

**DETERMINED ARRANGEMENTS FOR COMMUNITY
SCHOOL ADMISSIONS IN HAMMERSMITH & FULHAM FOR THE ADMISSIONS
YEAR 2012**

COMMUNITY SECONDARY SCHOOLS

Any parent/carer can express a preference for a Hammersmith and Fulham community secondary school by completing the LA's Common Application Form. The aim of the scheme is to deliver a single offer of a school place to each pupil in the admission round.

For September 2012 places will be allocated to those children whose parents or carers have expressed a preference for that school. The number of places available to be offered may be affected by any decision to name a particular school for children with a statement of special educational need. This is because children with a statement of special educational needs naming a school must be offered a place at that school.

Oversubscription

Following the allocation of places to children with a statement that names the school, if there are more preferences expressed than places in the school, places will be allocated in accordance with the following criteria in order of priority to:

1. Children In public care (Those 'looked after by a local authority under section 22 of the Children Act 1998) (***see note 1**)
2. Children defined as being in priority need within the categories of need defined by the Children act 1989 or as having an otherwise professionally supported exceptional education, medical or social need for a particular school. (***see note 2**)
3. Children who have a brother or sister already in the school and who would be in that school in September 2012. (***see note 3**)

If there are more children with siblings in the school than places available, places will be allocated to those children with siblings who live nearest to the school in terms of walking distance, via public rights of way measured using a bespoke computerised geographical information system (GIS) (*see note 3).

4. Children who live nearest to the school in terms of walking distance over public rights of way measured using a computerised Geographical Information System (GIS) (***See note 4**)

Notes

1. *Confirmation of a child's looked after status will be required.*

2. *If you think your child has an exceptional educational, social or medical need for this particular school, your case must be supported by documented evidence from a doctor, health visitor, social worker or other medical professional, which must be submitted at the time of your original application. You will need to show why your preferred school is the only school that meets your child's social or medical need. The decision as to whether your child qualifies on medical or social grounds is made by the local authority. Examples of exceptional medical or social need could include:*

- *Children who are at risk or have a Child Protection Plan*
- *Children undergoing statutory assessment, referred by Individual Progress Team*
- *Children or their parent(s) who are disabled with the definition of the Disability Discrimination Act 2005.*

2. *Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.*

Siblings in the same year group transferring

Where two or more siblings are in the same year group (e.g. twins), and it is the parent's wish that the siblings should attend the same school, if one sibling can be offered a place at a school, the other(s) will automatically be offered so as not to separate them.

3. *Distance will be measured by the shortest walking route, via public rights of way, from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system, with those living closer to the school receiving the higher priority.*

THE WILLIAM MORRIS SIXTH FORM

William Morris Sixth Form (WMSF) is a 16 – 19 Community Secondary School and is able to admit up to 835 students in total each academic year. WMSF welcomes applications from all students who will be aged 16-18 on the 31 August in the year of starting their programme. WMSF has a strong relationship with the local authority in the London Borough of Hammersmith & Fulham (LBHF) and all references to the "borough" are referring to LBHF.

Applications received by the published deadline are prioritised in the following order:

1. Students who are presently studying at WMSF and applying to continue their existing programme at WMSF (e.g. moving from year 1 of their advanced level programme on to year 2)

2. Students who are presently studying at WMSF and applying to start on a new programme at WMSF (e.g. progressing from a one-year programme on to a further programme)
3. Students who are in care, or looked after, who attend a borough special school or other borough special educational provision
4. Students in year 11 who attend a community borough secondary school without a sixth-form; presently Fulham Cross Community Secondary Girls' School, Henry Compton Community Secondary Boys' School and Hurlingham & Chelsea Community Secondary (Mixed) School
5. Students in year 11 of other secondary schools
6. Other students eligible by age to attend WMSF

Applications received after the published deadline are prioritised in order of date of receipt of application. In all cases the offer of a place will be subject to the availability of a suitable course.

Process

WMSF publishes annually a detailed prospectus about all the courses it offers. The prospectus contains an application form and a standard reference form, along with details explaining the applications process and timetable, including dates for open days and evenings.

Information obtained from the reference form is used as part of the student guidance process and must be completed by a Head of Year, or similar, before the application is returned to WMSF.

The prospectus for 2010/2011 will be available from **20 October 2011**

The published deadline is 31 January 2012.

In all cases, completed application forms will be accepted by hand-delivery or by post. Applicants will not normally receive an acknowledgement of receipt of their application but will receive an invitation to attend for an interview. Applicants who have not heard from WMSF within three weeks of posting their application should contact the admissions officer.

The Interview

At WMSF, students are treated as individuals and given extensive guidance on suitable courses. Accordingly, the purpose of the interview is solely to start this guidance process and to enable the student to make informed decisions about subject choice and suitability of course offer. The primary purpose of the reference is to aid WMSF staff in guiding students onto suitable courses but it can occasionally serve the purpose of setting targets for applicants for the remainder of their present studies. Admission to WMSF is not conditional on the interview.

Offers

Students who accept places at WMSF must attend for a day of course guidance towards the end of the summer term. Attendance is compulsory as this is an

opportunity for the student to spend time finding out more detail about subjects and courses and ways of working at WMSF. Failure to attend course guidance usually results in the withdrawal of the offer.

Final decisions about courses are made at enrolment in late August when details of individual student GCSE results and other examinations are known. As offers of places on courses are conditional on examination grades, course preference cannot be finalised before this date. Students who do not meet the conditions of their initial offer will be assisted to find an alternative suitable course.

Appeals

In the unlikely event that a student fails to gain a place at WMSF, they are entitled, in law, to make an appeal through their parents. WMSF will provide, on request, details about how this can be done.

COMMUNITY PRIMARY SCHOOL ADMISSIONS – 2012

Any parent/carer can express a preference for a Hammersmith and Fulham community primary school by completing the LA's Common Application Form. The aim of the scheme is to deliver a single offer of a school place to each pupil in the admission round.

For September 2012 places will be allocated to those children whose parents or carers have expressed a preference for that school. The number of places available to be offered may be affected by any decision to name a particular school for children with a statement of special educational need. If there are more preferences expressed than places in the school, places will be allocated in accordance with the following criteria in order of priority to:

Children who are either:

1. Children In public care (Those 'looked after by a local authority under section 22 of the Children Act 1998) (***see note 1**)
2. Children defined as being in priority need within the categories of need defined by the Children act 1989 or as having an otherwise professionally supported exceptional education, medical or social need for a particular school. (***see note 2**)
3. Children who have a brother or sister already in the school and who would be in that school in September 2011 or January 2012 (***see note 3**).

If there are more children with siblings in the school than places available, places will be allocated to those children with siblings who live nearest to the school in terms of walking distance (***see note 4**)

4. Children who live nearest to the school in terms of walking distance over public rights of way measured using a bespoke computerised Geographical Information System (GIS) (***see note 5**).

Notes

1. *Confirmation of a child's looked after status will be required.*
2. *If you think your child has an exceptional educational, social or medical need for this particular school, your case must be supported by documented evidence from a doctor, health visitor, social worker or other medical professional, which must be submitted at the time of your original application. You will need to show why your preferred school is the only school that meets your child's social or medical need. The decision as to whether your child qualifies on medical or social grounds is made by the local authority. Examples of exceptional medical or social need could include:*

- *Children who are at risk or have a Child Protection Plan*
 - *Children undergoing statutory assessment, referred by Individual Progress Team*
 - *Children or their parent(s) who are disabled with the definition of the Disability Discrimination Act 2005.*
3. *Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.*

Siblings in the same year group transferring

Where two or more siblings are in the same year group (e.g. twins), and it is the parent's wish that the siblings should attend the same school, if one sibling can be offered a place at a school, the other(s) will automatically be offered so as not to separate them.

4. *Distance will be measured by the shortest walking route, via public rights of way, from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system, with those living closer to the school receiving the higher priority.*

PUBLICATION OF ADMISSION ARRANGEMENTS

The LA annually publishes two booklets in respect of its admissions arrangements – *Starting School* – for admissions in respect of primary and nursery schools and *Moving on Up – Making the transfer to Secondary Schools in Hammersmith & Fulham*.

This information offers clear guidance to steer parents through the admissions procedure, sets out the timescale for each stage, describes the authorities admission policy and over subscription criteria, explains what is required from parents and schools at each stage, makes clear when parents will know if their application has been successful and gives the name and details of a contact point for further information. The secondary booklet continues year to offer information about independent fee paying secondary schools in the borough that offer some form of scholarship or bursary scheme.

Parents can also apply on-line for a secondary school place or a primary school place by clicking on the council's website: www.lbhf.gov.uk