



**Hanwell Fields Community School**  
The best in everyone™  
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# **ADMISSION RULES**

## **RECEPTION TO YEAR 6**

**Hanwell Fields Community  
School**

**2018/19**

## INTRODUCTION

Hanwell Fields Community School is an Academy and the admission arrangements for 2017/18 are set out below.

## ADMISSION NUMBER

The admission number for Reception for 2017 is 60.

## ADMISSION CRITERIA

In accordance with legal requirements, children who have a Statement of Special Educational Needs naming a particular school in Part 4 of that Statement will be admitted to that school.<sup>1</sup>

The proposed admission rules for Hanwell Fields Community School are shown below in descending order of priority.

1. Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children.<sup>2</sup> The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Disabled children who need to be admitted to Hanwell Fields Community School on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.
3. To children of staff in either or both of the following circumstances:
  - a. a) 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, and/or
  - b. b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.”
4. Children who live in Hanwell Fields Community School designated area. If there are more applicants than places in this category priority will be given in the following descending order:
  - a. First priority in category 3 will go to those children with a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. However, if there are more applicants than places in category 3(a) priority will be given, within this group, to those children who live

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<sup>1</sup> Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion.**

<sup>2</sup> 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 at the time of making an application to a school.

closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System.

b. Second priority in category 3 will go to those children who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System

3. Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Oxfordshire County Council's Directorate for Children, Education & Families' Geographic Information System.

5. Those children who live closest to the school by the nearest designated public route as defined on Oxfordshire County Council's Directorate for Children, Education & Families Geographic Information System.

## **TIME OF ENTRY**

The admission rules give some priority to those with a brother or sister attending Hanwell Fields Community School at the applicants "time of entry". This means that in the normal admissions round there will be no sibling connection for admission purposes for the following:

- Applicants for entry to Reception if they have a brother or sister in Year 6

## **CONTINUED INTEREST LISTS**

Parents will be able to place their children's names on the continued interest list for Hanwell Fields Community School.

For those applying through the normal admissions round for Reception the continued interest lists will be maintained from immediately following initial allocation to the end of the academic year of entry.

In the case of those applying in year the continued interest lists will be maintained for one academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued on 30 June.

## **ADMISSION TO AN OLDER OR YOUNGER AGE GROUP**

Children considered for late transfer would almost certainly have a Statement of Special Educational Needs. Discussion relating to late transfer would normally be initiated within an annual review of the child's Statement of Special Educational Needs.

Any late or early transfer of a child who does not have a Statement of Special Educational Needs would require evidence of the need for such a transfer and the agreement of the Directors. Transfers of this kind are likely to be very uncommon.

Where, through the agreed procedure, a pupil is transferring school outside the normal year they will be treated equally to other children in the transfer group.

## **RANDOM ALLOCATION**

If the distance “tie break” produces an identical result for two or more applicants Hanwell Fields Community School will use random allocation to determine who will be offered a place. This will be carried out for Hanwell Fields Community School by the Local Authority (an impartial third party).

## **SIBLINGS/BROTHER OR SISTER**

For admission purposes for Hanwell Fields Community School, a sibling is defined as a brother, sister, half-brother, half-sister, step brother or step sister who will be resident at the same address at the time of entry.

## **TWINS AND CHILDREN FROM MULTIPLE BIRTHS**

Where the parent has made the same preferences of school and through the normal operation of the admission arrangements the last available place at Hanwell Fields Community School has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will be offered a place at the school. This means that in these circumstances the Published Admission Number would be exceeded.

## **FAIR ACCESS PROTOCOL**

The Fair Access Protocol is part of the admission arrangements for Hanwell Fields Community School as it is for all state funded mainstream schools in Oxfordshire.

## **THE NEAREST DESIGNATED PUBLIC ROUTE AS DEFINED ON THE DIRECTORATE FOR CHILDREN, EDUCATION & FAMILIES’ GEOGRAPHIC INFORMATION SYSTEM**

For admissions purposes the route from home to school will be measured using the shortest designated route as determined by Oxfordshire County Council’s measurement system.

The start point of a measurement is the “seed point” of the home address. The “seed point” is provided by Ordnance Survey from information compiled from Royal Mail and from district or city councils. The seed point normally falls within the bounds of a property. It is possible to amend the location of a seed point, but this is neither necessary nor possible for most addresses. Seed points are accurate to the nearest ten centimetres.

From the seed point the route firstly connects to the nearest point of the digitised network.

The digitised network is constructed from road data supplied by Ordnance Survey and is called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as used by internet-based mapping solutions (e.g. Google Maps). However, the LA has a more accurate start point than internet-based mapping solutions and the ITN has been augmented by the LA to take into account other available public routes, for example alleyways, public footpaths and bridleways.

The end point of the “shortest designated route” is the nearest open gate of the school officially available for use by students for entry and exit to the school site at the start and/end of the school day. The location of these gates has been set by the LA and consulted with each individual school to ensure accurate placement of the gate and its availability for use.

The shortest designated route is established using an algorithm within the bespoke 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)).

The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route, for example footpaths. The “shortest designated route” is also not necessarily a walking route, for example where roads are used the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

## **HOME ADDRESS**

The address on the application should be the child’s address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

## **CHANGES OF ADDRESS**

Changes of address which occur after the closing date may be taken into account if proof of this change is provided by the date published in the LA’s Admissions Rules. To confirm your new address we need one of the following:

- A solicitor's letter advising contracts have been exchanged (if the property is being purchased); or

- A copy of a tenancy agreement (if the property is to be rented). If this tenancy agreement comes to an end before September 2017 we may not accept the address for admissions purposes; or
- A copy of your Council Tax Bill showing the same name(s) as in Section 5 of the CAF.

Parents may also be asked to provide proof of address from correspondence they have received from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

The Local Authority will act as Hanwell Fields Community School agent in establishing a child's address.

## **MULTIPLE ADDRESSES**

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. If it is accepted by Hanwell Fields Community School that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address most favourable (i.e. closest) to the first preference requested.

The Local Authority will act as Hanwell Fields Community School agent in establishing the home address.

## **FRAUDULENT APPLICATIONS**

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the admission authority for the school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education:

“[2.12] An admission authority **must not** withdraw an offer of a place unless it has been offered in error, parents has not responded within a reasonable amount of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

2.13] A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place,

the length of time that the child had been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.”

The Local Authority will act as Hanwell Fields Community School’s agent in establishing whether a place has been obtained on the basis of a fraudulent or intentionally misleading application

## **COORDINATION OF ADMISSIONS FOR THE NORMAL ADMISSIONS ROUND**

Hanwell Fields Community School is part of the coordinated admission process for Oxfordshire for entry to Reception in 2016/17.

The Scheme is published on the County Council’s public website.

## **IN YEAR ADMISSIONS (RECEPTION TO YEAR 6)**

Hanwell Fields Community School is part of the coordinated in year admissions process for Oxfordshire.

The In Year Admission Scheme is published on the County Council’s public website.

## **ADMISSION APPEALS**

There is a statutory right to an admission appeal should a child be refused a place at Hanwell Fields Community School Any appeal will be heard by an independent admission appeal panel.