



WEST LONDON
FREE SCHOOL

Admissions Arrangements 2023-2024

Contents

Contents	2
Admission to the West London Free School	3
Admission to Year 7 in September 2023	3
Published admission number	3
Applications	3
Late applications	3
Verification of information	4
Offer of places	4
Appeal procedure	4
Reserve List	4
Waiting List	4
Children with Education, Health and Care plans	5
Over-subscription criteria	5
Notes	6
Method of random allocation	6
Sibling priority	6
Twins and same-year siblings	6
Musical aptitude scheme	7
Distance from the home to the school	7
Tiebreaker	7
Other admissions (in-year or casual admissions)	8
Admission of Children outside the normal age group	8

Admission to the West London Free School

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

Admission to Year 7 in September 2023

Published admission number

- 4 The School will admit 130 pupils to Year 7 in 2023-2024.

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 coordination scheme and applications should be made on the Common Application Form which is available either from the applicant's Local Authority or online at www.eadmissions.org.uk/eAdmissions/app. Applicants for admission to Year 7 in 2023-2024 must nominate the West London Free School on the Common Application Form. 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 available on our website, www.wlfs.org. Verbal or telephone applications will not be accepted. Where no place is available the applicant will be advised and have the right to request an independent appeal.
- 6 The Common Application Form must be completed and returned to the Local Authority by midnight on Monday 31st October 2022.

Late applications

- 7 Applications received after the closing date but before midday on 12th December 2022 will only be considered in exceptional circumstances and entirely at the discretion 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. If they aren't treated like applications received before the closing date, they will be added to the Waiting List after 31st August 2023.
- 9 Applications received after midday on 12th December 2022 and before midnight on 31st December 2022 will be added to the Waiting List after 31st August 2023 and be considered for any vacancies occurring during the period 1st September and 31st December 2023 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 allocated a place will need to show proof of residence (e.g. a utility bill) and proof of age (e.g. a passport). The Governing Body also reserves the right to seek verification from the local authority in which the applicant is resident.
- 11 The Governing Body may, in accordance with the School Admissions Code, withdraw a place which has been obtained due to a fraudulent or intentionally misleading application.

Offer of places

- 12 Applicants will be informed of the outcome of their application at the beginning of March 2023 by their home local authority.
- 13 Applicants to whom places are offered will be advised in their offer letter of any action that they need to take to accept the place offered.

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 the Governing Body.
- 16 Instructions on how to appeal will be shown on our website with a link to the appeal form at the beginning of March 2023.

Reserve List

- 17 In addition to the right to appeal, unsuccessful applicants will be placed on the Reserve List. The order of the Reserve List will be determined in accordance with the over-subscription criteria.
- 18 The Reserve List will be maintained until 31st August 2023.
- 19 Vacancies arising after National Offer Day and before 31st August 2023 will in the first instance be offered to applicants on the Reserve List.

Waiting List

- 20 On 1st September 2023 applicants on the Reserve List and applications received after 12th December 2022 will be placed on the Waiting List. Priority under the waiting list will be determined in accordance with the School's oversubscription criteria. The list will be subject to re-ranking as new applicants are added.
- 21 All applications on the Waiting List will be considered for any vacancies occurring during the period 1st September and 31st December 2023 in accordance with the admission criteria set out below under Other Admissions (in-year or casual admissions), paragraphs 35 and 36.
- 22 The Waiting List will not be maintained after 31st December 2022.

Children with Education, Health and Care plans

- 23 The West London Free School will admit any pupil whose Education, Health and Care plan names the West London Free School.

Over-subscription criteria

If there are more applicants than places, and after the admission of any children with an EHCP that names the School, places will be offered in accordance with the following criteria in order of priority:

1. A 'looked after child' or a child who was previously looked after. A looked after child is a child 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 (see the definition in section 22(1) of the Children Act 1989). A previously looked after child is (1) a child who was looked after by a local authority in England but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order or (2) a child who appears to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children whose parents are founders of the West London Free School and who have been granted this provision by the Secretary of State for Education.
3. Up to 12 children who have applied to be considered under the musical aptitude scheme. More information about how to apply for a musical aptitude test, as well as an application form, can be found within the Admissions section on the school's website (www.wlfs.org).
4. Children of the School's staff who have been employed for two or more years at the time at which the application for admission to the School is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Up to 45 places will be offered to children who receive the Pupil Premium Grant and who (a) attend West London Free School Primary, Earls Court Free School Primary or Kensington Primary Academy and/or (b) are a sibling of a child who will be a pupil at WLFS when the child is admitted and/or (c) live within a radius of two miles from the front gate of the School. If there are more than 45 applicants in this category places will be offered on a random allocation basis.
6. Children who will have siblings in the School at the time when they are admitted to the school, providing their siblings joined the School prior to September 2023. For the siblings of any child who joins during or after September 2023, the sibling link will only apply if the child and siblings live within a radius of two miles from the front gate of the School. If there are more applicants in this category than there are places, places will be offered to those children on a random allocation basis.

7. All children who are pupils at the West London Free School Primary and the Earl's Court Free School Primary and live within a radius of two miles from the front gate of the School and have not already been admitted under the PPG priority in criteria 5. If there are more applicants in this category than there are places, places will be offered to those children on a random allocation basis.
8. Children who will have siblings at the West London Free School Primary at the time when they are admitted to the School and live within a radius of two miles from the front gate of the School. If there are more applicants in this category than there are places, places will be offered to those children on a random allocation basis.
9. After places have been filled under the first eight criteria, the remaining places will be offered on a random allocation basis within a radius of two miles from the front gate of the School.

Notes

Method of random allocation

- 24 After places have been allocated under criteria 1 to 9, the remaining applications will be put into rank order by random allocation, using a computer program. The random allocation will be supervised by an independent person. Places under each criterion will be offered strictly in accordance with the rank order.

Founders

- 25 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 preopening stages, and have continued 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.

Sibling priority

- 26 "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

- 27 Where applications are received from multiple birth or same-year siblings the following procedure will be followed: if one child is selected for a place according to one of the numbered over-subscription criteria, the multiple birth/same-year sibling will be ranked immediately below looked after children.

Musical aptitude scheme

Full details of the specialist music scheme are given within the Admissions section on the school's website (www.wlfs.org).

- 28 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 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. The School will take all reasonable steps to inform parents of the outcome of selection tests before 31st October 2021.
- 29 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.
- 30 The music aptitude reserve list will be disbanded from 1st September each year. Should a music scholar place become available to offer after 1st September, this will be offered internally.

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 (241 King Street, London W6 9LP).
- 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/carer who receives the Child Benefit Allowance for the child will be taken as the permanent address or, if this is not applicable, the permanent home address will be taken as the home where the child spends the majority of school nights (Monday – Friday).
- 33 Proof of residence can be requested at any time throughout the admissions process. If fraudulent or intentionally misleading information is used to gain entry to the school, the offer of a place will be withdrawn.

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 supervised by someone independent of the school.
- 35 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)

- 36** 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 and appeal 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: The list will be subject to re-ranking as new applicants are added.

- A 'looked after child' or a child who was previously looked after. A looked after child is a child 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 (see the definition in section 22(1) of the Children Act 1989). A previously looked after child is (1) a child who was looked after by a local authority in England but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order or (2) a child who appears to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
 - Children of the School's staff who have been employed for two or more years at the time at which the application for admission to the School is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - Children who receive PPG and live within a radius of two miles from the front gate of the school.
 - Children who will have siblings in the school at the time when they are admitted to the school.
 - Children who live nearest to the school, measured by the straight-line distance to the child's home.
- 37** The School may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions in this situation 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.

Admission of Children outside the normal age group

- 38** The Governing Body will participate in local in-year fair access protocols for securing schools for unplaced children.
- 39** The Governing Body believes that children should be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children.
- 40** If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence to the Governing Body from relevant professionals working with the child and family

stating why the child must be placed outside their normal age-appropriate cohort.

- 41 The Governing Body will decide whether the application will be accepted on the basis of the evidence submitted and the guidance in the School Admissions Code. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent appeal if the child is offered a place in the normal age group but not in the year preferred by the parent/carer applicant.
- 42 The Governing Body will inform parents of the decision on the request and provide reasons for that decision. Where the Governing Body agrees to a parent's/carer's request for the child to be admitted out of their normal age group, the Governing Body will process the application as part of the main admissions round, following the over-subscription criteria above. This means a new application will need to be made at the appropriate time. Places cannot be held, and the new application will be considered with other applications at the appropriate time, therefore a place is not guaranteed.



WEST LONDON
FREE SCHOOL

Palingswick House
241 King Street
Hammersmith
London W6 9LP
T 020 8600 0670
E admin@wlfs.org

www.wlfs.org