

## **PHOENIX ACADEMY ADMISSION ARRANGEMENTS FOR ENTRY TO YEAR 7 IN SEPTEMBER 2022-23**

### **1. Published Admission Number (PAN)**

**1.1** Phoenix Academy is a non-selective comprehensive school with a Published Admissions Number (PAN) for Year 7 of 150.

### **2. Children with an Education, Health and Care Plan (EHCP)**

**2.1** Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names the school. These children will be admitted within the school's PAN but before any child prioritised under the school's oversubscription criteria.

### **3. Oversubscription Criteria**

**Rule 1.** Overall priority will be given to 'looked after children\*' or children who were formerly looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

**Rule 2.** Admission of children with specific medical needs, social needs and special needs where the application is supported by specific written advice as to why admission to the Academy is necessary.

**Rule 3.** Admission of children with siblings currently attending the Academy and who will continue to do so on the date of admission. The term "sibling" means a full, step, half, adopted or foster brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship once offers have been made.

**Rule 4.** Nearest walking distance to the school – children who live the nearest distance from the school. Priority will be given to those who live closest to the school using a straight-line distance from the main entrance of the academy to the main entrance of the child's home. The child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested once offers have been made.

### **4. Tie Break**

**4.1** If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children. When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

### **5. Twins/Multiple births**

**5.1** Future Academies, as the admission authority, will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

## 6. Home Address

**6.1** The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months. The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

**6.2 Distance:** London Borough of Hammersmith & Fulham use a geographical measuring system and Ordnance Survey Data to calculate **straight line distance** between the child's home and the main entrance to the school. If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary).

## 7. Fraudulent Applications

**7.1** The Academy will work in close liaison with Hammersmith and Fulham Council to do as much as possible to prevent applications being made from fraudulent addresses.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Hammersmith and Fulham Council will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
  - The family has returned to an existing property;
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - Council tax information shows a different residence at the time of application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

## 8. Application Process

Applications for a place at the school (For Year 7 Entry in September and for In-Year students) are administered through the London Borough of Hammersmith & Fulham application process. Parents resident in Hammersmith & Fulham can apply online at <https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions>.

Parents resident in other areas must apply through their home local authority.

## **9. Waiting lists**

**9.1** After places have been offered, Hammersmith and Fulham Council will maintain a waiting list. A child's position on a waiting list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. Hammersmith and Fulham Council will contact parents/carers if a vacancy becomes available and it can be offered to a child. Waiting lists will be maintained for every year group until the summer term (date to be confirmed). To retain a waiting list application after this time, parents must make a new In Year application.

## **10. In Year Admissions**

**10.1** Applications for a year group already established (Year 8 to 11, and Year 7 from the start of September) are made on Hammersmith and Fulham Council in-year common application form. If no waiting list is in operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements outlined on page 1. Parents can make an online in year application via Hammersmith and Fulham Council's website: <https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions>, or can download a paper application form from the same website. Parents should return the application form direct to Hammersmith and Fulham Council.

## **11. Fair Access Protocol**

**11.1** The school is committed to taking its fair share 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 is requested under any local protocol that 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. Appeals**

**12.1** Parents/carers will have the right of appeal to an Appeal Panel if they are dissatisfied with an admission decision. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals.

**12.2** The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents/carers about how the Appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process. For further information on appeals please visit: <https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions>

## **13. Children educated outside their chronological age group**

**13.1** Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). The School, as the admission authority, must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if the child is offered a place in another year group at the school.

Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admission outside of the chronological year group. 'Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Future Academy Trusts' Board of Governors. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

### **Explanatory notes and definitions**

The following definitions apply to terms used in the admissions criteria:

#### **Rule 1: Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child's arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>)**

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under Rule 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. Previously looked after children includes those who were in state care outside England and ceased to be in care as a result of being adopted.

#### **Rule 2: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school**

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

The significant specific need which parents may ask to be taken into account must; relate directly to the student; be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education. Parent(s) wishing to make application on the basis of this criterion must demonstrate that the Academy is specifically suited to meet the need described in the application and that no other school can meet this need. Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The Academy reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the Academy. Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the Academy to consider late information. The Governing body of the Academy will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule.

#### **Definition of sibling**

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

<sup>1</sup> *Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.*

<sup>2</sup> *A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.*

## **Phoenix Academy Sixth Form Admissions Arrangements 2022-23**

**Published Admission Number (PAN)**

Phoenix Academy Sixth Form has an overall PAN of 100 per year group. 80 places will be allocated to internal students who meet the stated minimum entry requirements and 20 places will be offered to external applicants who meet the stated minimum entry requirements.

### **Minimum Academic Entry Requirements**

Our minimum entry requirements are:

- At least Grade 5 in both English and Maths at GCSE.
- At least a Grade 6 in the subjects chosen to study at Sixth Form (with a 7 for Maths, Computer Science and the single Sciences).
- A reference from a current teacher or tutor that declares your behaviour to be in-keeping with our ethos of community, respect and conscientious hard work.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education, Health and Care Plan (EHCP) that names the school. These children will be admitted within the school's PAN but before any child prioritised under the school's oversubscription criteria.

### **Oversubscription criteria**

When the sixth form is undersubscribed all internal applicants will be automatically offered conditional places based on their KS4. When there are more external candidates wishing to take up places than are available, and once places have been offered to students with statements of special educational need (SEN) or an education, health and care (EHC) plan naming Phoenix Academy, places will be offered in the following order of priority:

**Rule 1.** Overall priority will be given to 'looked after children\*' or children who were formerly looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

**Rule 2.** Admission of children with specific medical needs, social needs and special needs where the application is supported by specific written advice as to why admission to the Academy is necessary.

**Rule 3.** Admission of children with siblings currently attending the Academy and who will continue to do so on the date of admission. The term "sibling" means a full, step, half, adopted or foster brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship once offers have been made.

**Rule 4.** Nearest walking distance to the school – children who live the nearest distance from the school. The distance which determines how close the child lives to the school is the shortest walking distance along public highways and footpaths between the front door to the child's permanent address and the main entrance to the school's main building. The child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested once offers have been made.

### **Tie Break**

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. In the event that two or more applicants are equally entitled to a place, then an offer will be made to the applicant living closest to the school at the time of application.

### **Sixth Form Appeals**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Phoenix Academy. If you wish to appeal against the Sixth Form's decision, you should request an Appeal Form from the Sixth Form Administrator: [sixthform@phoenixacademy.org.uk](mailto:sixthform@phoenixacademy.org.uk), stating the reason for the appeal, based on the published Admissions Criteria.

Completed forms should be sent to the Head of Admissions at Phoenix Academy Sixth Form, The Curve, Shepherds Bush, London, W12 0RQ, or scanned and emailed to [sixthform@phoenixacademy.org.uk](mailto:sixthform@phoenixacademy.org.uk).

### **Process of Application for the Sixth Form**

Applications for Sixth Form must be made directly to the Academy, using the form available on the sixth form page of the Academy website: [www.phoenixacademy.org.uk](http://www.phoenixacademy.org.uk). Please note that A level subjects may be subject to change. Applicants who are not offered a place in the Sixth Form may be placed on a Waiting List. Applications received after the start of the school year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course.