

The West London Free School

Consultation on Proposed Admissions Arrangements
2013-2014

Admission to the West London Free School

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

2 Decisions regarding the admission of pupils are made by 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 2013

Agreed admission number

4 The school's admissions number to Year 7 in 2013-2014 will be 120.

Applications

5 Applications for ordinary admission at the start of Year 7 will be processed by the London Borough of Hammersmith and Fulham as part of its borough wide co-ordination scheme and applications should be made on the Common Application Form which is available either from the applicant's Local Authority or online at <https://www.eadmissions.org.uk/eAdmissions/app>. Applicants for admissions to Year 7 in 2013-2014 must nominate the West London Free School on the Common Application Form. The Common Application Form must be completed and returned to the Local Authority by midnight on Friday 21st October 2012.

6 The School will process all other applications for admission, including those received for Year 7 after that year has started in school. All such extraordinary applications are referred to as "in-year" admissions. For in-year admissions, parents will be asked to complete an application form provided by the school office. Verbal or telephone applications will not be accepted. Where no place is available the applicant will be advised in writing and informed of their right to request an independent appeal. See paragraph 35 below for more information on in-year admissions.

Late applications

7 Applications received after the closing date but before midday on Thursday 15th December 2012 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, or the applicant has moved into the borough from outside the Pan-London Scheme area after 21st October 2012. If they aren't treated like applications received before the closing date, they will be added to the Waiting List after 31st August 2013.

9 Applications received after midday on 15th December 2012 and before midnight on 31st December 2013 will be added to the Waiting List after 31st August 2013 and be considered for any vacancies occurring during the period 1st September and 31st December 2013 in accordance with the admission criteria set out below under "Other admissions (in-year or casual admissions)", paragraphs 35 and 36.

Verification of information

10 All applicants will be required to produce proof of residence (i.e. a utility bill). The Governing Body also reserves the right to seek verification of residence from the local authority in which the applicant is resident.

11 False information, or the omission of material information, may result in the withdrawal 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 2013.

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 2013.

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 2013.

19 Vacancies arising between 1st March and 31st August 2013 will in the first instance be offered to applicants on the Reserve List.

Waiting List

20 On 1st September 2013 applications on the Reserve List and applications received after 15th December 2012 will be placed on the Year 7 Waiting List.

21 All applications on the Year 7 Waiting List will be considered for any vacancies occurring during the period 1st September and 31st December 2013 in accordance with the admission criteria set out below under “Other admissions (in-year or casual admissions)”, paragraphs 35 and 36.

22 The Year 7 Waiting List will not be maintained after 31st December 2013.

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 Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2 Children whose parents are Founders of the West London Free School and have been granted this provision by the Secretary of State.

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

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

5 After places have been filled under the first four 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 school gate to the child's home. For 2013-2014 admissions, the distance criteria will be measured from the front gate of Palingswick House to the child's home.

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

8 After places have been filled under the first seven criteria, any remaining places will be offered to children living beyond the five miles of the school. 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 5, the remaining applicants 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.

Founders

26 The Founders of West London Free School who have been granted this provision by the Secretary of State are those individuals who played a major role in establishing the school, undertaking activities during the application and pre-opening stages, and continue to play a significant role in the running of the school since opening. A list of relevant Founders is available from the school on request and included in the agreement with the Secretary of State.

Sibling priority

27 “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

28 Where applications are received from twins, triplets or same-year siblings the following procedure will be followed: if one child is selected for the last place within their over subscription criterion, the twin/triplet/same year sibling will be also be admitted even if that causes overall admissions to exceed the published admissions number.

Musical aptitude scheme

Full details of the specialist music scheme are given on the school’s website (www.wlfs.org).

29 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 3.

30 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

31 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 front gate of Palingswick House.

32 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.

33 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

34 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)

35 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 Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

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

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

4 Children who live nearest to the school, measured by the straight-line distance from the front gate of Palingswick House to the child's home.

36 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.