



**Brentford School for Girls**

**ADMISSIONS POLICY**

2023/2024

## **Core Values**

Brentford School for Girls is a non-denominational 11-18 single sex girls academy. Our vision is to develop ambitious, confident, courageous young women who are equipped fully for life in their future adult world, whatever that world might look like.

In all aspects of educational provision delivered by the school, including admissions, there will be no discrimination on grounds of academic ability, disability as defined in the Disability Discrimination Act 1995 (DDA), educational or social special needs, race, cultural heritage, colour, religion or creed, national origin, gender or sexual orientation. No payments are required as a condition of entry. Children who meet their Home Local Authority's criteria for the provision of assistance with transport may be provided with transport by that authority.

## **Admission of Pupils**

Admissions to the school are the responsibility of the Governing Body (Hounslow Local Authority will manage these on behalf of the Governing Body for Years 7 -11 and the school will manage its own admissions into the 6<sup>th</sup> Form).

All applicants must complete their home local authority's common application form by 31<sup>st</sup> October 2022.

Admissions to the school will meet the requirements of the prevailing 'Schools Admissions Code.'

The pupil admission number (PAN) for the school is 157 for Years 7-11.

## **SEN**

Children with a statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places will be reduced by the number of children with a statement that has named the school.

## **Admission Criteria**

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

### **1) Looked after or previously looked after Girls**

A looked after child, as defined by Section 22(1) of the Children Act 1989, 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 function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

- i. Were adopted under Section 46 of the Adoption and Children Act 2002
- ii. Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;
- iii. Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)

Please note that adopted children must be looked after by an English or Welsh Local Authority.

The appropriate section on the Common Application Form (CAF) must be completed and/or documentary evidence from the child's social worker or other relevant professional must be provided.

Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.

### **2) Exceptional Social/Medical Need**

All Hounslow schools have experience of dealing with children with different social and medical needs. Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. Medical

applications are considered on a case by case basis, the intention of the criteria is that it should normally only be applied to children who need to attend their nearest school.

The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

### **3) Sibling** (e.g. siblings, foster siblings and other children who live at the same address)

In order to meet the sibling criterion, your child's sibling must be attending Brentford School for Girls at the time of application and be expected to be still attending at the time of admission in September. You must complete the sibling details in the appropriate section on the Common Application Form (CAF).

We reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, deliberately misleading or false information has been given.

### **Twin, Triples and other children of multiple births**

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, (the governing body) will offer both twins, all triples or children of multiple births a place even if this means temporarily going over the published admissions number.

### **4) Children of Members of Staff**

Children of any member of staff, regardless of role in the school, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

## 5) Single Sex

Applicants who support their application by including on the form a statement demonstrating their preference for single sex education.

## 6) Distance

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the walking route.

It starts from a point of measurement in the "foot print" or "seed point" of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the "foot print" or "seed point" the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of road.

The network starts from a point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

The walking route is established using an algorithm within the software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

## 7) Home address

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week \* see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas \* see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement and two of the following:
- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show the full name and match the details provided at the time of application.

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

### **Shared or joint residency**

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.

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.

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**

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. (see below)

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must not be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September 2023) Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

If you do not return to the linked address by 1 September 2023, Hounslow will withdraw the application and any offer of a school place.

## **8) Members of the UK Armed Force and Crown Servants**

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.



## **9) Waiting List**

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place in Year 7.

The waiting list will be in operation until the 31<sup>st</sup> August 2023. Any parent/carer wishing for their child to remain on the waiting list until 31<sup>st</sup> December 2023, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.

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 that a child's position can move down as well as up following the addition of any applications that may have a higher priority.

## **10) Tiebreaker**

If there is one place available in the applicant's chronological year group and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

## **11) Fair Access Protocol**

The school is committed to taking a number 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 has been agreed by both the Local Authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## **12) Admission of children outside of their normal age**

Applicants may choose to seek places outside of their child's chronological year group. Any request needs to be put in writing to the school outlining the reasons with supporting documentation from a professional for consideration. The Governing Body will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

## **Applications to the Sixth Form are managed directly by the school.**

The maximum number of students that the school is able to accept into the sixth form is 250 pupils.

Students already attending Brentford School for Girls in Year 11 who meet the prevailing academic standards required by the school and for their chosen courses for the year of admission will normally transfer directly into the school's Sixth Form in the September following the publications of results.

Pupils already attending Brentford School for Girls in Year 12 on Level 2 courses and who meet the prevailing academic standards required by the school and for their chosen Level 3 courses for the year of admission will normally transfer directly into the school's Sixth Form level 3 courses in the September following the publication of results.

Pupils already attending Brentford School for Girls in Year 12 on level 3 courses and who meet the prevailing academic standards required by the school to continue into the second year in the September following the publication of results.

## **External Applications to the Sixth Form**

Applications for admissions to the Sixth Form, including those from pupils joining the school for the first time from other schools, must include acceptable evidence that they meet the same academic standards above as pupils from within the school and, subject to capacity will be admitted using the order of priority as set out in section 3.

Pupils previously permanently excluded from the school are not eligible for admission to the Sixth Form.

## **13) In – Year Admissions**

All applications for admissions to Years 8-11 (as applicable) will be treated as in-year admissions during 2023/24. An application must be made to the Local Authority on their in-year application form. All applicants will remain on the waiting list until the end of the academic year.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

## **Appeals**

Appeals for a place at Brentford School for Girls will be heard in accordance with the appropriate legislation. Information on submitting an appeal is available by contacting the school office at [general@brentford.hounslow.sch.uk](mailto:general@brentford.hounslow.sch.uk). The appeal will be conducted by an external board Clerks associates UK, The Business Centre, 758 Great Cambridge Road, Enfield, EN1 3GN.

Please note that you cannot appeal for a place at a school for which no application was made.

## **Review and Monitoring**

This policy will be monitored throughout the year and a review will take place following the completion of each admissions process. The policy will be reviewed annually by a committee of the Governing Body and updated as necessary.

## **Further Notes**

The admissions process for Years 7-11 will be managed by Hounslow Local Authority on behalf of the Governing Body. The school will manage its' own admissions in the sixth form.

The Authority will carry out address verifications against Local Authority records for all applications made by a resident within the London Borough of Hounslow. Where the Local Authority or school is not satisfied with the validity of an address, further investigations will be conducted.

Late applications will not normally be processed until after all on-time applications have been allocated.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

The Authority and the school reserve the right to seek verification of the information given on the application form and to withdraw places if false information has been provided.