



# Admissions Arrangements for Swakeleys School for Girls

## 2024- 2025 Academic Year

### I. Background

- a) Swakeleys School for Girls<sup>1</sup> is the only single sex girls' school in Hillingdon and attracts students from over forty feeder primary schools.
- b) The school is committed to comprehensive education and the achievement of a broad, balanced intake in relation to ability. This should reflect the national ability profile.
- c) The school has one main year for admissions - children are admitted into year 7 at the age of 11 (refer to appendix 1a). Students are admitted into other year groups in the school but only when vacancies arise through existing students leaving the school or when the school is instructed so to do by external authorised organisations (eg Fair Access Panel).
- d) We have an agreed admission number of 240 students in years, 7, 8, 9, 10, 11 (refer to appendix 1b).
- e) Girls are admitted from year 7 (eleven plus) upwards. All parents/carers of students in their last year in Hillingdon primary schools will receive information about the school and the application procedure from their daughter's Headteacher.
- f) Parents/Carers who are considering sending their daughters to the school are always welcome to visit. Please ring the school on 01895 251962 for an appointment. An open evening is held in the autumn term of each year. Details of the timetable for admissions are available from your daughter's primary school or the London Borough of Hillingdon.
- g) All successful applicants are invited to attend an induction day in July before the start of the September term. Any students who join the school at other times are invited to an individual meeting at which any particular needs may be discussed.
- h) The school also runs a co-educational sixth form for 16+ students. The agreed admission number for the sixth form is 350. The sixth form admissions policy can be found on our web site. As well as our own students entering the sixth form, applications from other institutions are most welcome. A full programme of both A Level and Level 3 courses is provided. Students wishing to follow A Level courses must have achieved five passes at grade C or above at GCSE (Grades 9-5 in English and Maths). The course requirements for individual courses are available in detail from the sixth form prospectus.

### 2. Rationale

This document sets out the admissions arrangements for the school in accordance with Annex B to the funding agreement between the school and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this

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<sup>1</sup> Swakeleys School for Girls – referred to as 'The school' from this point forward.

document are to be treated as if imposed by the funding agreement. Notwithstanding these arrangements, the Secretary of State may direct the school to admit a named pupil on application from a Local Authority (LA). Before doing so the Secretary of State will consult with the school. These arrangements will be ratified by members of the Academy Trust on an annual basis.

### **3. Success Criteria**

The school has a clear and understandable policy and provides equal access to all girls. It will help to ensure that the intake is broadly in line with the national ability profile.

### **4. Objectives**

- a) To explain the process for admission to the school including all relevant deadlines (wherever possible).
- b) To explain the oversubscription criteria and how these will be managed, along with the waiting list.
- c) To explain the process of banding and how this will be managed.
- d) To explain the process for in year admissions.
- e) To ensure the process for admissions is fair, transparent and provides equal access to all.

*Note: whilst this policy makes reference to the appeal process, a separate policy is available which provides full details of the appeals process. This can be found on our web site.*

### **5. Methodology**

#### **5.1 Summary of the process for admissions 2024 -25 for Year 6/7 Transfer:**

- a) Full information about the school will be found on the school website.
- b) Applications for places at the school will be made in accordance with the LA's co-ordinated admissions arrangements and will be made on the Common Application Form (CAF) which is produced by the LA for all Hillingdon schools. In addition, all applicants are required to complete a Supplementary Application Form (SAF) which needs to be returned directly to the school.
- c) Students living in Hillingdon and attending schools outside of the borough will be required to apply through their home authority.
- d) All girls applying for admission in year 7 to the school will be required to take a non-verbal reasoning (NVR) assessment held at the school. This does not apply to any girls with a statement of special education needs or an education and health care plan who will have priority and will automatically be offered a place. If possible, the girls with statements of special educational needs or education and health care plans will take the NVR banding assessment on a mutually agreed date at a mutually agreed time. This will allow the school to allocate their places in the appropriate band. Where children have not been able to sit the NVR banding assessment on the date offered in October, the school will offer one alternative opportunity to take the assessment.
- e) All applicants sitting the assessment will be placed in one of nine bands, based on their NVR score. Within each band students will be ranked on the basis of the oversubscription criteria detailed under 5.2d i-iii. The number admitted into each band will be such that the intake is representative of the national ability range and therefore we do not expect the numbers within

each band to be equal. If 2 girls are completely equal on the NVR score and there is only one place, it would be allocated on the distance criterion. If they are also equal on distance from the school, random allocation will take place. This will be carried out by a person independent of the school. This does not apply to multiple births (see 5.2di).

- f) The outcome<sup>2</sup> will be known by parents/carers before the deadline to express secondary preferences. Girls not sitting the assessment will only be considered for a place when the school is undersubscribed.
- g) The closing date for the return of the Supplementary Application Form (SAF) to the school is **no later than 4pm on 22<sup>nd</sup> September 2023**. The closing date for the Common Application Form (CAF) is **31 October 2023**. Applications may also be made on-line and must be submitted by midnight on **31 October 2023**. Further details can be found at: [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools).
- h) The LA will subsequently send application data to the school.
- i) The school will send lists of students to be offered places in each of the 9 bands back to the LA.
- j) The LA will inform other LAs of offers to be made to their residents. If, on exchanging information with another LA it transpires that both the home and another LA could make an offer, the home LA will make one offer whichever is the highest offer.
- k) Letters will be posted on **1 March 2024** to inform all parents/carers of the result of their application and offering one school only. Offers will also be available to view on-line on **1 March 2024** If no admissions authority has offered a place, the LA will then offer a place at the nearest school to the home address, with places available.
- l) Parents/carers will be expected to accept a place by **15 March 2024**. **Proof of address is checked at the time of application.**

## **5.2 Process for managing oversubscription/under subscription of bands:**

- a) After the admission of children with statements of special educational needs or education and health care plans where the school is named in the statement or plan, the school will allocate places to children who are looked after or have previously been looked after as defined by the Children Act 1989. Looked after children and previously looked after children will be considered to be:
  - 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
  - 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).

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<sup>2</sup> The term outcome refers to the band that the pupil falls into and the number of places available in that band, but does not guarantee a place – refer to section 5.2

- 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).

If these students have been able to access the NVR, they will be assigned to the appropriate band. If unable to access the NVR due to special educational needs or disability, the school will consider this to be exceptional circumstances and will allocate students to bands based on evidence from statements or education and health care plans and from primary schools. After doing this, all remaining places will then be allocated to those who have taken the assessment.

- b) Students who have taken the NVR will be allocated to a band<sup>3</sup> based on their NVR score. Each pupil will be given a priority order within the band based on criteria 5.2di-iii
- c) Where the number of applications for admission in a band is greater than the number of places to be allocated within that band<sup>4</sup>, applications will be considered against the criteria set out below in section 5.2di - iii.
- d) Where there are too few students to fill a particular ability band, students will be admitted alternately from the nearest oversubscribed band below, and then nearest oversubscribed band above, until the band is filled. In allocating these students the school will give priority in the order set from 5.2di - iii:
  - i. Students whose siblings (refer to appendix 1c) currently attend Swakeleys School for Girls or the sixth form at Swakeleys School for Girls, at the time of admission and who will continue to do so on the date of admission; (i.e. a natural brother or sister, or half-brother or sister who share one common parent, or a legally adopted brother or sister or half-brother or sister who will be living with them at the same address at the date of their entry to the school) and partners must have co-habited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of two years. In the case that siblings apply for the same year of admission and they fall into different bands, the situation could arise where one band is full. The school will accept both siblings allocating the one without a place into the nearest band with a space.
  - ii. Children of staff (parental or legal responsibility) in either or both of the following circumstances:
    - Where the member of staff (staff member with a contract of employment) 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

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<sup>3</sup> The number of places in each band will reflect the national statistics for the percentage of students in each band (from the most recent data available to the school).

<sup>4</sup> If 20 students fall into an ability band that should only have 15 places according to the national profile, the school will apply its oversubscription criteria to ascertain which 15 students have priority for admission.

- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (where the school has made an appointment due to shortage of high calibre applicants and /or hard to recruit for vacancies).
- iii. Students on the basis of proximity to the school, measured in a straight line from the point set by Ordnance Survey at the student's home address, including flats, which is generally to the centre of the home, to a fixed point in the school (refer to appendix 1d).
- e) After places have been allocated in line with the process described above (5.2 a-d) if there are any places left, these will be allocated to applicants who have not sat the assessment in accordance with criteria 5.2di-iii.

### 5.3 Acceptance of Places

- a) If admission to the school is offered to your daughter and you intend to accept the place you must follow the acceptance procedure by **15 March 2024**  
**Please note:** Failure to provide adequate proof of address may result in the offer being withdrawn by the school. Failure to provide adequate proof of adoption, local authority care or a special guardianship order may result in the offer being withdrawn by the school.
- b) The governors require that you indicate your acceptance of the place offered by completing the acceptance procedure; they will not consent to any other form of written acceptance or an oral acceptance however communicated.
- c) Failure to complete the acceptance procedure by the time specified will result in the offer of admission being withdrawn and the place vacated will be offered to the next girl on the waiting list. You will receive written confirmation of such a withdrawal of a place.
- d) If you know before **1 March 2024** (when letters offering places will be posted) that you will be unable for any reason to return the acceptance form by **15 March 2024** you should write to the LA admissions team explaining the circumstances and seeking their agreement in writing to a delay in the return of your acceptance should a place be offered to your daughter. This will be in writing by an authorised person.
- e) All the secondary schools in Hillingdon (regardless of their status) are following a common timetable in dealing with admissions for September 2024.
- f) If upon receiving an offer of admission to the school for your daughter, you decide you do not want to accept the place you are asked to inform the LA how you will be educating your daughter in September as soon as possible after you first receive the offer of admission. The place declined will be offered to the next girl on the waiting list.
- g) You are entitled to keep your daughter's name on the waiting list for the year group until you receive an offer of admission from the governors (up to the end of year 11).
- h) In the event of another parent declining an offer of admission to the school for their daughter by **15 March 2024** or subsequently, it may become possible for the governors to offer admission to your daughter if she were next on the waiting list.
- i) You would be entitled to accept such a "late" offer of admission even if previously you had written accepting a place at another school for your daughter. If you do accept a late offer at our school you must immediately decline the place at the other school.

- j) Such a "late" offer will have its own timetable, separate from that indicated in 5.1, within which you will be required to accept or decline the offer of admission.
- k) If a "late" offer of admission is made to your daughter and you intend to accept it, the governors will require you to indicate your acceptance by completing the acceptance procedure by the date specified in the offer of admission. The governors will not consent to any other form of written acceptance or an oral acceptance however communicated.

#### **5.4 Appeals**

- a) If you have applied for, but not been offered, a place for your daughter at the school you have the right to lodge an appeal with the Governing Body.
- b) Parents/Carers have to contact the admissions authority for full details. The Governing Body is required to establish an Independent Review Panel which is entirely independent of the Local Authority, the Governing Body and the school.
- c) It is the intention of the governors to proceed with appeals hearings with as little delay as possible so as to minimise the continuing uncertainty of parents/carers and children while they await a final decision on their application for a place at the school.

#### **5.5 Waiting Lists**

- d) If it is not possible to offer you a place for your daughter immediately, her name will be placed on a waiting list within the appropriate band for a place in year 7. Girls will be placed on the waiting list in accordance with the oversubscription criteria stated in section 5.2 within the band that they have been placed in until the end of year 7. On moving into year 8, the bands will be removed and the oversubscription criteria as stated in section 5.2 will be applied to the full waiting list. The position of that child on the waiting list can change on an hourly/daily basis subject to further applications received which merit a higher ranking. This may include applicants accepted outside the accepted/normal admissions grounds.
- e) The waiting list will remain in operation until the end of year 11.
- f) If and when a vacancy arises as the number of students in a year group falls below the standard number for that year (240 per year group) places will be offered to girls whose names are on the waiting list having applied the schools admission criteria. Applications for other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school.

#### **5.6. In Year Admissions**

- a) Parents/carers must apply directly to the admission authority for the school or schools of their preference. The Local Authority is the admission authority for community schools. Academies, voluntary aided schools, foundation schools, free schools, university technical colleges and studio schools are their own admission authorities.
- b) The relevant admission authority will make available a suitable form on which an application may be made. The Local Authority will make available forms for community schools and a suitable form for parents/carers to complete when applying for a place at any school for which they are not the admission authority as required.

- c) Every admission authority is required to notify the Local Authority of both the application and the outcome of the application so that the Local Authority can meet its statutory duty to keep up to date figures on the availability of school places in the area
- d) Admission authorities must inform parents/carers of their right of appeal against refusal of a place.

## 6 Evaluation and Review

- a) The school will consult on its admission arrangements, where changes are proposed, by 1 March each year. Consultation will be for 8 weeks between 1 November and 1 March of the year before the arrangements are to apply. The school will consult with:
  - i. Hillingdon LA;
  - ii. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
  - iii. Any other governing body for primary and secondary schools located within the relevant area for consultation;
- b) Where admission arrangements have not changed from the previous year the school will consult at least once every 7 years.
- c) The school will determine admission arrangements by **15 April** every year, even if they have not changed from previous years and a consultation has not been required.
- d) This policy will be reviewed annually by the pastoral and curriculum subcommittee and ratified annually by the full Governing Body of the Academy Trust.

## APPENDIX I: Further Information relating to the Admissions Criteria

### **1a) Age of children applying for admission in September 2024**

- i. Parents/Carers of children born between **1 SEPTEMBER 2012** and **31 AUGUST 2013** and who are due to transfer to secondary school in **SEPTEMBER 2024** are entitled to apply for a place in year 7 at Swakeleys School for Girls.
- ii. Applications from the parents/carers of some slightly younger children specially recommended by their primary school Headteacher for exceptional reasons may be considered by the governors who, nevertheless, reserve the right to decline to accept the recommendations of the primary Headteacher concerned.
- iii. Applications from parents/carers of slightly older children who are still in primary school will also be considered by the governors, provided they meet the criterion 5.2d i-ii.
- iv. Applications from parents/carers seeking a place for their child in another year group in the school may be made when the child reaches the appropriate age. Parents/carers should contact the school or Local Authority to make such an application.

### **1b) Swakeleys School for Girls Admission Limit**

- i. The PAN for year 7 is 240 in September 2024. The Governing Body would not currently be prepared to admit more than 240 students into each year group. This would prejudice the

efficient provision of education and the efficient use of resources in the school and would impair our ability to deliver parts of the National Curriculum.

- ii. 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 any way whatsoever, then governors reserve the right to:
  - withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school provided that the pupil has not completed more than one term at Swakeleys School for Girls
  - pursue their legal rights against parent(s)/carer(s) 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

### **I c) Siblings - criterion 5.2d i**

- i. If you hope to be allocated a place for your daughter because she has a sister as a pupil at Swakeleys School for Girls or a brother in the sixth form at Swakeleys School for Girls, **you must firstly ensure that your daughter sits the NVR assessment. You must then claim priority for the banding system by giving the details required on the application form by 31 October 2023.** If you fail to bring the existence of such a relationship to the attention of the governors **at that time** your child will not be given priority in the allocation of places or in the compilation of the waiting list.
- ii. Please note that the qualifying relationship is a sister at Swakeleys School for Girls or a brother in the sixth form at Swakeleys School for Girls at the time of admission, other extended family relationships (e.g. brother-cousin or sister-cousin) do **NOT** qualify.
- iii. Parent(s)/Carer(s) are required to provide on the application form sufficient details of the older 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. In addition you may be asked to supply supporting evidence in the event of the sibling connection being queried by the governors. If such evidence is required it must be submitted promptly and will be returned immediately.
- iv. The governors reserve the right to make any and all 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.
- v. 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 any way whatsoever, the governors reserve the right to:-
  - withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school provided that the pupil has not completed more than one term at the school.
  - pursue their legal rights against parent(s)/carer(s) 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.



**Id) Children living nearest to the school - criterion 5.2d iii.**

- i. The governors will offer places to children under this criterion only after they have offered places to children with statements of special educational needs or education and health care plans, LAC/adopted/special guardianship grounds, staff children, or sibling grounds and those who have sat the assessment. The school 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, the distance from the school to the homes of the other applicants is considered. Places are then offered to as many children living closest to the school as is needed to make up the total entry of 240 students.
- ii. Please note that the relevant address for this criterion will be the child's permanent home with her parents or legal carers on **31 October 2023**. You should also note that this is the qualifying date for the purpose of establishing residence and also the closing date for the receipt of applications unless it is considered a legitimate late application. Subsequent changes of address will be considered where a late application is made for a good reason. Proof of tenancy or ownership of a property within this Local Authority is required in these cases.
- iii. If an application is made in a home Local Authority and a family moves to another Local Authority after submitting an on time application in their former Local Authority, the new home Local Authority will accept the application as on time up to **9 December 2023** on the basis that an on time application exists.
- iv. The governors reserve the right to make any and all reasonable 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.
- v. 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 any way whatsoever, the governors reserve the right to:-
  - withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school, as long as the pupil has not completed one term at Swakeleys School for Girls;
  - pursue their legal rights against parents/carers 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.
- vi. Once the results of applications have been posted, the governors will be prepared to allow parents/carers to see the map showing the area within which successful applicants are resident and to provide an outline of how applications for admission under this criterion have been decided.
- vii. As the law requires, parents/carers of students resident both inside and outside the London Borough of Hillingdon are entitled to apply for admission for their child.
- viii. The governors reserve the right to withdraw the offer of any place which is subsequently shown to have been made in error, however and for whatever reason that error may have occurred.

This policy was ratified by the Governing Body March 2023