

# **West London Free School**

**Admissions Arrangements 2011-2012**

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

- 1 The West London Free School is a publicly funded, co-educational, independent secondary school with an agreed admission number of 120 pupils.
- 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.

### **Application Form**

- 4 For admissions in 2011-2012 there will be a separate Application Form to the Common Application Form provided by the Local Authority in which you live. The West London Free School Application Form may be obtained from [www.westlondonfreeschool.co.uk](http://www.westlondonfreeschool.co.uk). You can also request a Form to be sent to you by leaving a message for our Admissions Team on 0207 924 5109.
- 5 The application form must be submitted by midnight on the 31<sup>st</sup> of January 2011.
- 6 You can complete the Application Form online at [www.westlondonfreeschool.co.uk](http://www.westlondonfreeschool.co.uk). You can also submit your Application Form by e-mail to [admissions@westlondonfreeschool.co.uk](mailto:admissions@westlondonfreeschool.co.uk), or by posting it to the freepost address on the Application Form.

### **Late applications**

- 7 Application Forms received by after the closing date of will be considered late and will be dealt with after all applications received on time. Exceptionally, late applications will be considered if there is written evidence of exceptional medical, pastoral or compassionate grounds.

### **Proof of residence**

- 8 All applicants will be required to provide proof of residence. The Governing Body reserves the right to seek verification from the local authority in which the home is situated.

### **Offer of places**

- 9 Letters informing applicants of the outcome of their applications will be sent by first-class post on 1<sup>st</sup> March 2011.
- 10 Applicants to whom places are offered will be required to inform the Governing Body of their decision whether to accept or reject the offer within five days.

### **Appeal procedure**

- 11 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.
- 12 The Appeal Panel will be independent of the West London Free School. The determination of the Appeal Panel is binding on all parties. The School shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The School may, if it chooses, enter into an agreement with the Local Authority or any other organisation for it to recruit,

train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked. Full details of the procedure will be sent to parents with the decision letter on 1<sup>st</sup> March 2011.

### **Waiting list**

- 13 In addition to the right to appeal, unsuccessful applicants will be offered an opportunity to be placed on the waiting list. The order of the waiting list will be determined in accordance with the over-subscription criteria set out below, not in the order in which applications are received or added to the list.

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

- 14 The West London Free School will admit any statemented pupil whose statement names the West London Free School and for whom the School has agreed to be named in the statement.

### **Over-subscription criteria**

- 15 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. After places have been filled under the first two 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 2011-2012 admissions, the distance criteria will be measured from the postcode of the Town Hall in the London Borough of Hammersmith and Fulham to the child's home.
  4. After places have been filled under the first three 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.
  5. After places have been filled under the first four 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.
  6. After places have been filled under the first five criteria, any remaining places will be offered to children living beyond five miles from 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

- 16 After places have been allocated under criteria 1 to 3, 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.

### Vacancies occurring after the initial offers have been made

- 17 Vacancies occurring after the initial offers have been made on 1st March 2011 but before 31st August 2011, will be offered in accordance with the oversubscription criteria. This may result in an applicant who was originally offered a place under criteria 4 being moved to a place determined by distance from the School (criterion 3), in which case, the consequent vacancy under criterion 4 would be filled using the rank order list for criterion 4. Vacancies under criteria 5 and 6 will be filled using the rank order lists.

### Sibling priority

- 18 From September 2012, when the School will admit its second intake to Year 7, the Governing Body intends to include in the oversubscription criteria for the annual admission to Year 7 a criterion giving priority to children who will have siblings currently at the School.
- 19 A sibling criterion has been included in the oversubscription criterion for casual admissions to Year 7 during the academic year 2011-2012 (see **Other Admissions** below). "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

- 20 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 children in public care.

### Musical aptitude scheme

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

- 21 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 musical aptitude test at a location in Fulham. 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.
- 22 An applicant whose application for a place under the musical 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**

- 23 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 London Borough of Hammersmith and Fulham, which is W6 9JU.
- 24 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.
- 25 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**

- 26 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 the School is exactly the same.

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

- 27 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 School gate to the child's home.
- 28 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 school places for unplaced children.