 in accordance with the admission criteria set out below under Other admissions (in-year or casual admissions), paragraphs 34 and 35.

22 The Waiting List will not be maintained after 31st December 2012.

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

23 The West London Free School will admit any statemented pupil whose statement names the West London Free School.

### **Over-subscription criteria**

24 If there are more applicants than places, places will be offered in accordance with the following criteria in order of priority:

1 Children in public care (children looked after by a local authority under section 22 of the Children Act 1989)

2 Up to 12 children who have applied to be considered under the musical aptitude scheme.

3 Children who will have siblings in the school at the time when they are admitted to the school.

4 After places have been filled under the first three criteria, 50% of any remaining places will be offered to those children who live nearest to the school, measured by the straight-line distance from the postcode of Hammersmith and Fulham Town Hall to the child's home.

5 After places have been filled under the first four criteria, two thirds of any remaining places will be offered to children living within a three-mile radius of the Town Hall. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

6 After places have been filled under the first five criteria, any remaining places will be offered to children living within a radius of between three and five miles of the Town Hall. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

7 After places have been filled under the first six criteria, any remaining places will be offered to children living beyond the five miles of the Town Hall. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

## **Notes**

### **Method of random allocation**

25 After places have been allocated under criteria 1 to 4, the remaining applications will be grouped under each of the remaining criteria according to place of residence. The applicants in each group will be put into rank order by random allocation, using a computer programme. Places under each criterion will be offered strictly in accordance with the rank order.

### **Sibling priority**

26 “Siblings” mean two or more children who have at least one parent in common and who reside in the same home as one another. Where a child has been legally adopted, he or she will be regarded as the sibling of any other children with the same legal guardian, all of whom reside in the same household.

### **Twins and same-year siblings**

27 Where applications are received from twins, triplets or same-year siblings the following procedure will be followed: if one child is selected

for a place within their band, the twin/triplet/same year sibling will be ranked in their own band immediately below Looked After children.

### **Musical aptitude scheme**

Full details of the specialist music scheme are given on the website.

28 Parents and carers who wish their children to be considered for a specialist music place must complete a supplementary application form. A candidate for a specialist music place will be required to attend a music aptitude test at the school. Further details of the location and times for tests will be sent to applicants for specialist music places. The results of the aptitude tests will be used to determine the offer of places under criterion 2.

29 An applicant whose application for a place under the music aptitude scheme is not successful will be considered for a place under the other criteria. The fact that the application under the music aptitude scheme was not successful will have no bearing on the consideration of the application under the other criteria.

### **Distance from the home to the school**

30 The distance from home to the West London Free School is the straight-line distance measured from the front door of the child's residence to the postcode of the Town Hall in the London Borough of Hammersmith and Fulham which is W6 9JU.

31 A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/guardian who receives the Child Benefit Allowance for the child will be taken as the permanent address.

32 Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the school, the offer of a place will be withdrawn and an appeal offered.

### **Tiebreaker**

33 In the event of two or more applicants tying when any of the admission criteria is applied, positions will be determined by random allocation.

For example, this may occur when children in the same year group live at the same address or if the distance between the home and school is exactly the same.

### **Other admissions (in-year or casual admissions)**

34 Applications for vacancies that arise outside the normal annual admission round for Year 7 will be considered at any time during the year. Information and application forms may be obtained from the school. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the following criteria, in order of priority:

1 Children with statements of Special Educational Needs in which the West London Free School is named on the statement.

2 Children in public care (children looked after by a local authority under section 22 of the Children Act 1989).

3 Where it is a vacancy under the musical aptitude scheme, musical aptitude.

4 Children who will have siblings in the school at the time when they are admitted to the school.

5 Children who live nearest to the school, measured by the straight-line distance from the Town Hall to the child's home.

35 The School may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The school will consult and co-ordinate its arrangements, including over the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.