



## ADMISSIONS POLICY

### For admission to Year 7 in September 2019

Ada Lovelace Church of England High School is a new Church of England secondary free school, which opened in September 2018. It is part of the Twyford Church of England Academies Trust along with Twyford Church of England High School, William Perkin Church of England High School and Ealing Fields High School.

The Church of England character underpins all that happens in the school. However, this does not mean that all our pupils come from a Christian background, and children from all faiths and those with none are warmly welcome to apply.

Published Admissions Number: There are 125 places available in Year 7 in 2019.

#### **How to Apply**

Ada Lovelace CofE High School is part of the co-ordinated admissions process for entry to Year 7 in 2019. Parents should apply using their local authority's common application form for high school entry.

The local authority will inform parents on 1 March 2019, National Offer Day, about the outcome of applications made through the common application process.

Any applicant wishing to apply for a Language Scholarship Place should complete a Language Scholarship Place Application Form, which can be completed online or downloaded from the school website [www.adalovelace.org.uk](http://www.adalovelace.org.uk). The deadline for Language Scholarship Places is 12 noon on 28 September 2018.

Forms should be returned to Ada Lovelace CofE High School Admissions c/o William Perkin CofE High School, Oldfield Lane North, Greenford, Middlesex UB6 8PR. If you are posting an application, we recommend you retain proof of postage.

#### **Oversubscription Criteria**

In the event that there are more applicants than places available, and after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, places will be allocated on the basis of the following oversubscription criteria which will be applied in this order:

1. Children who are Looked After or Previously Looked After and those who immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order.
2. Children with a sibling already on-roll at Ada Lovelace CofE High School when they apply.
3. 12 places for children showing an aptitude for language. Places will be allocated in order of ranked assessment score.
4. The remaining places will be allocated in accordance with the Tie Breaker arrangements (see below).

## **Guidance Notes**

1. 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) at the time of making an application to a school. 17 This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). 18 Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 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 arrangements order. 19 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. 'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave the school before the sibling starts.
3. Children applying for a Language Scholarship place must complete the Language Scholarship Application form and attend the language assessment.

## **Specialist Language Scholarship Places**

12 places within Ada Lovelace CofE High School will be offered to students applying for a place in Year 7 with an identified natural aptitude for Language.

The application process is designed to test a child's natural talent and aptitude not their prior knowledge. As such, a child can be awarded a 'Language Scholarship place' based on linguistic aptitude, irrespective of any prior tuition.

Applications for the 12 places for children showing an aptitude for language must be made by completing the 'Language Scholarship Place Application Form'. These forms will need to be returned to: - Language Specialism, Ada Lovelace CofE High School Admissions, c/o William Perkin CofE High School, Oldfield Lane North, Greenford, Middlesex UB6 8PR by the closing date of 28 September 2018 at 12 noon.

All 'Language Scholarship Place' applicants will be invited to attend a linguistic aptitude assessment during October. These places are designed for children with a natural aptitude for language.

Applicants' parents will be informed of their child's assessment score and ranked position on the 'Language Scholarship Place' list. Parents applying for a place under this criterion are reminded that they may also submit the general application form to the school by the closing date. Whether your child is offered a place will depend upon your ranked position for a Language Scholarship place at the time of offers being made as well as yours and others applications order of preference on the pan-London Common Application Form.

Students who are not offered a Language Scholarship place in March will be placed on a Language Scholarship Waiting List, ranked according to their score. If a place becomes available, it will be offered to the applicant who is highest on the waiting list. In the case of a tie on score, those students living nearer the nodal point will be given priority.

### **Tie-breaker**

Distance will be used as the first ‘tie-breaker’ if two or more applicants are equally qualified for a place within the oversubscription criteria 2.

Distance is measured in a straight line from home to the nodal point which is St Peter’s Church, Mount Park Road, Ealing W5 2RU<sup>5</sup>, using the Local Authority’s computerised mapping system based on ordnance survey data. The distance is measured in a straight line from the unique address point for the applicants’ Permanent Residence (the ‘home address’) to the nodal point. The home address must be the address where the parents and child normally live and they must be living there on the closing date for receipt of application.

The home address is where a child normally lives. 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. 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 where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. 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.

In cases where applicants live equidistant from the school and places cannot be offered to both children, the available place will be allocated using a random computer selection. This process will be organised and supervised independently of the school by Ealing Local Authority.

Twins/triplets etc. applying at the same time will not be subject to random allocation (see below).

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### **Twins and other multiple-birth children**

In cases where only one place is available and twins or multiple-birth children tie for the last available place, then both or all will be offered even if this exceeds the planned admission number.

Where one twin has an Education, Health and Care plan or a Statement of Special Educational Needs that names the school, the other twin will be treated as having a sibling link for that academic year.

### **Late applications**

The closing date for receipt of all applications for the common application process is 31 October 2018.

Applications received after this date will be considered late and will be dealt with after the offer date of 1 March 2019.

If you have returned an application between 1 November 2018 and 8 December 2018 and any of the below apply you must contact the Admissions Team at Ealing Council as your application may be considered on time:

- You have recently moved
- You have proof that your application was submitted on-time but has not been received by Schools Admissions before 31 October 2018.
- You have exceptional circumstances for lateness (e.g. where a single parent/carer has been ill and the illness prevented the application being made on time or the family has been dealing with the death of a close relative).

### **Waiting List**

If Ada Lovelace Church of England High School cannot offer a place you will be offered the opportunity of placing your child's name on the waiting list. This waiting list will be maintained by the school strictly in the order of the oversubscription criteria and not in the order in which the applications are received. If a place becomes available, the child who is first on the waiting list will be offered a place. Whenever a child joins the waiting list the list will be reordered in accordance with the oversubscription criteria above. The waiting list will run until the end of the school year.

### **Appeals**

Parents have the right to appeal to an Independent Appeals Panel. They must notify the Twyford CofE Academies Trust within 20 working days of the refusal of a place and details of how to appeal will be given at the time of refusal. Correspondence should be sent to Ada Lovelace Church of England High School c/o Twyford CofE High School, Twyford Close, Acton W3 9PP.

### **Withdrawal of Places**

If the school and/or Academy Trust are given false information within the application and, therefore, the offer was obtained through a fraudulent or intentionally misleading application, the Academy Trust will reconsider any offer against the correct information. This may lead to the offer being withdrawn. Confirmation of address and other relevant proofs may be requested.

### **In-Year Admissions**

Applications for In-Year admissions are co-ordinated in-house by the school. If Ada Lovelace Church of England High School cannot offer a place you will be offered the opportunity of placing your child's name on the waiting list.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.