



DCFS Number: 312/5400

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Contact Details

Mrs Zena Bermingham (Office Manager)
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**Available Places for Year 7
In September 2022
186**

**Total applications received
for Year 7 in September 2020
stated as preference 1 to 6
1300**

Summary of Admissions Criteria

1. Children in public care. (Looked after children), other LAC and children who have been adopted or made subject to a Child arrangement order (previously known as a residency order) of special guardianship following having been looked after.

2. Children who have a brother or sister at Bishopshalt School at the date of application.

3. Children of members of staff.

4. Children living nearest the School, measured in a straight line from the school to the child's permanent home.

Criterion 2: Children who have a brother or sister at Bishopshalt School at the time of application who will still be attending at the date of admission:

Parents are required to provide on the Application Form sufficient details of the brother or sister (who forms the basis of the application under this criterion) **to enable the governors to satisfy themselves that a valid qualifying relationships exists, additional information will be required.**

Criterion 3: Children of staff (parental or legal responsibility) in either or both of the following circumstances:

- i. Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made.
- ii. The member of staff is recruited to fill a vacant post for which there is a skill shortage.

Criterion 4: If you are successful in your application for Bishopshalt School under criterion 4 "**Distance from home to school**" you will have to provide proof of address at the time of the closing date for applications as specified by the London Borough of Hillingdon. Proof of address **should be provided to the Local Authority along with your application by the published closing date in October of any year.**

Failure to provide proof of address documents has led to offers being withdrawn in the past.

BISHOPSHALT SCHOOL **ADMISSIONS POLICY**

1. Introduction

1.1 This Admissions Policy will take effect from 1st September 2022 for in year admissions Years 7-13 and from 1st September 2022 for the intake of children starting secondary school for the first time, transferring from Year 6 into Year 7 on 1st September 2023.

1.2 Bishopshalt is an Academy School and the admission of students is controlled and administered by the Governing Body.

1.3 The procedure to be followed in applying for a place at Bishopshalt is as set out in this Policy. The governors will not accept applications that are not made in accordance with this Policy.

1.4 Although Bishopshalt School has common admissions criteria for all admissions in Years 7-11 and in Years 12-13 the **procedure** for administering the admission of students varies according to the category of application.

1.5 Parents who wish to apply for a place for their child at Bishopshalt School will fall into one of the following three categories:

- i. Parents who are applying for a place for a child who is starting secondary school for the first time (i.e. a child who is transferring from primary to secondary school) – all applications are processed centrally through the London Borough of Hillingdon. This procedure ends on 1st March (or the first working day after this date if the 1st falls on a weekend) in any year, when all applicants who have applied for a place in a Hillingdon school are informed either online or in writing of the outcome of their application.
PLEASE READ SECTIONS 1-9 OF THIS POLICY.
- ii. Parents who are submitting an application for a child who is starting secondary school for the first time but whose application is made **after** the closing date on which the normal admissions procedure for a child who is transferring from primary to secondary school has ended (i.e. **after 31st October in any year**). Applications for admission after this date are regarded as ‘late’ applications and processed centrally by the London Borough of Hillingdon.
PLEASE READ SECTIONS 1-6 & SECTION 10 OF THIS POLICY.
- iii. All other applications for a place at Bishopshalt School i.e. casual or ‘in-year’ applications for a place in **Years 7-11** and applications for a place in the **Sixth Form** are processed internally by Bishopshalt School and **not** centrally by the London Borough of Hillingdon.
PLEASE READ SECTIONS 1-6 & SECTION 10 OF THIS POLICY.

1.6 All references to ‘parents’ in this Policy shall be interpreted to refer to the parents or legal guardians of the child for whom an application for a place at Bishopshalt School is made.

1.7 Where parents are separated or divorced the governors will address their communications regarding admission to the parent with whom the child normally lives and receives the Child Benefit payment.

2. Information for Parents of Prospective Students

2.1 Full information about Bishopshalt School will be found in the School Prospectus and the School Brochure.

2.2 An Open Evening will be held for parents of prospective students to visit the School in September of each year.

2.3 Should a place not be offered, further details of the appeals procedure will be sent with the letter or e-mail of notification.

2.4 Should a place be offered, further information about the school will be provided.

3. The Admissions Number

3.1 The Admissions Number for each year group in Years 7-11 is 186 students per year.

3.2 The Admissions Number for Year 12 is 209.

4. Admissions Criteria: Years 7-11

4.1 The main year for admissions is Year 7 at the age of 11. In addition students may be admitted into other year groups when vacancies arise through existing students leaving the School or where vacancies already exist. Students are admitted into the Sixth Form each year at the age of 16+.

4.2 The Governing Body will comply with national regulations governing the admission of children with a Statement of Special Education Needs. An Admission for these reasons that is additional to the standard number is without prejudice to the governors' intention to admit no more than the standard number under the admissions criteria.

4.3 The Governing Body will exercise discretion to admit students in compliance with local agreements to assist the Local Education Authority to comply with its statutory obligations. An Admission for these reasons that is additional to the standard number is without prejudice to the governors' intention to admit no more than the standard number under the admissions criteria.

4.4 Governors will admit students in Year 7-11 without reference to their ability or aptitude.

4.5 If the number of applications for places is greater than the Admissions Number governors will use the following criteria, in the order shown, to decide which children to admit:

- i. Children in Public Care (Looked after children), other LAC and children who have been adopted or made subject to a Child arrangement order (previously known as a residency order) of special guardianship following having been looked after.
- ii. Children who have a brother or sister as a student at Bishopshalt School at the date of admission (See Section 6.3 for exceptions).
- iii. Children of members of staff.
- iv. Children living nearest the School, measured in a straight line from the School to the child's permanent home (See Section 6.4).

5. Admissions Criteria: Sixth Form

5.1 Bishopshalt welcomes applications to join the Sixth Form both from its own students and from students at other schools.

5.1.1 **Internal and external applicants:** All internal students who wish to continue their education into the Sixth Form will attend a meeting with a senior member of staff and will complete a Sixth Form application form, the purpose of which is to profile their interest in the Sixth Form. All external applicants must submit a fully completed Sixth Form application form and attend a meeting with the Director of Sixth Form. The purpose of the meeting, for both internal and external students, is to discuss with the student the characteristics and expectations of the Sixth Form at Bishopshalt School and to discuss subject choice. This is not an admissions interview: the Director of Sixth Form is not part of the Admissions Authority of Bishopshalt School, which is the body that decides whether to admit a student according to the criteria listed in Section 5.1.3.

5.1.2 **Minimum standard of achievement required for the chosen courses:** Internal students who wish to continue to study at Bishopshalt in the Sixth Form and external students who wish to apply to join the Sixth Form must be able to demonstrate that they have achieved the minimum standard of achievement required for the chosen courses:

- i. **Level 2 courses:** at least 4 GCSEs/IGCSEs (Grade E or above) or BTEC Level 1 (Certificate) or GNVQ Foundation (Pass) or equivalent Level 1 qualification.

GCE Applied AS & A2 levels: 4 GCSEs/IGCSEs (Grades A*-C). GNVQ Intermediate Merit/Distinction or BTEC First Merit/Distinction or Level 2 qualification at Merit/ Distinction + 3 further GCSEs at grade D or above is an acceptable alternative.

GCE AS & A2 level: 5 GCSEs/IGCSEs (Grades A*-C) (these passes should normally include English and Mathematics). GNVQ Intermediate Merit/Distinction or BTEC First Merit/Distinction or Level 2 qualification at Merit/ Distinction + 3 further GCSEs/IGCSEs at grade C or above is an acceptable alternative. It is also regarded as highly desirable to have obtained a GCSE/IGCSE Grade B (or equivalent) in the specific subject/s to be studied at AS/A2 Level.

5.1.3 Year 12 Admissions Criteria: In the event that the number of applicants wishing to join Year 12 exceeds the published admissions number, the following criteria will be used, in the order shown, to decide which applicants are offered a place:

- i. Students in public care.
- ii. Students already attending the school who are able to demonstrate that they have attained the minimum standard of achievement required for the chosen courses.
- iii. Students from other schools who are able to demonstrate that they have attained the minimum standard of achievement required for the chosen courses.

6. Further Information relating to the Admissions Criteria

6.1 Verification of Information Provided

6.1.1 The **governors reserve the right to make such enquiries as they consider necessary** to verify the information provided in support of an application for admission under any of the admission criteria. By applying for admission, the applicant is deemed to have given consent to such enquiries being made.

6.1.2 The governors 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:

- i. Withdraw the offer of admission, effective even after the child has commenced attendance at the school.
- ii. Pursue their legal rights against parents making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given.

6.2 Age of Children Applying for Admission

6.2.1 Parents of Year 6 children who have reached the chronological age when they are due to transfer to secondary school in September of any given year are entitled to apply for a place at Bishopshalt School.

6.2.2 Applications from the parents of some slightly younger children may be considered by the governors if specially recommended by their primary school Head Teacher for exceptional reasons. The governors nevertheless reserve the right to decline to accept the recommendations of the Head Teacher concerned.

6.2.3 The governors will also consider applications from parents of slightly older children who are still in primary school. Applicant must meet the admission criteria.

6.2.4 Applications from parents seeking a place for their child in another year group in the School, or the Sixth Form, may be made when the child reaches the appropriate age. Under normal circumstances Sixth Form applicants will be 16 years old upon entry to year 12. Applications will be accepted from students reaching their eighteenth birthday in Year 12 and their nineteenth birthday in Year 13.

6.3 Brothers and Sisters - Criterion 4.5.ii above

6.3.1 If parents are applying for a place for their child because she/he has a brother or sister at Bishopshalt School priority **must be claimed by the time of the published closing date for applications, by giving the details required on the Application Form**. If the existence of such a relationship is not brought to the attention of the governors at that time the child will not be given priority in the allocation of places.

6.3.2 The qualifying relationship is brother/sister, step brother/sister and foster children but does **NOT** include other extended family relationships (e.g. brother-cousin or sister-cousin) or other family members who live in the same household.

6.3.3 The sibling rule will **NOT** apply to any applicant who has a brother or sister admitted to the Bishopshalt School Sixth Form **UNLESS** the sibling has been a registered student at the School for a minimum period of **six calendar months from the date of application**.

6.3.4 The sibling rule may **NOT** apply to any applicant who has a brother or sister admitted to the school under **exceptional circumstances** arising from local agreements to comply with the statutory obligations of the Local Authority referred to in 4.3 above, unless the sibling would also have been admitted under one of the other admissions criteria.

6.3.5 Parents are required to provide on the Application Form sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the governors to satisfy themselves that a valid qualifying relationship exists.

i. In addition the applicant must send with the application form Council Tax Statement together with the Child Benefit Schedule Letter stating both children's names the child for whom a place is sought **and** the brother or sister who currently attends Bishopshalt.

6. 4 Children Living Nearest to the School - Criterion 4.5.iv above

6.4.1 The governors will offer places to children under this criterion only after they have offered places to children who qualify on sibling grounds. Bishopshalt does not have a fixed catchment area for the admission of students under this criterion. Each year, after places have been allocated to children on sibling grounds, staff children and LAC, the distance from the School to the homes of the other applicants is measured. Places are then offered to children living closest to the School up to the total entry.

6.4.2 The home address for this criterion will be deemed to be the child's permanent address and will be taken as the address of the parent who receives child benefit. In the event that the parent is not eligible for child benefit, the permanent address will be taken as the child's address registered at the doctor.

6.4.3 Distance from the school is measured in a straight line (i.e. as the crow flies). The points taken will be from the point set by ordinance survey at the child's address to the centre of the school (as determined by the Governing Body). **The distances are calculated by the London Borough of Hillingdon.**

6.4.4 Where applications are measured equidistant from home to school there will be a tie-breaker. The oldest child will have priority in this instance.

6.4.5 For twins, triplets and other multiple births there will be no tie-breaker and all the children will be allocated a place at the school if a place is available for at least one of the children.

7. How to Apply for a Place – Children Starting Secondary School for the First Time

7.1 This section of the Admissions Policy describes how to apply for a place for a child who is starting secondary school for the first time (i.e. a child who is transferring from primary to secondary school and is seeking admission to the School for the start of Year 7).

7.2 The procedure to admit a child who is starting secondary school for the first time is administered centrally by the local education authority.

7.3 If your child attends a primary school in the London Borough of Hillingdon a single Secondary School Application flyer will be provided by your child's primary school in September. You will be able to access the Starting Secondary

School application and brochure online on the London Borough of Hillingdon website. If you do require paper copies you can request them from the School Placement and Admissions Team (01895 556644)

7.4 If your child lives in the London Borough of Hillingdon but does not attend a primary school in the London Borough of Hillingdon, all documents will be available either online or from the School Placement and Admissions Team at the London Borough of Hillingdon (01895-556644).

7.5 All Hillingdon applicants **must** complete the Secondary School Application Form provided by the London Borough of Hillingdon to apply for a place, providing the information required by the School. Any applicants who do not live in the London Borough of Hillingdon must apply through their own local authority.

7.6 The completed application form must be submitted online by the published closing date or returned to your child's primary school (if in Hillingdon) or to the School Placement and Admissions Team, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW (if not in Hillingdon). The application form **must not** be returned to Bishopshalt School.

7.7 The completed Secondary School Application Form **must** be returned by the time of the published closing date. 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) but will be placed on the waiting list and be subject to its procedures.

7.8 The Secondary School Application Form gives parents the right to apply for a place for their child in up to 6 schools of their choice and parents are asked to list these schools in order of preference. Each school stated as a preference is treated equally (i.e. individual schools are not informed of the order of preference; each secondary school will consider the application as a first preference).

7.9 Applicants must provide the additional supporting evidence and documentation required by the school. This **must** be sent to the **School address** by **12.00 Noon** on the published closing date for applications: Supporting evidence should include birth certificate, child benefit letter stating names of children or working tax credit letters stating children's names.

To the Admissions Clerk at Bishopshalt School, Royal Lane Hillingdon, Middlesex UB8 3RF'
Please mark the envelope: 'Admissions'.

The supporting evidence and documentation must be returned to the School and must not be returned to the Local Authority.

7.10 The local education authority will pass applications for admission to the School, which will allocate places in accordance with the admissions criteria. The School will inform the local education authority of the allocation of places. The local education authority will inform parents of the outcome of their application on the published date.

8. Offer of Places – Children Starting Secondary School for the First Time

8.1 Notification of the outcome of the application will be available online to all those that applied online on the published national offer date. If applicants submitted a paper application a letter informing applicants of the result of the application will be posted from the School Placement and Admissions Team at the London Borough of Hillingdon on the published national offer date.

8.2 The governors reserve the right to withdraw an offer of admission made in error, however caused.

9. Acceptance of Places – Children Starting Secondary School for the First Time

9.1 If a place is offered and the applicant intends to accept it she/he must accept the offer either online or by one of the methods stated on the offer letter **by the published Acceptance Date.**

The Acceptance to the school

9.2 The governors require that the applicant indicate acceptance of the place offered by completing the Acceptance Form; or by contacting the School Placement and Admissions Team by telephone or email.

9.3 Failure to accept the place by the time specified may result in the offer of admission being withdrawn and the place vacated will be offered to the next child on the waiting list. The applicant will receive written confirmation of such a withdrawal of a place.

9.4 If upon receiving an offer of admission to Bishopshalt School, the applicant decides **not to** accept the place she/he is asked to decline the offer of admission by the published date and state the reasons for decline.

9.5 In these circumstances of a decline of offer, regardless of the criterion under which the application had been made, the governors will consider making another offer of admission to the child **ONLY** when a vacancy occurs. As such the child will be placed on the waiting list at the relevant place and will **ONLY** be offered a place as and when a vacancy is available.

9.6 If a place is not offered and if Bishopshalt was a higher preference than the school offered by the local education authority, the child's name will be placed on a waiting list for the year group. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available the governors will offer admission to the next child on the waiting list.

9.7 The child's name will remain on the waiting list until the end of Year 9 or until the parents ask the school in writing to remove it, whichever comes first. Applicants, who wish to continue to be on the waiting list after Year 9, in Year 10 and 11, must re-apply for a place in the relevant year group.

9.8 If a place is not offered the applicant has the right to lodge an appeal with the Governing Body.

9.9 Appeals against a decision by the governors not to offer a place to a child will be dealt with under the appeals procedure established by the Governing Body.

9.10 Information about the appeals procedure, including the date by which an appeal must be lodged, will be included with the letter notifying the result of the application.

10. How to Apply for a Place - Casual Admissions Years 7-11/Sixth Form Admissions

10.1 This section of the Admissions Policy describes:

- i. How to apply for a place for a child who is starting secondary school for the **first time** but whose application is made **after** the date for a child who is transferring from primary to secondary school has ended (**i.e. after 31st October in any year**). Applications for admission after this date are regarded as '**late**' applications and are processed centrally by London Borough of Hillingdon.
- ii. How to apply for a place at any time **other than** for a child who is starting secondary school for the first time. All other applications for a place at Bishopshalt School i.e. casual or 'in-year' applications are processed for a place in Years 7-11 and applications for a place in the Sixth Form) are processed internally by Bishopshalt School.

10.2 **Late applications** for a child **who is starting secondary school for the first time** – Applicants should complete the London Borough of Hillingdon application form to apply for a place, providing all the information and supporting documentation required. Completed application forms must be **returned to London Borough of Hillingdon**, addressed to: School Placements and Admissions Team, 4E/09, Civic Centre, High Street, Uxbridge, UB8 1UW.

10.3 The Governing Body of Bishopshalt School administers the procedure for casual admissions/Sixth Form admissions.

10.4 Information about casual admissions/Sixth Form admissions and application forms may be obtained from the school. An in year application form can be obtained either via the school website or by contacting the Admissions Officer at the school.

10.5 Applicants should complete the In Year Bishopshalt application form to apply for a place, providing all the information and supporting documentation required.

10.5 Completed application forms must be **returned to Bishopshalt School**, addressed to: Admissions Department.

- ii. **Sixth Form Admissions**: The Director of the Sixth Form, Bishopshalt School, Royal Lane Hillingdon, Middlesex UB8 3RF'.

10.6 The procedure for deciding which children to admit and notifying parents of the outcome of an application will be carried out by the Governing Body Admissions Committee in accordance with the published admissions criteria.

10.7 A letter informing applicants of the result of the application will be posted from the school after the Admissions Committee has reached a decision.

10.8 The governors reserve the right to withdraw an offer of admission made in error, however caused.

10.9 If a place is not offered, the child's name will be placed on a waiting list for the year group. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available the governors will offer admission to the next child on the waiting list.

i. If the application is for a place in Year 7, 8 or 9 the child's name will remain on the waiting list until the end of Year 9 or until the parents ask the school in writing to remove it, whichever comes first. Applicants who wish to continue to be on the waiting list after Year 9, in Year 10 and 11, must re-apply for a place in the relevant year group.

ii. Applicants who wish to be placed on the waiting list for Year 10 or Year 11 must apply for a place in the relevant year group. If a place is not offered, the child's name will be placed on the waiting list for the year group and will remain on the waiting list until the end of Year 11.

10.10 If a place is not offered the applicant has the right to lodge an appeal with the Governing Body.

10.11 Appeals against a decision by the governors not to offer a place to a child will be dealt with under the appeals procedure established by the Governing Body.

10.12 Information about the appeals procedure, including the date by which an appeal must be lodged, will be included with the letter notifying the result of the application.

11. Review of the Admissions Policy

11.1 The Governing Body is required to review the Admissions Policy annually.

11.2 Date from which this policy will apply: 1st September 2022 for casual admissions Years 7-13 and from 1st September 2022 for the admission of children starting secondary school for the first time, transferring from Year 6 into Year 7 in September 2023.

11.3 Review Date: Spring Term 2022.

11.4 Person Responsible: Governing Body Admissions Committee.

**2022/23
Consultation on
Admission Arrangements:**

**All Hillingdon Schools
Buckinghamshire CC
Ealing Council
Harrow Council
Hertfordshire CC
Hounslow Council
Slough Council
Royal Borough of Windsor
and Maidenhead**