



# ADMISSIONS TO YEAR 7 AT VYNERS FOR STUDENTS TRANSFERRING FROM YEAR 6

## Entry September 2022-2023

These admissions arrangements apply to applications as published in the Hillingdon Brochure 'Starting Secondary School'

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### 1. GENERAL ARRANGEMENTS

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Vyners is an Academy School and the process of admission of students is controlled and administered by the Local Governing Body. You should note that:-

- Procedure** 1.1 The procedure you must follow in applying for a place for your child at Vyners is as set out in this section of the School Brochure.
- Forms** 1.2 Information about admissions is shown in the Hillingdon Brochure 'Starting Secondary School', which will be provided by Hillingdon Local Authority. You must apply for a place at Vyners using the common application form, issued by the Local Authority to whom you pay Council Tax.
- Application** 1.3 **You must not apply directly to the School.** You must complete and return the common application form in one of the ways set out in the information supplied by your Local Authority.
- Deadline** 1.4 Completed application forms must be returned **as specified in the Hillingdon Brochure 'Starting Secondary School'**.
- The procedure for deciding which children to admit will be carried out by the Local Governing Body in accordance with the School Admissions Code of Practice, but you will be notified of the result of your application by your local LA.
- Appeals** 1.5 Appeals against a decision by the Local Governing Body not to offer a place to your child will be dealt with under the appeals procedure established by the School Admissions Appeals Code of Practice.
- Governors' Enquiries** 1.6 Should the Local Governing Body need to contact you about your application, they will address their communications regarding admission to Vyners to the address on the application form.
- N.B.** 1.7 As parents, you have a right to apply for a place for your child in more than one secondary school, regardless of their location or status.

**Because the distance between home and school is the main way of deciding places in most schools, you are advised to include your nearest school amongst your choices.**

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### 2. INFORMATION FOR PARENTS OF PROSPECTIVE PUPILS

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- School Brochure** 2.1 Full information about Vyners School can be found in the school brochure or on the school website. Copies of this brochure are distributed at the Open Evening referred to in 2.2 below or are available from the School if you are unable to attend that meeting. Information about admissions is also published on the school's website at [www.vynersschool.org.uk](http://www.vynersschool.org.uk) (home/school/admissions). The Hillingdon composite brochure 'Starting Secondary School' also contains essential information.

- Parental Visits**      2.2 Arrangements have been made for parents of prospective students to visit the School on an Open Evening as published in the Hillingdon brochure 'Starting Secondary School'.
- On this occasion you are invited to see students and their work, to view the School and to meet staff and ask any questions you may have.
- There will also be several Open Mornings when parents may see the school in action. Details are available from the school office. Numbers will be restricted to avoid undue disruption to the school day and places will be allocated on a first come, first served basis.
- Enquiries about Admissions**      2.3 Members of the school staff who deal with the administration of the admissions process will always try to assist the parents of prospective entrants as far as they are able and in good faith. However, it must be clearly understood that the application and interpretation of the admissions criteria are matters for the Local Governing Body alone, and they will not be constrained in the execution of these duties by any advice given explicitly or implicitly by any third party.

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### 3. ADMISSIONS CRITERIA

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Vyners has one main year for admissions - children are admitted into Year 7 at the age of 11. The criteria for admission to the School in the main year of entry are set out below.

- Standard admission number**      3.1 There will be places for 240 students. The Local Governing Body shall admit pupils at the age of 11, without reference to their ability or aptitude, ethnic background, race, religion etc. subject to 4.1.2 and 4.1.3 below.
- Admissions criteria**      3.2 If there are more applications for admission than we have places, The Local Governing Body shall use the following criteria, in the order shown, to decide which children to admit:-
- 3.2.1 a looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order.
  - 3.2.2 children who have a sibling attending the School at the time of application, and who would reasonably be expected to still be attending Vyners (as defined in 4.3).
  - 3.2.3 children of staff.
  - 3.2.4 children living nearest the School, measured in a straight line from a central point in the school site. All measurements will be made on the latest computer version of the relevant Ordnance Survey map, which will be regarded as definitive. If only one place is available at the school and more than one child is equidistant to the school a tiebreak will be by computerised random allocation.
- Exceptional Admission**      3.3 The Local Governing Body will be prepared to admit pupils as of right over the admission limit of 240 if the applicant has an Educational Health Care Plan (Hearing Impaired) **and** is recommended by Hillingdon Local Authority (see 4.6). This is because the LA maintains an extra-resourced provision at Vyners for such children, which is not available to other students at the school. Such admissions are without prejudice to the established PAN (Published Admissions Number).
- 3.4 The Local Governing Body will admit to the school children who have an Educational Health Care Plan other than for hearing impairment if such children meet the admissions criteria set out in paragraph 3.2 above, or the school is named on the statement.

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## 4. FURTHER INFORMATION RELATING TO THE ADMISSIONS CRITERIA

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- Age**            4.1    Age of children applying for admission to Year 7.
- 4.1.1   Children will be 11 years of age at the beginning of the academic year when they start Vyners.
- 4.1.2   Applications from the parent/carer some slightly younger children will be considered by the Local Governing Body where evidence is provided that they are routinely working with the cohort due to transfer, that they have done so for at least one academic year, and that it would be detrimental for them not to transfer with the cohort, in the view of their present Headteacher. Such applications would be determined under the criteria in 3.2 above.
- 4.1.3   Applications from parent/carer of slightly older children who are still in primary school will also be considered by the Local Governing Body, provided they meet the criteria in 3.2 above.
- Admission Limit**    4.2    Vyners' Admission Limit
- 4.2.1   The capacity of the School has been calculated on the basis of a eight form entry school and the PAN has been set at 240 students per year in Year 7.
- 4.2.2   This figure was established by application of the formula determined by DfE for calculating the number of students that can be accommodated at the school, and is accepted by the strategic planning authority, known as the net capacity calculation.
- 4.2.3   The Local Governing Body will not be prepared to admit more students than we have places for into Year 7, except insofar as criterion 3.3 and 3.4 above applies.
- Siblings**            4.3    Siblings - criterion 3.2.2 above
- 4.3.1   If you hope to be allocated a place for your child because he/she has a sibling as a student at Vyners School at the time of application who would reasonably be expected to still be attending Vyners at the time of admission, their details should be given on the Application Form.
- 4.3.2   Reasonable expectation of a sibling still being at Vyners would exist when that sibling is in any of the year groups from 7 to 10 at the time of application, or in the Sixth Form on the first year of a two year course (ie in Year 12). If the sibling was in Year 11 at the time of application, then such expectation could only exist if entry into Vyners Sixth Form seemed likely. If the sibling was in Year 13 at the time of application, reasonable expectation would only exist when that sibling is taking the first year of a two year course.
- 4.3.3   In order to maintain the character of the school as family based and linked to the local community, only the relationships listed below would qualify for admission under the sibling rule:
- Full brother or sister (i.e. same mother and father), living permanently at the same dwelling.
  - Step-brother, step-sister, half-brother, half-sister, living permanently at the same dwelling.
  - A legally adopted child (evidence would need to be supplied) living permanently at the same dwelling, in the same family unit as the current pupil.
- No other relationships or family arrangements would qualify for admission under the sibling rule.

- 4.3.4** Parents/Guardians are required to provide on the application form sufficient details of the older sibling (who forms the basis of the application under this criterion) to enable the Local Governing Body to satisfy themselves that a valid qualifying relationship exists.
- 4.3.5** The Local Governing Body reserve the right to make such enquiries as they consider necessary to verify the existence of a valid qualifying relationship. By applying for admission for your child under this criterion, you are deemed to have given your consent to such enquiries being made.
- 4.3.6** If the sibling link that you wish to claim is to a member of the Hearing Impaired Resource Base **or** the sibling was admitted to the school because it was named on an Educational Health Care Plan, **and** transport to school is provided by the Local Authority, you are strongly advised to consult the Local Authority Transport policy. It would not normally be the case that the transport arrangement would be extended to include the sibling as the policy is currently constructed, and it is likely that responsibility for travel to and from Vyners, and the costs involved, would fall to you.
- 4.3.7** The Local Governing Body reserve the right to withdraw the offer of a place in certain circumstances (see section 7)

**Children of staff**

- 4.4** The school will admit a child of a member (parental or legal responsibility) of staff provided that:
- a) the member of staff (defined below) 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) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage of high calibre applicants and/or hard to recruit for vacancies
- 4.4.1** For the purposes of satisfying these criteria, a member of staff is defined as a member of the full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable, or a member of the full-time support staff (on a 38 week and above contract), or of the part-time support staff who work 50% and above as determined by their role (on a 38 week and above contract) whose role and activities can be demonstrated to provide a significant impact on student achievement at the school. A panel from the Governors' Admission Committee will determine whether the member of staff meets the requirements for this rule.
- 4.4.2** This definition does not include contract staff. Where a service such as catering has been 'in house' and is subsequently 'contracted out', children of staff will not be eligible for admission under this criterion. This definition does not include peripatetic staff.

**Proximity to school**

- 4.5** Children living nearest to the school - criterion 3.2.4 above
- 4.5.1** The Local Governing Body will offer places to children under this criterion only after they have offered places to children who qualify under criteria 3.2.1, 3.2.2 and 3.2.3
- 4.5.2** Please note that the relevant address for this criterion will be the child's permanent home with his/her parents or legal guardians. Please see the Hillingdon Brochure 'Starting Secondary School'. This should be the address in October 2020 when the application is made and where our expectation is that they will be resident at the address at the start of the academic year in September 2021.

Subsequent changes of address will be considered by the Local Governing Body where a late application is made for a good reason. Good reasons may for example be: when a parent has been ill for some time, the death of a close relative, or where a family has just moved into the area or is returning from abroad (proof

of tenancy or ownership of a property within this local authority is required in these cases).

If you are moving into the area and believe that you may qualify for a place at Vyners under this criterion but have not completed the purchase of your new residence, evidence that contracts have been exchanged with a specific exchange date and/or a copy of a current tenancy agreement must be provided. Each case will be considered individually as specified in the Hillingdon Brochure 'Starting Secondary School'. In such circumstances, the address of your new residence will be used as the relevant address for determining your application.

If you have a genuine 50/50 share care arrangement with your child's other parent, then the address of the parent who is in receipt of child benefit will be used for the purpose of the application. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor.

In no circumstances will the address of childminders be accepted as the permanent home address, nor the address of other family members.

**4.5.3** The Local Governing Body will process your application on the basis of the address provided. **If you are offered a place on the basis of that address, you will be required to produce evidence that demonstrates that the address given meets the requirements set out in paragraph 4.5.2. The evidence required is listed in the Hillingdon Brochure 'Starting Secondary School'.**

**4.5.4** The Local Governing Body reserve the right to make enquiries to verify the details of an application made under this criterion and if you apply for a place at the School you are deemed to have given your consent to such enquiries being made.

**4.5.5** **The Local Governing Body reserve the right to withdraw the offer of a place in certain circumstances. Failure to produce evidence that substantiates the validity of the stated permanent home address, to the Governors satisfaction, would constitute such circumstances.** See also section 7.

## Hearing Impaired

**4.6** Special Educational Needs (Hearing Impaired)

**4.6.1** The Local Governing Body will be prepared to consider applications under this criterion ONLY if:

- your child has an Educational Health Care Plan (Hearing Impaired);
- your child is recommended by the London Borough of Hillingdon for admission to the Hearing Impaired Resource Base at Vyners, as they maintain it as an extra-resourced provision.

**4.6.2** The Local Governing Body reserve the right to make enquiries to verify the details of an application made under this criterion and if you apply for a place at the School you are deemed to have given your consent to such enquiries being made.

## Catchment Area

**4.7** Vyners has no pre-determined catchment area and, as the law requires, parents of students resident both inside and outside the London Borough of Hillingdon are entitled to apply for admission for their child.

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## 5. HOW TO APPLY FOR A PLACE

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- Application form** 5.1 You should complete the common application form produced by the local authority to which you pay council tax if you wish to apply for a place for your child in Year 7 at Vyners School.
- Supporting Information** 5.2 You must be sure to provide all the information requested, particularly if your application is based upon criterion 3.2.1, 3.2.2, or 3.2.3.
- Return of the form** 5.3 You should return your completed application form **as directed on the common Application form.**
- Qualifying** 5.4 The closing date in which you must submit your completed application form is published in the brochure 'Starting Secondary School'. Children for whom applications are received after this date will not be offered a place in the first instance (if the school is over-subscribed by the deadline) but will be placed on the waiting list and be subject to its procedures (see 9. below). If you return your application form earlier than the closing date you will have a much greater chance of being offered a place than a late applicant.
- Notification** 5.5 Notification of the result of your application for a place at Vyners will be available online or posted to you from your LA on the date specified in the Hillingdon Brochure 'Starting Secondary School'. The school will not deal with telephone or other personal enquiries about the outcome before, or at, that time.

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## 6. ACCEPTANCE OF OFFER

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If your application for a place at Vyners is successful, **you must** reply accepting or rejecting that offer by the date published in the Hillingdon Brochure 'Starting Secondary School'. **The acceptance/rejection must be sent as directed in the offer letter or online.**

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## 7. WITHDRAWAL OF OFFER

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- 7.1 The Local Governing Body will rely upon the information contained in the application form for admissions and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to:-
- withdraw the offer of admission. In cases where the Local Governing Body believe that the place was obtained fraudulently, any such withdrawal will be effective even after the child has commenced studies at the school;
  - pursue their legal rights against parents/guardians making such false claims and this may include seeking compensation for loss or expense incurred by the School in rejecting an application due to false or misleading information having been given.
- 7.2 The Local Governing Body reserve the right to withdraw a place offered to a child where it can be subsequently shown that the address used for the purpose of the application turns out to be an "address of convenience", or where evidence to demonstrate the appropriateness of the given address is not forthcoming within the stated timescale without good reason (see also paragraph 4.5.)

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## 8. APPEALS

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- Right of Appeal**
- 8.1 If you have applied for, but not been offered, a place for your child at Vyners you have the right to lodge an appeal against the Local Governing Body's decision.
  - 8.2 Information about the process for lodging an appeal will be available online or included with the letter notifying you of the result of your application when it has been unsuccessful.

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## 9. WAITING LISTS

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If it is not possible to offer your child a place at Vyners, then you may apply to be put on the waiting list. Under the School Admissions Code of Practice, the Local Governing Body is required to establish and maintain their waiting list in the order of the admissions criteria (see section 3 above).

- Priorities**
- 9.1 Children will be placed on the Waiting List in the following order:-
    - 9.1.1 those in the care of the local authority for whom Vyners is the nearest maintained school.
    - 9.1.2 those with siblings in the school, as defined in section 4.3
    - 9.1.3 children of staff as defined in section 4.4.
    - 9.1.4 all others in order of the distance from home to school, closest first, measured as defined in section 4.5.
- Vacancies**
- 9.2 If and when a vacancy arises as the number of students in a year group falls below the admissions limit for that year the place will be offered to the child whose name is at the top of the waiting list in the order shown in 9.1 above.
  - 9.3 Where the Local Governing Body place an applicant at the appropriate position in the waiting list, having applied their oversubscription arrangements, they have an assumption that a place will be accepted when one is offered.

Where a place offered is declined, the Governors will require an applicant who wishes to remain on the waiting list to re-apply through the normal application process via the relevant local authority admissions team.
  - 9.4 Parents of children placed on the waiting list held by the Local Governing Body will be contacted annually by the school during the school summer holidays. Parents will be asked in writing if they want their child to remain on the waiting list for the next academic year. If they wish to remain on the waiting list they will need to complete a new In Year Application form available on the school website and submit this by 3pm on the second Friday in September. If a new application is not received by then, the child will be removed from the waiting list.

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## 10. FINANCIAL ASSISTANCE

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Although Vyners is an Academy the financial arrangements, as they affect parents, are exactly the same as for other local secondary schools.

- Educational provision**
- 10.1 The education provided at Vyners is free:-
    - 10.1.1 Vyners is an Academy maintained directly by the DfE and no fees are charged.

**10.1.2** Vyners follows those parts of the 1988 Education Act and subsequent legislation that govern charging for school activities and the remission of such charges in exactly the same way as other state schools do and a summary of these policies appears in the Brochure.

**10.2** Details of the assistance available for children who live in Hillingdon are shown in the Hillingdon composite brochure. Families resident in another local authority should apply to that authority for details of their scheme.

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## **11. THE EDUCATION WELFARE SERVICE**

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Education Welfare Officers are employed by the Local Authority to visit schools and discuss issues about attendance. They offer support and advice to pupils and families for whom regular attendance at school seems to be a problem. Their aim is to ensure that all children benefit from the education to which they are entitled.

There are close links between this school and our EWO, who is based with the other members of the service at The Civic Centre, 4E/09, Uxbridge, Middlesex, UB8 1UW. Tel No. 01895 250858.

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## **12. CHILD PROTECTION**

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It may be helpful for parents to be aware that the Local Authority requires all Headteachers to report any obvious or suspected case of child abuse. This may be a non-accidental injury, physical neglect, emotional abuse and/or sexual abuse.

Schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. The procedure is intended to protect children who may be at risk.

This does mean that Headteachers risk upsetting some parents by reporting a case which, on investigation, proves unfounded.

In such circumstances it is hoped that parents will appreciate the sensitive nature of the Headteacher's role. The Headteacher and the staff of the School endeavour to act in the best interest of the child and take this responsibility very seriously.