



Admissions Criteria – Academic Year 2024/25

The Governing Board proposes to admit 60 children during each school year. Children will be admitted without reference to ability, aptitude, gender, race or religion.

Where the school is oversubscribed, priority for admission will be given based on the criteria set out below:

1a **Looked After Children**

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, child arrangements, or special guardianship order.

1b **Adopted from Abroad**

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).

2 **Education, Health and Care Plan**

Children with an Education Health Care Plan (EHCP) will be placed under the latest Special Education Needs and Disability (SEND) regulations. Children with an EHCP that names Charville Academy will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named Charville Academy.

3a **Medical or psychological condition of child**

Children who suffer from a long term medical or psychological condition which necessitates their attendance at Charville Academy rather than an alternative school. Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

3b **Medical or psychological condition of member of immediate family**

details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

Parents/carers who wish to claim priority on the grounds set out in 3a and 3b above must:

- i) provide details of that long term medical or psychological condition and must provide a doctor's statement in support of their application; and

- ii) must provide those details and supporting statement at the time of application or subsequently, but before the published date by which applications are to be considered.

The Governing Board will not take into account the medical or psychological condition of a child or a member of the child's immediate family if parents do not meet the criteria above before the date by which applications are to be considered.

4a Sibling connection

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will continue to do so on the date of admission.

4b Multiple births

Twins and children from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number unless to do so would prejudice the provision of efficient education or the efficient use of resources. Where it is not possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists. For Reception and Key Stage 1 the child/ren will be considered as an exception to the class size rule.

5 Children of UK service personnel

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

6 Children of staff

Children of staff, where the member of staff has been employed by Charville Academy for 2 or more years at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.**

7 Distance from school to home

Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to Charville (the corridor outside the KS1 hall) Ordnance Survey Co-ordinates 509118 183115. Those living closer to the school will receive the higher priority.

As there is no set catchment area, children living in a particular road may be allocated a place one year, but not in another.

8 Temporary Addresses

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to

be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

9 Requests for admission to school outside a child's age group

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Admissions Authority of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

10 Applications from abroad

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include:

- Booked flights
- End of lease / notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If this evidence cannot be provided the application may not be processed.

APPLICATIONS FOR FAMILIES ARRIVING FROM ABROAD, INCLUDING FROM THE EU, FROM 1 JANUARY 2021

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have the right, under their visa entry conditions, to study at a school before submitting an application.

** Areas of skills shortage are currently in classroom-based roles. This is subject to review on a regular basis. Children of staff include; step brother or sister, or the child of the member of staff's partner living in the same family unit at the same address.

Summer Born – If a parent wishes his/her child to be educated outside his/her normal age group i.e. a child born between 1st April and 31st August, being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Tie Breaker - Distance is measured in a straight line from the child's home address (which is deemed to be the address at which the child benefit is paid if this does not apply we will accept the address registered with doctors) to the school, using a GIS system which is based on Ordnance Survey data. The measurement is from the address point for the home address to the address point for Charville Academy. If only one place is available at the school and the next child who qualifies for a place is equidistant the tiebreak will be by computerised random allocation.

In the event of there being more applications than places available, the Governing Board are required by law only to offer places strictly in accordance with the criteria listed above. A waiting list will be operated in accordance with these criteria.

The Governing Board will admit all children in accordance with the admissions criteria, unless he or she has an Education, Health and Care Plan that names another educational setting.

The Governing Board reserve the right to withdraw the offer of a place if any information given is found to be false.