



# ADMISSIONS TO VYNER'S SCHOOL FOR STUDENTS OF STATUTORY SCHOOL AGE, OTHER THAN NORMAL PRIMARY TRANSFER (IN-YEAR ADMISSIONS)

From September 2023

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## 1. GENERAL ARRANGEMENTS

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The admission of students to Vyners School 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 School is as set out in this document. The Local Governing Body acknowledges no obligation to comply with applications which are not made in accordance with this procedure.
- Application** 1.2 For all admissions that are not normal primary transfer applications for in year admissions should be made directly to the school using the school's In Year Admissions Form. This should be sent to the Admissions Officer at Vyners School.
- Forms** 1.3 There is a link on the Vyners School website to the Vyners School In Year Admissions Form. Alternatively these forms can be requested by contacting the Vyners School Admissions Officer.
- Appeals** 1.4 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 Local Governing Body.

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## 2. INFORMATION FOR PARENTS OF PROSPECTIVE STUDENTS

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- School Brochure** 2.1 Full information about Vyners School may be found in the School's prospectus on the School's website. Paper copies are available on request
- Further Instructions** 2.2 Detailed information about how to apply for a place at Vyners for your child is given in section 5. Further details of the appeals procedure, should you apply for, but not be offered, a place for your child can be obtained from the Admissions Office.
- Important Notice** 2.3 **The Local Governing Body reserve the right to make enquiries to verify the details of an application made under any of the admissions criteria and if you apply for a place at the school you are deemed to have given your consent to such enquiries being made.**

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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. A few students are admitted into other year groups in the School, but normally only when vacancies exist.

A vacancy exists only when the number of students in a given year falls below the established Admissions limit.

#### Admissions criteria

- 3.1 If a vacancy exists in the year group for which you are applying and there is no waiting list, a place will automatically be offered to you subject to confirmation by the Local Governing Body.
- 3.2 If no vacancy exists or it is not possible to offer you a place, your name will be placed on a waiting list (see Section 6).
  - 3.2.1 Where the Local Governing Body place an applicant at the appropriate position on 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 child will automatically be removed from the waiting list. Parents who wish to remain on the waiting list are required to respond to the annual communication sent to them by the School – see 6.5.

#### Exceptional admissions

- 3.3 If a place is offered and accepted, this does not give automatic right of entry to the School to other siblings of secondary school age.
- 3.4 The Governors will be prepared to admit students as of right over and above the PAN (Published Admissions Number) if: the applicant has an Educational Health Care Plan (Hearing Impairment) and is recommended by the London Borough of Hillingdon (see 4.2). This will only apply if the Local Authority continues to provide and appropriately resource a unit for hearing impaired students at the School
- 3.5 The Local Governing Body will admit a student where the school is named on an Educational Health Care Plan, in accordance with the Special Educational Needs Code of Practice.

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### 4. FURTHER INFORMATION RELATING TO THE ADMISSIONS CRITERIA

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#### Admission Limit

- 4.1 The school has a PAN (Published Admissions Number) as of September 2019 of 240 in Year 7 and 180 in Years 8 - 11
- 4.2 This figure was established in consultation with the DfE and reflects the capacity of the School.
- 4.3 The Local Governing Body will not be prepared to admit more than the PAN into each of Years 7 - 11, except in so far as paragraphs 3.4. and 3.5 above apply.

<b>Hearing Impairment</b>	<p>4.4 To qualify under this criterion the child</p> <ul style="list-style-type: none"> <li>● must have an Educational Health Care Plan (Hearing Impairment);</li> <li>● must be recommended by the London Borough of Hillingdon for admission to the Hearing Impaired Resource Base at Vyners.</li> </ul> <p>4.5 Admissions via this route will only be possible whilst the London Borough of Hillingdon continues to maintain the Hearing Impaired Resource Base at Vyners.</p> <p>4.6 At the time when you send in your application you must also send a separate sealed envelope marked “Confidential” containing details and evidence of the Education Health Care Plan which forms the basis of your application.</p> <p>4.7 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.</p> <p>4.8 The Local Governing Body will rely upon the information contained in the application form for admission and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to:</p> <ul style="list-style-type: none"> <li>● withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school;</li> <li>● 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</li> </ul>
<b>Catchment Area</b>	<p>4.9 Vyners has no predetermined 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.</p>

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## 5. HOW TO APPLY FOR A PLACE

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To apply for a place at the school other than normal primary transfer, a Vyners School Admissions Form should be submitted directly to the school. This form can be downloaded from the link on the school website; IN YEAR ADMISSIONS FORM, or by contacting the Admissions Officer at the school and requesting a form. The completed form should be returned to the Admissions Officer at Vyners School.

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## 6. WAITING LISTS

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<b>Review of waiting list</b>	<p>6.1 If no vacancy exists in the particular year group for which you are applying on behalf of your child then he/she will be placed on a waiting list.</p>
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6.2 The waiting lists are maintained in the order of the oversubscription criteria that apply at the normal age of transfer. These are, in order of priority:

- A looked after child (as defined in the Admissions Code 2021)
- ❖ children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), eg fostered or living in a children's home, at the time an application for a school is made; and
- ❖ children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- ❖ children who have been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (in accordance with Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (in accordance with Section 46 adoption orders).
- Children who have a sibling attending the school at the time of application. This criterion will only apply once on the waiting list and whilst that sibling continues to attend the school.
- Children of staff.
- Children living nearest the school when measured in a straight line from the centre of the school to the student's house. If only one place is available the school and more than one child is equidistant to the school a tiebreak will be by computerised random allocation.

In the event of more than one child being on the waiting list in any of the first three categories, they will be ranked within the category in accordance with their distance from the school, measured by straight line, nearest first.

6.3 If and when a vacancy arises as the number of students in a year group falls below the admissions limit for that year places will be offered to children whose names are on the Waiting List in the order shown in 6.2 above.

6.4 Where the Local Governing Body place an applicant at the appropriate position in the waiting list, having applied their oversubscription arrangement, they have an assumption that a place will be accepted when one is offered.

Where a place offered is declined, the child will automatically be removed from the waiting list.

6.5 Parents of children placed on the waiting list will be contacted annually 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 and return the confirmation slip that indicates this. If a confirmation slip is not received by 3pm on the second Friday in September, the child will be removed from the waiting list.

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## 7. APPEALS

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### **Right of Appeal**

- 7.1 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.
- 7.2 Information about the appeals procedure to be employed by the Local Governing Body will be included with the letter notifying you of the result of your application. The Local Governing Body is required to establish an Appeals Panel which is independent of both the Local Governing Body, the School and the Local Authority.
- 7.3 It is the intention of the Local Governing Body to proceed with appeals hearings with as little delay as possible.

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## **8. 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**

8.1 The education provided at Vyners is free:-

8.1.1 Vyners is a state school and no fees are charged.

8.1.2 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 Prospectus.

### **Welfare Benefits**

8.2 Parents of students attending Vyners are entitled to apply for Education Welfare Benefits:-

8.2.1 Please apply to the Welfare Officer at Vyners who will be able to advise you of any benefits available (i.e. Free School meals)

8.2.2 Most families who qualify for help of this kind will already be in receipt of Family Credit or Income Support, but if you are in need you should apply anyway.

8.2.3 You should apply to the Benefit and Management Information Team, Civic Centre, Uxbridge, Middlesex UB8 1UW. Provision of these welfare benefits is the responsibility of the local council not of the School and so all correspondence on such matters should be addressed to the above team at the Civic Centre.

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### **Ratification by Local Governing Body**

**Ratification Date**

**Date of Next Review:**