

# Reach Academy Feltham

## Admissions Policy 202627

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## Introduction

1. This Admissions Policy is part of the admission arrangements for Reach Academy Feltham (school), an all-through academy which is part of Reach Schools (Trust), a multi academy trust.
2. The school is a co-educational, non-selective, publicly funded school that welcomes applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.
3. The school admits children into Reception Year who will usually remain on the roll throughout their compulsory education through to Year 11. The school has a sixth form (Years 12 and 13) which caters for transferring Year 11 pupils and external candidates. The sixth form is branded as Feltham College, and its admission criteria are set out in this policy.
4. The school offers nursery provision, with its own Nursery Entry Arrangements which are published on the school's website. Attendance at the Nursery will not result in automatic transfer to Reception Year at the school. A separate application for admission must be made by parents which will be processed with all other applications for Reception Year. However, a limited number of places are allocated to eligible children attending the nursery as set in the oversubscription criteria below.
5. The 'admission authority' for the school is the Trust. These functions are carried out in compliance with the School Admissions Code 2021 (Admissions Code) and the School Admission Appeals Code 2022 (Appeals Code), along with other relevant law relating to equality, human rights and special educational needs.
6. In education law and this policy, a 'parent' means a natural or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for, the child), as well as other persons who are not the natural or adoptive parent of the child but who have care of and/or parental responsibility for them.

## Children with an Education, Health and Care plan (EHCP)

7. Children with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named therein as the one the child will attend.

8. Where the parents of a child with an EHCP want them to be educated at the school, they must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the school on its suitability and compatibility, before deciding whether or not to name it in the child's EHCP.
9. Where the school is named in an EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Reception Year or Year 12 at the start of September), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the school is named regardless of numbers.

## Age at Admission and Compulsory School Age

10. All children are entitled to a full-time place at school in the September following their fourth birthday. However, they do not reach compulsory school age (the age at which they are legally required to attend school full-time) until one of three prescribed dates after their fifth birthday:
  - a. Children born on or after 1 September to 31 December reach compulsory school age on 31 December on or after their fifth birthday.
  - b. Children born on or after 1 January to 31 March reach compulsory school age on 31 March on or after their fifth birthday.
  - c. Children born on or after 1 April to 31 August reach compulsory school age on 31 August on or after their fifth birthday. These children are known as 'summer born children'.

# Deferred Entry, Delayed Entry and Part-Time Attendance

## Deferred Entry

11. Parents can choose to defer their child's start until they reach compulsory school age. Where this is for one or two terms, this is known as 'deferring' entry, and the place offered and accepted will be retained for that child until they start school.
12. The table below shows the options available:

Children with their fifth birthday between 1 September and 31 December (autumn born)	<p>Compulsory school age from the following January:</p> <p>A school place will be available from the September but can be deferred until January – the school place will be held once parents have agreed this with the school.</p>
Children with their fifth birthday between 1 January and 31 March (spring born)	<p>Compulsory school age from the following April:</p> <p>A school place will be available from the September before this but can be deferred until January or April – the school place will be held once parents have agreed this with the school.</p>
Children with their fifth birthday between 1 April and 31 August (summer born)	<p>Compulsory school age from the following September (which is then year 1 not reception):</p> <p>A school place will be available from the September before this but can be deferred until January or April – the school place will be held once parents have agreed this with the school.</p>

13. The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception).

## Part time admission

14. Parents can choose to send their child to school on a part time basis. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class.
15. Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the part time admission.

## Delayed admission - summer born

16. Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may request that they are admitted outside of their normal age group – to reception rather than year 1
17. A separate written request must be made at the same time as making the online application for the child's actual age group. Supporting documentation can be uploaded if you wish to do so (use document type – out of cohort.)
18. Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.
19. Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.
20. The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include:
  - the parents' views

- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely

21. The views of the head teacher will be an important part of this consideration. We may also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply:

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

22. The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year.

23. If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday for a place in Year 1.

24. Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in the preferred age group.

## Children educated outside of their chronological year group

25. It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.
26. Before making your request, you are encouraged to discuss this with the class teacher and the Headteacher of your current school.
27. You must make a separate written request at the same time as making your online application for your child's actual age group. You can upload supporting documentation if you wish to do so.
28. The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and any relevant evidence you want us to consider which may include:
  - the parents' views
  - recent information about your child's academic, social and emotional development
  - recent medical history and the views of a medical professional
  - whether they have previously been educated out of their normal age group
29. The views of the Headteacher will be an important part of this consideration. We may also gather information from any professionals involved with your child to consider whether any of the following apply:
  - Whether your child shows significant delay in intellectual development/education skills, across all subject area, to an extent that
  - curriculum differentiation (with appropriate SEN resources) is not reasonable.
  - Whether your child's physical maturity places them in a position of being developmentally different from their peer group.
  - Whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group.

## Statutory Maximum Infant Class Size

30. The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.
31. Some categories of children may still be admitted over the statutory maximum.

32. These categories are set out in regulations and summarised at Paragraph 2.16 of the Admissions Code. Where this happens, the additional pupils are deemed to be 'excepted pupils' who do not count towards the class size until it falls back to 30.

### **Published Admission Number (PAN) for Reception Year**

33. The PAN for Reception Year is 60.

### **Oversubscription Criteria for Reception Year to Year 11**

34. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

**a. Looked after and previously looked after children**

A 'looked after child' is one who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admissions Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (VSH) at the Local Authority has already verified the child's status and the school is able to confirm this with them, there will be no need for evidence to be provided with the application.

**b. Children with an exceptional medical and/or social need to attend Reach Academy Feltham**

The child must have an exceptional medical and/or social need that means that only Reach Academy Feltham is suitable for them to attend, and no other local school would be suitable.

A completed [Exceptional Medical and/or Social Need Form](#) (published on the school's website or available from the school's main office) must be submitted with the application for admission for inclusion in this category to be considered. [Part A](#) of

this form must be completed by the parent whose details are given in the application for admission. The form must then be given to a medical or other professional (e.g. GP, hospital consultant, psychiatrist, psychologist or social worker) for completion of Part B, signing and dating before it is submitted with the application (a dated and signed statement on letterhead from a professional may be accepted instead of a completed Part B).

The criteria in this category set a high threshold to meet. For the avoidance of doubt, simply having a medical or behavioural condition, or special educational or other needs, will not be sufficient. There must be compelling evidence that only Reach Academy Feltham is suitable for the child to attend and no other local school is suitable, which is caused by the need.

**c. Children who attend the school's nursery and are eligible for Early Years Pupil Premium (EYPP)**

The child must be a registered pupil, be currently attending the school's nursery, and be eligible for EYPP, at the time of application for a place in Reception Year at the school.

For the avoidance of doubt, this category will not apply to in-year applications for admission to any other year group (except the admission of summer born children to Year 1 where admission has been delayed for one school year).

Parents should note that, if their child is offered a place in Reception Year from September, and they subsequently exercise their right to defer entry of their child to later that school year, although the Reception Year place will be held for the child, the nursery place will not be held for them as this would prevent a younger child from having the benefit of nursery education.

A completed Supplementary Information Form (published on the school's website or available from the school's main office) must be submitted with the application for inclusion in this category to be considered. As these children will already be registered as nursery pupils, the Admissions Committee will check the school's records to confirm receipt of EYPP.

**d. Children with a sibling at Reach Academy Feltham at the time of application and admission**

The sibling must be on the roll at Reach Academy Feltham at the time of application, and will still be on the roll at the time of the applicant child's admission in September 2026, excluding Years 12 and 13 in both cases.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother

or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild) or friend will not be a 'sibling', even if they live at the same address as the applicant child.

**e. Up to 20 children living in TW13 or TW14 who are eligible for Pupil Premium (PP)**

The child's home address (as defined in this policy) must have a TW13 or TW14 postcode, and the child must be eligible for PP, at the time of application and admission.

Pupils are eligible for PP if they are eligible for Free School Meals (**FSM**) at the time of application or have/would have been at any time in the past 6 years, including eligible children of families who have no recourse to public funds (**NRPF**). Further information about FSM, including eligibility, can be accessed via the government website [here](#).

A completed [Supplementary Information Form](#) (published on the school's website or available from the school's main office) must be submitted with the application for inclusion in this category to be considered. Checks will be made by the school to confirm eligibility for PP.

**f. Up to 2 places for children of staff at Reach Academy Feltham**

The staff member may be full or part time, and teaching or non-teaching staff. They must spend more than 50% of their working week during term time based at Reach Academy Feltham. For the avoidance of doubt, it is not possible to have priority for more than one school within the Trust.

The staff member must have been (a) employed for two or more years at the time of application on a permanent contract, or two or more consecutive fixed term one year contracts, and/or (b) recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

A 'child of a staff member' means their natural child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner.

In all cases, the child of the staff member must live and sleep for more than 50% of their time from Sunday to Thursday night during term time at the home address recorded for the staff member in their HR file. For the avoidance of doubt, a child of another family member (e.g. niece, nephew or grandchild) or friend will not be a 'child of a staff member', even if they live at the same address as the staff member.

The staff member must be the parent whose details are given in the application form, as obtaining details for more than one parent is prohibited. A signed and dated letter on headed notepaper from the staff member's HR Manager confirming that they meet (a) and/or (b) above must be submitted with the application for inclusion in this category to be considered.

#### **g. Other children living in TW13 or TW14**

The child's home address (as defined in this policy) must have a TW13 or TW14 postcode at the time of application and admission.

This category will include any children who were unsuccessful in achieving a place in Category 19.e above due to the limit on places in that category.

#### **h. All other children**

All applicant children not included in any of the categories above will be included in this category.

## **Published Admission Number (PAN) for Year 12**

35. The PAN for Year 12 is **20**.

36. This PAN relates to external applicants for Year 12 only, as existing Year 11 pupils are already on the roll and do not need to apply for admission under this policy. Existing Year 11 pupils who meet the Minimum Academic Entry Criteria below and want to continue their studies into Year 12 will simply transfer from Year 11.

## **Minimum Academic Entry Criteria for Year 12**

37. All external applicants and existing Year 11 pupils must meet the Minimum Academic Entry Criteria to be considered for a place in Year 12. These criteria are:

Course	Minimum Threshold
<b>Vocational courses (e.g. BTEC)</b>	<b>A minimum of five GCSEs (or equivalent) at Grade 5, including English Language or Literature, and Mathematics</b>
<b>A Level Courses</b>	<b>A minimum of six GCSEs (or equivalent) at Grade 6, including English Language or Literature, and Mathematics</b>
<b>Subject Specific</b>	<b>Grade 7 GCSE in each A level subject or the</b>

<b>Requirements (A Levels)</b>	<b>nearest related subject, with the exception of Further Mathematics for which Grade 9 is required. Candidates should refer to the Sixth Form Prospectus for full details of the subject specific requirements for each A level offered.</b>
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38. These criteria set a threshold which, once reached, puts applicants on an equal footing for places, with the oversubscription criteria and tie breaker set out below being applied where there are more eligible applicants than places available. For the avoidance of doubt, applicants achieving higher grades will not receive higher priority.

39. These criteria are part of the school's determined admission arrangements and will be strictly applied. They will only be adjusted where this is necessary in order to avoid a particular/substantial disadvantage caused by a disability or other protected characteristic in their application, which has not already been addressed during the examination process via special consideration or access arrangements.

## Oversubscription Criteria for Years 12 and 13

40. Where there are fewer applications than places available, all external applicants will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

**a. Looked after and previously looked after external applicants**

A 'looked after applicant' is one who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after applicant' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as an applicant who appears to the Admissions Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the applicant's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of applicants adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the applicant's status and the school is able to confirm this with them, there will be no need for evidence to be provided with the application.

**b. All other external applicants**

All applicants not included in the category above will be included in this category.

## Tie Breaker

41. In any of the oversubscription categories above for any year groups, where there are more applications than places available, the order in which places are allocated will be determined by random lottery in front of a person who is independent of the school.
42. For the avoidance of doubt, where the child/applicant lives is only relevant as specifically set out in the oversubscription categories for Year 7 to Year 11 above, and is not relevant at all for Years 12 and 13. The distance the child/applicant lives from the school is not relevant at all in any year group.
43. In Reception Year to Year 11, where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same year group at the same time, but not all of them are allocated a place because of the application of the tie-breaker for the final place(s), all of them will be allocated a place even where this means going over PAN.
44. In Reception Year to Year 2, these children are deemed to be 'excepted pupils' for the purpose of the statutory maximum infant class size, which means they do not count towards the total until the class size falls back to the maximum.

## Child's Home Address

45. The child's home address is defined in this policy. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.
46. Parents will be expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include family court orders setting out child arrangements and/or proof of ownership and renting.
47. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant's permanent home address

may be requested. If the child/sibling moves address during the course of the application process, London Borough of Hounslow and (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition, and of the expected moving date.

48. London Borough of Hounslow will carry out address verifications against their records where these applications are made by parents of applicants who are resident in the borough, where necessary. Further information about these checks and their outcomes can be found on London Borough of Hounslow's website.
49. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

## **Home address - Shared or Jointed residency**

50. The Local Authority will only accept one application per child and only one offer of a school place will be made.
51. We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts. The Local Authority will not mediate between parents.
52. 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.
53. 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.
54. 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.

## Applications from abroad (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands)

55. 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.
56. If you and/or your child currently live abroad but intend to move to the London Borough of Hounslow, we will accept an application ahead of your arrival. Your application will be processed using the home address in the country where your child is currently residing even if your family is returning to a property you own in the UK. If we make an offer of a school place, the child will be expected to start on the first day of term.
57. Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

## Application Process in the 'Normal Admission Round' (Reception Year)

58. All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.
59. The 'normal admission round' for applications for admission to Reception Year in September covers all applications made by the statutory deadline for applications (**15 January 2026**), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (**16 April 2026**).
60. Applications in the 'normal admission round' for Reception Year must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For applicants residing in London Borough of Hounslow, the webpage can be accessed by clicking here: **[Primary admissions | London Borough of Hounslow](#)**

61. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.
62. A 'late application' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

## **Application Process in the 'Normal Admission Round' (Year 12)**

63. Applications for the admission of external applicants to Year 12 in September must be made directly to the school by completing a Sixth Form Admission Application Form (which can be completed online by clicking here [Online Sixth Form Application](#) downloaded and completed in hard copy form or obtained in hard copy form from the school's main office).
64. If not completed online, completed hard copy application forms must either be submitted by email to the Admissions Committee using [admissions@reachacademy.org.uk](mailto:admissions@reachacademy.org.uk) or by post/hand delivery to the school's main office.
65. Applications should be made by 15th December 2025. All applications received will then be processed, and conditional offers of a place will be made as soon as possible after that date, based on the predicted grades stated in the application form. All other applications will be processed after on time applications up to the point of admission in September.
66. Any candidate receiving a conditional offer who subsequently meets the Minimum Academic Entry Criteria (including subject specific requirements) for the courses they applied for on GCSE results day will then be made a firm offer of a place on receipt of documentary evidence of their GCSE grades.
67. Candidates without a conditional offer should nevertheless still attend the school on GCSE results day with documentary evidence of their GCSE grades, as further places may be offered once actual grades are known.

## **Application Process for In-Year Admission**

68. An 'in-year application' is one made for Reception Year or Year 12 on or after the first day of term in September, or for any other year group at any time.
69. The PANs set for Reception Year and Year 12 apply throughout the year of admission, but cease to apply after that. This means that in-year applications made for these year groups may be refused on the basis that there are no places available within the PAN.
70. In respect of other year groups, a place will be offered unless admitting an additional child/applicant would prejudice the efficient provision of education, and/or the efficient use of resources, at the school.
71. Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.
72. In respect of Reception Year to Year 11, the school has opted into London Borough of Hounslow's coordinated scheme for in-year admission. Applications for in-year admission must therefore be made to London Borough of Hounslow, by completing their In-Year Admission Application Form which is available by clicking here: [In-Year Admissions | London Borough of Hounslow](#)
73. Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. If supporting documents are not provided, the school may not be able to identify the correct oversubscription category which is likely to result in the child being placed in a lower category, reducing the chances of achieving a place.
74. The outcome of in-year applications will be notified in writing to parents within a maximum of **15 school days** of receipt.

## Statutory Right of Appeal

75. Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the school. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.
76. The school will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2024.

## Waiting List

77. A waiting list will be held for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to coordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.
78. The waiting list will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.
79. The waiting list will be in operation until 31 August 2026. Hounslow will contact parents/carers in August 2026 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2026.
80. In Year 12, the school operates a waiting list until 31 December following the admission of the cohort in September, after which time the list is deleted. No waiting list is maintained for Year 13.
81. Waiting lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/ applicant's name was added to the list. This means a child/applicant's name can go up, as well as down, the list as more names are added.
82. When a place becomes available, the tie breaker set out above (i.e. random allocation) will be used to determine which child/applicant in the highest category (if more than one) will be offered the place.
83. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting lists.

## Review and Determination of Admission Arrangements

84. The admission arrangements for a school must be determined every year by the Board of Trustees. Where any changes are proposed from the criteria determined for the previous intake, these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January, ahead of determination on or before 28 February.

85. The admission arrangements were determined on **16 December 2024**.