



WEST LONDON  
FREE SCHOOL

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# Admissions Arrangements 2022-2023

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## 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 2022

### Agreed admission number

- 4 The school will admit 130 pupils to Year 7 in 2022-2023.

### 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](http://www.eadmissions.org.uk/eAdmissions/app). Applicants for admission to Year 7 in 2022-2023 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](http://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 Wednesday 31st October 2021.

### Late applications

- 7 Applications received after the closing date but before midday on 12th December 2021 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 2022.
- 9 Applications received after midday on 12th December 2021 and before midnight on 31st December 2021 will be added to the Waiting List after 31st August 2022 and be considered for any vacancies occurring during the period 1st September and 31st December 2022 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 2022 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 2022.

### **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 2022.
- 19 Vacancies arising after National Offer Day and before 31st August 2022 will in the first instance be offered to applicants on the Reserve List.

### **Waiting List**

- 20 On 1st September 2022 applicants on the Reserve List and applications received after 12th December 2021 will be placed on the Waiting List.
- 21 All applications on the Waiting List will be considered for any vacancies occurring during the period 1st September and 31st December 2022 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, places will be offered in accordance with the following criteria in order of priority:

- 1) Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
- 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 on the school's website at [www.wlfs.org/overview/admissions/html](http://www.wlfs.org/overview/admissions/html).
- 4) Children who will have siblings in the school at the time when they are admitted to the school, provided those siblings joined the school before 31 July 2016.
- 5) Children of the school's staff and children of the Knowledge Schools Trust's staff who've 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's a demonstrable skill shortage.
- 6) All children who are pupils at the West London Free School Primary and the Earl's Court Free School Primary, provided they are applying in either 2020, 2021 or 2022. If there are more applicants in this category than there are places, 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. The distance criteria will be measured from the front gate of Palingswick House, 241 King Street, London W6 9LP, to the child's home.
- 7) Children who will have siblings in the school at the time when they are admitted to the school. If there are more applicants in this category than there are places, 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. The distance criteria will be measured from the front gate of Palingswick House, 241 King Street, London W6 9LP, to the child's home.
- 8) Children who will have siblings at the West London Free School Primary at the time when they are admitted to the school, provided those siblings are due to transfer to secondary school in 2020, 2021 or 2022.

- 9) After places have been filled under the first eight criteria, places will be offered to children who receive a Pupil Premium Grant (PPG) and live within a two-mile radius of the school. If there are more applicants in this category than there are places, 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. The distance criteria will be measured from the front gate of Palingswick House, 241 King Street, London W6 9LP, to the child's home.
- 10) After places have been filled under the first nine 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. The distance criteria will be measured from the front gate of the school, i.e. Palingswick House, to the child's home.
- 11) After places have been filled under the first ten criteria, two thirds of any remaining places will be offered to children living within a one-mile radius of the front gate of the school. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.
- 12) After places have been filled under the first eleven criteria, any remaining places will be offered to children living within a radius of between one and three miles of the front gate of 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

- 24 After places have been allocated under criteria 1 to 10, , 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 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 schools – or will do so – 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 on the school’s website ([www.wlfs.org](http://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.

### Distance from the home to the school

- 30 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).
- 31 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).
- 32 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

- 33 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.
- 34 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)

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:

- Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
  - Children who will have siblings in the school at the time when they are admitted to the school, provided those siblings joined the school between 1 September 2014 and 31 July 2016.
  - Children of the school's staff who've 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's a demonstrable skill shortage.
  - All children who were pupils at the West London Free School Primary and the Earl's Court Free School Primary, provided they transferred to secondary school in 2020, 2021 or 2022.
  - Children who will have siblings in the school at the time when they are admitted to the school.
  - Children who will have siblings at the West London Free School Primary, provided those siblings are due to transfer to secondary school in 2020, 2021 and 2022.
  - Children who live nearest to the school, measured by the straight-line distance to the child's home.
- 35 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.

The Governing Body will participate in local in-year fair access protocols for securing schools for unplaced children.



## Admission of Children outside the normal age group

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.

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.

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.

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 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.



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