



# **Year 7 & In-Year Applications Admissions Policy**

**Admissions Policy (Entry September 2025)**

Approved by Local Governing Body

Chair of Governors: John Garner

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## 1. Preface

1.1. Ruislip High School is part of the Vanguard Learning Trust, a local multi-academy trust in Hillingdon. Admissions is delegated through the Trust's scheme of delegation to each school's local governing body.

1.2. Ruislip High School ("The School") is an Academy school. Therefore, the Admissions Authority is the Governing Body of the school. The Governing Body shall delegate the process to the Operations Committee to appoint annually a sub-group to manage the procedures outlined in this policy. The Headteacher will be part of the Admissions Committee.

1.3. On an annual basis, all parents of Year 6 students in Hillingdon primary schools receive, from their child's Headteacher, information about RHS and the application procedure. Parents who are considering sending their child to RHS are most welcome to visit the school either at the main Open Evening or during one of the open days; these dates are annually updated and publicised on the school's website.

## 2. Definitions

### 2.1. Looked after 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; 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).

2.2. **Sibling** - A sibling is defined as a child of the same parent either by birth, marriage or adoption, whose normal place of residence is at the same address. The child of partners may be considered as a sibling when the partners live at the same address and have cohabited in a permanent exclusive relationship (as if they were partners by marriage or civil partners) for a minimum of two years.

2.3. **Service children** - Students from families of UK service personnel and crown servants with a confirmed posting, or crown servants returning from overseas. A place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The school will not refuse to process an application and not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

The school will use a unit or quartering address as the child's home address when considering the

application, where a parent requests this.

If there is more than one applicant then students for this criterion will be measured on distance living nearest the school (based on the fourth admission criterion).

**2.4. Distance** - Students living nearest to the school. Distance is measured in a straight line from the child's home address 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 Ruislip High School, Sidmouth Drive (co-ordinates 510184, 186161). 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.

**2.5. Multiple births** - Twins and students from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number.

**2.6. Address of child** – A child's home address is defined as being the child's normal place of residence, and excludes any business, relative's or child-minder's address. Where there is a formal residence order or child arrangements order which states that legal custody is equally shared between parents/guardians, then it is up to them to agree which address to use for the purpose of making a school place application. If legal custody is not equally shared, the address of the parent with the majority of custody will be used. If there is no formal agreement in place the address at which any child benefit is claimed will be used.

However, proof of address, may however need further clarification to show that the child lives at the address. This could be the child's medical card or tax credit award letter showing the child's details.

**2.7 Temporary address** - A temporary address may not be accepted if parents/guardians still own a property that was previously used as a home address, or a temporary address which the Admissions Authority considers to be solely or mainly used to obtain a school place. If families own more than one property the Admissions Authority may only consider the given address if families have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend). The admissions committee may also review the application of any family that decides to move after taking up the school place, up to a year following the closing date.

Parents/guardians will be asked to provide additional information to explain why they are not using their permanent address, or another address identified as a result of screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreement. The school will also check with Hillingdon Council records as well as other Local Authorities (LA) records to clarify whether or not families receive services or benefits at another address.

**2.8. Oversubscription** - In cases of oversubscription to the school within the sequential application of the criteria for admission, those entitled to be awarded a place at the school shall be determined by the procedures outlined in accordance with this policy.

#### **2.9. Managed Moves**

Ruislip High School is a member of the Hillingdon Managed Move procedure (this is optional for schools). Applications have to be made by another member school and families have to express a preference of three schools.

Applications can be made for either behavioural or compassionate reasons. The Managed move lasts for up to twelve weeks and if the placement has been successful the school will accept the student onto its roll.

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**2.10. Fair Access Protocols** – In accordance with the School Admissions Code (2014) Section 3.9. *“Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside normal admissions round – unplaced children, especially the most vulnerable are offered a place as quickly as possible...”*

Further information about Fair Access protocols can be found on the London Borough of Hillingdon’s website under admissions.

**2.11. Published Admissions Number (PAN)** - The PAN is the number of students in each Year group that the admission authority has agreed will be admitted without causing detriment to the school. The PAN for Year 7 cohort applications for entry in September 2025 is 210 students.

### **3. General arrangements for admissions**

3.1. An Open Evening is held in Autumn Term (late September/early October) each year. Details of the timetable for admissions are available from local primary schools or the London Borough of Hillingdon. Parents are recommended to refer to the admissions booklet, ‘Starting Secondary School in September’, for comprehensive information about the whole application process.

### **4. Co-ordination of applications in Hillingdon**

4.1. In accordance with the Statutory Guidance, the Local Education Authority (LEA) will issue all information to parents for secondary transfer (normal transfer time) in the Borough of Hillingdon. The Borough shall apply the admissions criteria set by the Admissions Authority when dealing with applications where there is oversubscription to the school year.

### **5. Admissions criteria**

#### **Summary of the admissions criteria**

5.1. 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 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

5.2. Students who will have a sibling attending the school on the date of application. A sibling is defined as a child of the same parent either by birth, marriage or adoption, whose normal place of residence is at the same address. The child of partners may be considered as a sibling when the partners live at the same address and have co-habited in a permanent exclusive relationship (as if they were partners by marriage or civil partners) for a minimum of two years.

5.3. **Service children** - Students from families of UK service personnel and crown servants with a confirmed posting, or crown servants returning from overseas. A place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The school will not refuse to process an application and not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

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<sup>1</sup> *As of November 2023 managed moves are suspended whilst the Local Authority awaits clarification from the Department for Education.*

The school will use a unit or quartering address as the child's home address when considering the application, where a parent requests this.

If there is more than one applicant then students for this criterion will be measured on distance living nearest the school (based on the fourth admission criterion).

5.4. Children of staff in either or both of the following circumstances: a) where the member of staff has been employed at Ruislip High 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.

5.5. Children living nearest to the school. 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) 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 Ruislip High School, Sidmouth Drive (coordinates 510184, 186161). If only one place is available at the school and the next child who qualifies for a place is equidistant, the tie break will be by computerised random allocation. Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats (as defined by Ordnance Survey) and not the individual flat. If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation (as described above).

## **6. Transition arrangements**

6.1. To support Year 6 students and parents who have accepted a place at Ruislip High School with the transition to secondary school, the school does the following preparatory work on an annual basis:

- Members of the transition team meet the students at their primary school
- Year 6 students are invited to attend an induction day in July before the start of the September term.;
- On the same day, parents are invited to attend an induction meeting with senior members of staff. This is an essential part of the transition and helps to establish clear expectations between home and school;
- Curriculum links operate with a number of our primary schools, offering master classes, visits to see the RHS school production and additional transition support for selected students with Special Educational Needs.

## **7. Admission to Year 12 and 13 (Sixth Form)**

7.1 There are separate Sixth Form admissions policies for both internal and external applicants

## **8. Procedures**

8.1. From September 2019 the admission number is 210. Ruislip High School is an academy school and therefore the Governing Body of the school is the Admissions Authority. It therefore retains the right to adjust the PAN in accordance with the regulations:

Admissions Statutory Guidance 3.6.-3.7.:

*“Admission authorities may propose other variations where they consider such changes to be necessary in view of a major change in circumstance. Such proposals must be referred to the Schools Adjudicator for approval, and the appropriate bodies notified. A variation to increase a school’s PAN is not required to be referred to the Schools Adjudicator. Admission authorities must notify the appropriate bodies of all variations and must display a copy of the full varied admission arrangements on their website until they are replaced by different admission arrangements.”*

8.2. The application procedures and timetable for applications shall be that agreed locally and administered by Hillingdon LA. Such procedures and timetables will be published annually by the LA and will be in accordance with the Statutory Guidance framework. The school will publish key dates on its website.

## **9. Admissions to Ruislip High School**

Ruislip High School is a fully comprehensive school and no tests for aptitude, ability, or any other factors shall be used except for the criteria for admission listed below.

9.1. The school will not refuse to admit students in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice-excluded rule does not apply to students who have been reinstated following a permanent exclusion or would have been had it been practicable to do so, and students with Education and Health Care (EHC) plans.

9.2. The school will not withdraw an offer unless:

- i. it has been offered in error;
- ii. a parent has not responded within a reasonable period of time. A further letter will be sent to advise parents that failure to respond will result in the place being withdrawn;
- iii. it is established that the offer was obtained through a fraudulent or intentionally misleading application.

9.3. Where the parent has not responded to the offer, the admission authority will give parents a further opportunity to respond and explain that the offer may be withdrawn if they do not accept the offer. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

9.4 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 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. Oversubscription criteria for normal admissions round**

10.1. Students who have been assessed by the LA as having special educational needs, which makes it necessary for them to attend Ruislip High School and the school has been named in the EHC plan are entitled to attend the school without reference to oversubscription criteria.

10.2. Multiple births – Twins and students from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number.

## 11. In-Year application for admission

11.1. Applications received other than at the normal time of applications for admission will be treated in the same manner as all other applications. Such applications will be dealt with in a timely manner without undue delay and the oversubscription criteria apply in the same manner as all other applications in accordance with the Borough co-ordinated scheme.

11.2. The school notes the powers of direction given to the LA in relation to students in LA care and will co-operate with all such admission requests in the same manner as for students with defined special educational needs (see above 11.1.)

11.3. The school will co-operate with the agreed In-Year Fair Access Protocols for hard-to-place students with challenging behaviour, noting in the case of students with EHC plans that the Admissions Code states: *“Once the closing date for applications has passed, LAs should not allow preferences to be changed without a genuine reason for doing so, for example, if the family has recently moved address. LAs must make this clear in the information they provide for parents”*. This will apply to all in-year applications to ensure fairness and access. The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

11.4. As an Admissions Authority, the school will participate in the Fair Access Protocol facilitated by the LA in order to ensure that unplaced students are allocated a school place quickly. The school will adopt the pro-forma application form provided by the LA. The Governing Body notes that there is no duty to comply with parental preference when allocating places through the Fair Access Protocol.

11.5. Where the Governing Body, acting as the Admissions Authority, does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the LA for action under the Fair Access Protocol. Reasons where this may be found appropriate and in accordance with the Statutory Guidance include:

- i. where a school has a particularly high proportion of students with challenging behaviour, or
- ii. where a school has a particularly high proportion of previously excluded students.

11.6. The Governing Body notes that this provision does not apply to a looked after child, a previously looked after child or a child with an EHC plan naming the school in question, as these students must be admitted.

11.7. The school will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child has first to be assessed for special educational needs.

11.8. The Governing Body of Ruislip High School (acting as the Admissions Authority) note that any Fair Access Protocol must not require a school automatically to take another child with challenging behaviour in the place of a child excluded from the school.

11.9. The Admissions Authority of the School, the Governing Body note the following section 3.15 of the 2014 regulations:

The list of children to be included in a Fair Access Protocol is to be agreed with the majority of schools in the area but must include the following children of compulsory school age who have difficulty securing a school place:



- a) children from the criminal justice system or Pupil Referral Units (PRU) who need to be reintegrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) children who are carers; and
- g) children with special educational needs, disabilities or medical conditions (but without an EHC plan).

## **12. Oversubscription criteria for In-Year admission**

Students who have been assessed by the LA as having special educational needs, which makes it necessary for them to attend Ruislip High School and the school has been named in the EHC plan are entitled to attend the school without reference to oversubscription criteria.

12.1. Multiple births - Twins and students from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number.

12.2. Managed Move – Students who have gone through the managed move process and are eligible under this criterion

## **13. In-Year admissions list**

13.1. The school will maintain an in-year admissions list of students who have applied for a place at RHS. The in-year admissions list will be organised to reflect the criteria for admission stated in 5.0 and shall be applied by the Admissions Committee of the Governing Body should the number of students applying for places in any Year group exceed the numbers stated in 9.1. When applications are received they will be placed in order according to the school's admissions criteria.

13.2. Where applications are received after the closing date and the year group is full, they shall be placed in order according to the oversubscription criteria and in accordance with the current regulations.

## **14. Appeals**

14.1 All applicants who fail to gain a place at the school because of the application of the admissions criteria through over-subscription shall have full rights of appeal to the independent Appeals Panel established in accordance with the regulations. Appeals will be undertaken strictly in accordance with the current DfE Statutory Guidance.

Please click [here](#) to access the School Admission Appeal Form. Alternatively you can access this using the QR code below.



Please do not send any Appeals documents to the school directly.