



## **ADMISSIONS POLICY 2024-2025**

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**Date of Policy: Spring 2024**

**Committee: Staffing and Students**

**Next Review Date: Spring 2025**

**The School will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to the school's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.**

# **ALPERTON COMMUNITY SCHOOL**

## **ADMISSIONS POLICY 2024-2025**

The school's Admissions Number for Year 7 to Year 11 is 324.

The school's admission number for the 6th form is 300

### **Arrangements for Admission at Secondary Transfer Stage**

The school takes part in the Brent Co-ordination Scheme for co-ordinated admission to secondary school. Applications for Year 7 are made via the Common Applications Form. The Common Application Form is returned to the Local Authority. Applications for students with an Education, Health and Care Plan are made by the Local Authority by a separate procedure. Where the academy is named on a pupil's Statement of Special Educational Needs or Education, Health and Care Plan, that child will be admitted by the school.

### **Admission and Oversubscription Criteria**

Where applicants exceed the number of places available the following criteria will be applied in the order set out below to decide which children to admit.

1. Where the child is or has previously been "looked after" (Young People in state care).  
An application for admission to school must be made by the person with parental responsibility and / or the child's social worker. This also includes internationally adopted previously looked after children.
2. Brothers or sisters of a child who attends the school and who will continue to do so on the date of admission. This includes half and step brothers and sisters and foster children so long as they live at the same address - but not cousins.
3. Pupils transferring to the sixth form or students currently on roll at the sixth form are not considered as sibling connections.
4. Children attending one of following Feeder primary schools at the time of application: Lyon Park, Barham, Vicar's Green and Oakington Manor
5. Proximity to the school at the time of application. Priority will be given to those living nearer the school. The distance will be measured in a straight line from the pupil's permanent address to the school gate on Ealing Road.

### **Tie Breaker**

Within each criterion priority will be given to the applicant who lives closer to the school. This will be measured in a straight line from the pupil's permanent address to the school gate on Ealing Road.

### **Appeals**

Parents/carers wishing to appeal against refusal of a place in the school will be automatically placed on the waiting list when notification of appeal is received.

Parents/carers will have the right to appeal against any decision not to offer a place at Alperton Community School. If you wish to appeal, you should do this by writing to the Chair of Governors at the school address, who will then put the appropriate arrangements in place. Parents/carers must appeal within 20 school days from the date of notification that their application was unsuccessful. Appeals relating to admission at secondary transfer for on-time applications (i.e. those relating to decisions sent on the national offer date) will be heard within 40 days of the deadline for appeal as set out in the timeline.

Appeals for late applications will, where possible, be heard as above; however, if this is not feasible, they will be heard within 30 school days of the appeals being lodged.

Appeals relating to in-year applications (i.e. those made outside the timetabled admissions process) will be heard within 30 school days of the appeal being received.

Parents/Carers will receive written notice of the date of their appeal at least 10 school days in advance of the hearing, unless they have waived this right.

Submission of evidence from the parent/carers is required by 12 noon, seven working days prior to the date of the appeal hearing.

### **The Waiting List**

For all groups where the year cohort is full, the school will operate a waiting lists procedure for admission. This will be maintained in accordance with the published admission criteria for the school. A student's place on the waiting list is not dependent upon the date of being placed on it, but will be determined by how they meet the oversubscription criteria.

This means that a student's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

The waiting list will be closed each year and will not roll over. Parents/carers wishing to stay on the waiting list will be required to submit a request in writing.

### **Split Residence**

Where a student lives with Parents/Carers with shared responsibility, each for part of a week, the address where the student lives is determined using a joint declaration from the Parents/Carers stating the pattern of residence. If a student's residence is split equally between both parents/carers, then parents/carers will be asked to determine which residential address will be used for the purpose of admission to school. If the residence is not split equally between both parents/carers then the address used will be the address where the student spends the majority of the school week.

### **Fair Access Protocol**

It is sometimes the case that the actual number within the year group exceeds the published Admission Number and this will take account of the following factors:

- Where a child is admitted to the school as a result of a successful appeal to the School's Admission Authority.

- Where children are admitted to the school in agreement with the Local Authority's (LA) Fair Access Protocol.
- A child is given a place under the designated SEN (Special Educational Needs) code of conduct.

### **Arrangements for in – Year Admission**

Offers for a place are made in accordance with the admissions criteria for the school. Preference is given to students who do not already have a school place.

## **Sixth Form Admissions Arrangements**

Applications for the Sixth Form at Alperton Community School are welcome from everyone who meets the entry criteria as stated on our website and for whom there is an appropriate programme of full time study. The school does not enrol students for part time study or to re-sit Post-16 courses.

All applicants must be willing to comply with the ethos of our school and be interested in contributing to the wider school community through various leadership, volunteering and enrichment opportunities. Applicants must also meet the Sixth Form entry criteria and the individual subject entry requirements.

Full details of the courses offered in the Sixth Form at Alperton Community School and detailed subject specific entry requirements are available on our school website.

Any places offered will be subject to availability of places on courses and availability of combinations of subjects.

### **Sixth Form PAN and Class Size**

The published admissions number for Year 12 is 170 students. In addition the Governors will admit 4 external candidates to Year 12. The admissions number may be exceeded if the demand for available courses can be met, provided the applicants meet the academic entry requirements.

In the event of applications exceeding the number of places on a particular course, priority will be given to students who are currently on roll at Alperton Community School who meet the entry criteria, whose transition to their own sixth form is an integral part of our 11-19 provision.

There is a maximum class size of approximately 22 students in most A level subjects (18 in the practical courses). If a class becomes oversubscribed priority will be given to students who have higher grades at GCSE in the chosen course and to those who applied early.

### **Admissions Arrangements**

**Candidates at Alperton Community School in Year 11 and 12 :** All students who were on roll at Alperton Community School at the end of the academic year immediately preceding the proposed date of entry into the Sixth Form and who meet the entry requirements and subject specific criteria are eligible to apply to the courses available in Year 12.

Students must complete and submit an online application form by the December deadline as stated on our school website. Students who do not complete an application by the December deadline cannot be considered, except in exceptional circumstances.

**Candidates not currently on roll at Alperton Community School:** Applications are welcome from suitably qualified external candidates from the local area.

All students must meet the entry requirements and subject specific criteria which are listed on the sixth form area of our school website.

Students must complete and submit an online application form by the December deadline as stated on our website. Students who do not do this cannot be considered, except in exceptional circumstances.

Where there are more external applicants who meet the entry criteria than the number of places available, places will be offered in the following order of priority /apply its oversubscription criteria to determine places offered. Oversubscription criteria is listed on the next page of this document.

## **Sixth Form Oversubscription Criteria**

1. Looked after children and previously looked after children. 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes those who appear 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. Candidates whose parent is a member of staff employed by Alperton Community School for two or more years at the time of application.
3. Candidates with a sibling in school at the time of proposed entry. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
4. Distance: Candidates who do not fall into any of the categories above will be allocated places under this category.
5. Priority will be given to those children living nearest to the school from the child's home address at the time of place allocation. Distance to the school is measured by straight-line distance, using the Local Authority's computerised measuring system.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one closest to the main school entrance on Stanley Avenue, HA0 4JE.

### **Tie Break Procedures**

In the event of a tie in any of the above criteria, places will be allocated to those who live nearest the school. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used.

## **The Sixth Form Admissions Procedure**

All applicants must submit an online application which opens in November for the following academic year. To receive priority for 2024 entry, the Sixth Form application form must be submitted prior to the December deadline stated on our school website.

## **Late Applications and Paper Applications**

Late Applications (those received after the published closing date) and Paper Applications will not be considered in the initial allocation of places except in very exceptional circumstances (i.e. if there is independent written evidence of exceptional medical, pastoral or compassionate grounds).

Changes in subject choices will not be considered if these are submitted after the closing date and will be treated as a "late" application.

## **Sixth Form Waiting Lists**

A candidate's position on the waiting list does not depend upon the time they have been on the list, but will be determined by how they meet the oversubscription criteria. This means that a candidate's position on the list can go down as well as up, depending upon the circumstances of other applicants. Please note that the waiting list will be closed each year and will not roll over.

## **Additional Information**

When enrolling students it is necessary for Alperton Community School to have confidence that an applicant is in a position to start a full time programme of study that is appropriate for the student.

We will look to establish that the applicant can sustain their studies for the full duration of their programme. This will include looking at attendance information and attitude to learning both in and outside of the classroom setting.

Meetings will be held to determine student suitability and discuss students' selection of subjects. Students will also be invited to attend applicant day programmes that run during the summer term of the academic year to allow them the opportunity to experience the Sixth Form learning environment at Alperton Community School.

We have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

The parents of any child and/or student refused a place have a right to appeal to an independent appeal panel.

We welcome applications from students with SEND needs including those with an Educational Health Care Plan. If applicants fall under this category then we advise you to make an application through Brent SENAS or your Local Education Authority.

## **Sixth Form Admissions Criteria**

All courses in the Sixth Form (in both Year 12 and Year 13) are one year courses and places are subject to pupils meeting academic entry requirements for each year.

## Summary Admissions Criteria for all courses

Before an offer of a place can be made, a satisfactory academic report supporting a candidate's proposed course of study must be provided from their current school or place of study. These references must demonstrate that the Sixth Form at Alperton Community School and the chosen course is the most appropriate for the student.

Students currently studying at Alperton Community School: References will be obtained from the Head of Year which will include reports of the students academic progress, attendance and attitude to learning.

Students not currently studying at Alperton Community School: References will be obtained from the Head of Year or senior member of staff at the current or former School / Academy the student is enrolled at.

## Conditional Offers

Applicants will be made a conditional offer which means they are offered a place in the Sixth Form on the basis that they meet the subject specific entry requirements described after GCSE results are released

When making a conditional offer, we look at:

- Students predicted grades given by the student's current school
- The level of oversubscription for the subjects they have chosen to study

**Entry Criteria for Post 16 [Level 1 and Level 2 Courses:** We offer a range of Level 1 and Level 2 courses, which students complete over the course of one academic year, during Year 12. These courses are equivalent to studying for Entry Level (Level 1) or GCSE (Level 2) qualifications and are designed to support students in progressing onto Level 3 courses either at Alperton Community School or elsewhere.

Students will select one of the courses offered at Level 1 or Level 2, which include a structured compulsory work experience programme. Students will follow this programme alongside studying for a qualification in GCSE English Language and / or GCSE Maths.

To qualify for the Level 2 programme students will have achieved 5 or more GCSEs at Grade 3 including English Language. To qualify for our Level 1 programme students will have achieved 5 or more GCSEs at Grade 2 including English Language.

**Entry Criteria for Post 16 Level 3 Courses:** We offer a wide range of Level 3 courses, which give students the option to study A Level subjects, Vocational Subjects or a combination of both.

All students are expected to study 4 subjects or equivalent in their first year (Year 12) of studies, with an option to gain an AS qualification in one of these subjects. Students progressing into Year 2 (Year 13) of their studies will study 3 subjects or equivalent, with the aim to gain A Level and/or Vocational qualifications in all 3 subjects.

To qualify for the Level 3 Programme students will have achieved 6 or more GCSE qualifications at Grade 5 [vocational courses ] or Grade 6 [A Level courses] and above including English Language.

Students who demonstrate aptitude to study 4 A Level subjects / equivalent will be given the option to do so in Year 2. These students will have achieved grade 9 across all GCSE subjects and will demonstrate they are able to achieve grades A\* - A grade or equivalent in all Level 3 subjects at the end of their studies.

Level 1, Level 2 and Level 3 subject specific entry criteria are available on our website.