

HOLLAND PARK SCHOOL 2017 to 2018

POLICY | ADMISSIONS

STATUS | STATUTORY

PRINCIPLES

We are committed to:

- Ensuring every young person accesses their right to learn. Holland Park welcomes every child regardless of ability, gender, ethnicity or social background, to apply for a place at the school.

We aim to:

- Ensure and maintain a comprehensive student population.
- Ensure that the school's intake reflects truly balanced comprehensive education.
- Ensure that our Prospectus makes clear the ethos, achievement and expectations of the school and its students.
- Ensure that our admission criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care.

PUBLISHED	Website	✓	Pre-admission documentation	✓	Student/Parent Planners		On Request	
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This policy is overseen by | **DAVID CHAPPELL** | ASSOCIATE HEAD

PRACTICE

The school's practice complies with the DFE's 'School Admissions Code of Practice'.

The school also acts in accordance with the admission arrangements determined and published by the Local Authority. Please refer to the Royal Borough of Kensington & Chelsea's publication: Secondary School Brochure, available via their website.

1. NEW INTAKE APPLICATIONS

- 1.1. Applicants with a signed Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC) which names Holland Park will be placed at the school via the SEN process, as set out in Section 324 of the Education Act 1996.
- 1.2. Holland Park School is proud to be a genuine comprehensive school. It seeks to admit and to maintain a balanced intake with students representing all levels of ability and potential and to ensure that academic achievement is the very core of our purpose. The admission number is 240. Holland Park School admits students in four bands of ability: for admission year 2017.

Band A	Band B	Band C	Band D
25% of intake	25% of intake	25% of intake	25% of intake
54 places	54 places	54 places	54 places

- 1.3. Holland Park has a particular expertise in the teaching of the visual arts. Up to a maximum of 10%, places are allocated to students who are able to demonstrate an aptitude in Art and Design. Applicants for these places must complete a supplementary form; available from the school or the council website. There will be an assessment by the school of applicants' potential. Priority will then be applied in descending order by aptitude test score to applicants with more than 20 points (from a possible 40). Applicants who are not offered a place on the grounds of aptitude will automatically be considered for a place within their ability band under the general admission criteria described below. Aptitude tests will take place on **Saturday 8th October 2016**.

2. OVERSUBSCRIPTION CRITERIA

- 2.1 Holland Park School has been heavily oversubscribed for a number of years. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below and places will be allocated in the following order of priority:
 - 2.1.1 Children in Public Care, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to the Royal Borough confirming the legal status of the child and the local authority to whom the child is/was in care and quoting the child's full name and current address.

- 2.1.2 The Governing Body, as the admissions authority, may on an individual basis give priority to applicants who can demonstrate that admission to Holland Park School is necessary on the grounds of professionally supported medical or social need. Parents/carers must supply details of any such special factors at the time of the original application, together with supporting documentation. Such applications will not be considered without professional support – such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential.
- 2.1.3 A maximum of 24 places will be offered to applicants who can demonstrate an aptitude and capacity to succeed in the visual arts, especially art and design. Places offered under this criterion are made without reference to a child's score on the ability banding test and instead will be assessed by a separate aptitude test. The Governors reserve the right to admit fewer than 24 children under this criterion if there are insufficient applicants reaching the required score, with any remaining places split equally across the four ability bands.
- 2.1.4 Children of staff in either or both of the following circumstances:
- a) where the member of staff has been employed by 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.
- 2.2. For the majority of applications, the following criteria are likely to be more relevant. When the applicants described in category (1) and (2.1) have all been offered places, the remaining places in each of the four bands will be offered in the following order of priority:
- 2.2.1. To brothers and sisters of children who are, and will continue to be, on the roll of Holland Park School from September 2017 (including the sixth form). This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the parent or carers partner provided that they live at the same address as the applicant.
- 2.3 Places will then be offered first to children who live nearest to the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order.
- 2.4 Routes will be measured to four decimal places (if necessary). If in the unlikely event that two or more applicants live at exactly the same distance from the school the offer of a place will be decided by random allocation.
- 2.5 If, in any of the bands, there are more applicants than places available in a category, places will be offered to children living nearest the school in the manner described in 2.3.

- 2.6 If an offer of a place is not accepted by an applicant the place will be offered to another applicant according to the same order of priority.
- 2.7 Twins and triplets - If a tie-break involves twins or triplets in the same band*, Holland Park School will offer places over their published admission number to accommodate the children. Further places will not be offered until the school admissions limit falls back to 240. This situation is unlikely, and in most cases the school would have enough movement in numbers to accommodate children of multiple births without exceeding 240 by September 2017.
- * This rule will not apply to the visual arts aptitude category.*
- 2.8 All applicants **must** attend the school to take the banding test on **Saturday 26th November 2016** in the morning. Failure to attend will mean your child will not be allocated to an ability Band. As the school is always heavily oversubscribed, those not allocated to a Band will not be offered a place, even if they have a sibling or live very close to the school. Holland Park School will write to you (and email you if you have provided an email address in your application) with arrangements for the test and the time your child needs to arrive at the school. If you do not receive communication from the school by **Thursday 24th November 2016**, you will need to either contact the school on 020 7908 1000 or the Royal Borough's Admissions Team on 020 7745 6432. The school will have a list of all those that have named Holland Park School as a preference in their application. Even if you do not receive your letter, your child's name will be on the school's application list and they must turn up for the test. If there are exceptional reasons why your child cannot attend you will need to contact the school or the Admissions Team for advice **before** the test date.
- 2.9 The banding test is not an entry test. There is no 'pass' or 'fail' and a child's score does not determine whether s/he will receive an offer of a place. The test is used to ensure that the intake to the school represents the ability range of the cohort applying. The test gives an indication of the child's current ability to reason using words and numbers. Applicants are ranked on the basis of their score in the test relative to other applicants who took the test. There are four ability bands, A, B, C and D. Offers are made equally within each band (25 per cent) in accordance with the admission criteria.

3. YEAR 7 WAITING

- 3.1 National offer day is **1st March 2017**. Unsuccessful applicants are automatically placed on a waiting list that will be administered by the Royal Borough's Admissions Team up until the end of the summer term. The waiting lists will not be available until the week commencing **20th March 2017** to allow time for those offered to accept or decline. Unsuccessful applicants will be placed on a waiting list in their respective Band as outlined in 2.9 and will be ordered in accordance with the oversubscription criteria. Unsuccessful Arts Aptitude applicants will also be placed on a waiting list ordered by score as outlined in 1. 3. Applicants that did not sit the banding test, that submit a late application, or are re-applying for Holland Park but received a higher preference school under the coordinated process, will be added to the reserve list.

- 3.2 After Year 7 has begun, the allocated bands will no longer apply. Those who have requested to go on the waiting list will be ordered as described above in 2.1.1 to 2.2.1. After that, priority will be given to applicants who live nearest the school in the way described.
- 3.3 All unsuccessful applicants have the right of appeal to an Independent Appeal Panel against the decision not to offer their child a place at Holland Park School. The appeal form and guidance on the process can be obtained from the Royal Borough's Admissions Team that administers the appeals process on behalf of Holland Park School.

4. SUCCESSFUL APPLICANTS

- 4.1 Following national offer day on **1st March 2017**, Holland Park School will be in contact with successful parents as below:
THE WELCOME PACK: this pack contains all the relevant documentation for transfer in September; it also includes all details for the purchase of uniform. The packs will be posted to parents at the beginning of May 2017;
THE WELCOME EVENING: this event is for all transferring children and parents. The event will be hosted in early June 2017.
If you have a confirmed and accepted offer of a place from your local authority, the school will have your child's details on its September admission list. If, for any reason, you have a concern about your place, please contact the school's Admissions Officer.

5. IN YEAR ADMISSIONS

- 5.1 In year applications are made directly to the school. If a place is available and there is no waiting list, the governors will offer a place to the family. If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the relevant oversubscription criteria as described in section 2. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in order of the oversubscription criteria and not in the order in which the applications are received. Termly reviews and updates to our waiting lists will be made by the school. When a place becomes available, the governing body will decide who is at the top of the list and they will inform the parents that the school is making an offer. In accordance with statutory requirements, the Royal Borough of Kensington and Chelsea's Admissions Team will be notified of all applications and offers made to/for the school.

6. SIXTH FORM ADMISSIONS

- 6.1. Holland Park School has places for a maximum of 230 students in its sixth form. In 2017, the school expects to admit to Year 12 a maximum of 100 pupils from other schools, though this number may be exceeded if sufficient places remain once the demand for places from young people already at Holland Park School has, in the view of the school, been met. The availability of places in Year 12 for particular subjects will depend on the number of young people coming forward from Holland Park School; priority will be given to these. The school will only consider applicants for courses which it has published as being available, and will not make other courses available at the request of applicants. All places will be offered conditional on applicants meeting the school's entry requirements for the courses. In the event of there being more applicants from outside Holland Park

School than there are places available, places will be offered according to the following criteria in the order shown:

- the applicant's suitability for the course for which application is being made;
- those applicants considered suitable who live nearest to the school. Nearness to the school will be measured in the same way as for Year 7 entry.

7. FAIR ACCESS PROTOCOL

- 7.1. The school complies with all requirements for Fair Access as demanded in the Royal Borough policy. Admissions through Fair Access may override the above protocols. Each individual application is carefully considered and normally preceded by a Professionals' meeting.

8. HEALTH AND SAFETY

- 8.1 The school will refuse to admit, or refuse to allow the continued attendance of, any child it considers to present a threat to the safety and well being of the school community.