



Admissions Policy 2025 - 2026

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Date of Policy: Spring 2025

Committee: Staffing and Students

Next Review Date: Spring 2026

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.

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or

- › Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- › Parents' views
- › 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
- › Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- › The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 324 pupils for entry in Year 7 to Year 11.

The school has an agreed admission number of 300 pupils for the sixth form.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school. Pupils transferring to the sixth form or pupils on roll in roll in the sixth form are not considered as sibling connections.
3. Priority will next be given to children who attend named feeder schools. Our named feeder schools are Lyon Park, Barham, Vicar's Green and Oakington Manor.
4. 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.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Ealing Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them by drawing random sealed envelopes with name of one child per envelope. This process will be independently verified.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

6.5 Fair Access Protocol

We participate in Brent's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

Alperton Community School Admissions, Ealing Road, Wembley, HA0 4PX

or by the school website: <https://www.alperton.brent.sch.uk/our-school/key-information/admissions/>

Parents will be notified of the outcome of their in-year application within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: clerk@educationappeals.com

You can find details of the school's appeals timetable on the following webpages:

Years 7 to 11: <https://www.alperton.brent.sch.uk/in-year-admissions-year-7-11/>

Sixth Form: <https://www.alperton.brent.sch.uk/sixth-form-admissions/>

9. Monitoring arrangements

This policy will be reviewed and approved by the Staffing and Students Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

10. Sixth Form Admissions Arrangements

Applications for the Sixth Form at Alperton Community School are welcome from everyone for whom there is an appropriate programme of full time study. 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.

All applicants must meet the entry criteria for individual subjects they are interested in studying. 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 subject combinations.

The school does not enrol students for part time study or to re-sit Post-16 courses.

10.1 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.

10.2 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 complete an application by the December deadline 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.

10.3 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. The distance will be measured in a straight line from the pupil's permanent address to the school gate on Stanley Avenue.
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.

10.4 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.

10.5 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

All students who do not meet the admissions deadline can apply for a place in the sixth form via our waiting list.

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 and the sixth form entry requirements for their chosen courses. 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 on the 10th September 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 may 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.

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, professional predictions, 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 chosen programme of study is appropriate

The level of oversubscription for the subjects they have chosen to study

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 term of Year 12 studies, with an option to continue studying 4 subjects and work towards 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.

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.

Students do not have the option to study 5 A Level subjects.

All subject specific entry criteria are available on our website.