ADMISSION ARRANGEMENTS FOR THE 2016/17 ENTRY

April 2015

*the school (previously Hurlingham & Chelsea) converted to Academy status and retains the community school admission arrangements and criteria for the academic years 2014/15, 2015/16 and 2016/17.

Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC) which names Hurlingham & Chelsea School will be placed at that school via the SEN process as set out in Section 324 of the Education Act 1996.

If there are more applications to the school than there are places available, then places will allocate places in the following order of priority.

1. Children in Public Care, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to residence orders or special guardianship order immediately following having been looked after. The child’s social worker must submit a letter to the London Borough of Hammersmith and Fulham confirming the legal status of the child and the local authority to which the child is/was in care, and quoting the child's full name and current address.

2. The Governing Body may on an individual basis give priority to applicants who can demonstrate reasons why admission to Hurlingham & Chelsea is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old and must name the school(s) requested. All information submitted will be regarded as confidential.

3. To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half brothers or half sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

If in any of the categories 1, 2 or 3 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in 4 below. If there are two or more applicants in categories 1, 2 or 3 who

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1 Children in Public care has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster carers).
live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

4. To children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child’s home ‘address point’ determined by Ordnance Survey Data to the main school gate, as determined by the Hammersmith and Fulham using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation.

Twins, triplets and multiple births - wins, triplets and multiple birth children will be considered as individuals alongside all other applicants. Every effort will be made to accommodate twins or multiple birth children within the same school even if this means that the PAN will be exceeded.

Split residence - Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 share agreement the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school.

Method of Application - Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online via www.lbhf.gov.uk/schooladmissions or on a paper form available from schools, libraries or their local council’s School Admissions Team.

Closing Date and Initial Notification Date - In accordance the London Borough of Hammersmith and Fulham coordinated admission arrangements the closing date for secondary transfer applications will be 31st October 2015. Notification letters will be sent out on 1st March 2016.

Late applications
Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

Waiting List
Unsuccessful applicants (including any applications received after the closing date) will be included on the school’s waiting list ranked in order of priority under the published
oversubscription criteria, without regard to the date that the application was received. Please note a child’s position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child’s name has been on the waiting list and there can be no guarantee that a place will be offered.

**Appeals**

All unsuccessful applicants have the right of appeal to an Independent Appeal Panel against the decision not to offer their child a place at Hurlingham & Chelsea. The appeal form and guidance on the process can be obtained from Hammersmith and Fulham’s Admissions Team that administer the appeals process on behalf of school.

**In-Year admissions**

Applications for In-Year Admissions must be made via Hammersmith and Fulham’s Admissions Team. If a place is available and there is no waiting list then the local authority will communicate the governors’ offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at the time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order which the applications are received. The waiting list is open to applicants all through the academic year.

**Fair Access Protocols**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under a local protocol. The governing body has this power even when the child would mean exceeding the published admission number.