

# HENDON SCHOOL



## Admission Arrangements Policy

<b>Date of Ratification:</b>	May 2025
<b>Date of Next Review:</b>	May 2026
<b>Trustee Committee:</b>	Admissions Committee
<b>School Staff Responsible:</b>	AHT with Responsibility for Admissions
<b>Nominated Trustee:</b>	Chair of Admissions Committee
<b>Policy Held:</b>	School Policy File

### Version control

The table below summarises the changes that have been made to the policy at this review (version 1.0) and will be updated going forward:

Version	Date	Summary of changes
3.0	May 2024	Policy updated for 2024 admission deadlines
2.0	May 2023	Dates updated for 2024 appeals process (p.g.6) Updated entry requirements [maths/science] (p.g.10) Updated qualification Criminology (p.g.11)



Hendon School is responsible for admission of students, ensuring that this happens in a fair and transparent manner.

All applications (except those who have an EHCP) are made through the Common Application Process for London Schools. This means applying via the applicant's local authority.

Our Published Admissions Number (PAN) is 208 students in each year group 7-11

### **Criteria used to fill the places in each band (Years 7-11)**

Where applications for admission to years 7 to 11 exceed the number of places available, the following criteria will be applied in order to decide which students to admit.

#### **Criterion 1 – Looked after children**

'Looked after' children and children who were 'looked after' but cease to be so because they were adopted, or became subject to a residency order, or special guardianship immediately following having been 'looked after', children applying who are in the care of a local authority under the provision of the Children Act 1989.

A child is regarded as having been looked after both inside and outside of England if it appears to the admission authority that the child was in the care of or was accommodated by a public authority, a religious organisation, or another provider of care whose sole or main purpose is to benefit society.

#### **Criterion 2 – Education Health Care Plans**

Children who have an EHCP that names Hendon School

Students who are deaf or who have an Autistic Spectrum Condition (ASC) for whom placement at Hendon School is deemed by the Local Authority and the school to be appropriate. The PDS (Provision for Deaf Students) and the HARP (Hendon Autistic Resource Provision) offer a maximum of 21 places in each provision.

#### **Criterion 3 - Sibling**

Children with a brother or sister already at the school and still expected to be at the school when transfer takes place. For the purpose of criterion 3, 'brother' or 'sister' means either:

- (a) a child having at least one natural parent (or by legal adoption) in common with the applicant, or (b) a child related to the applicant as a stepsibling by the inter-marriage of one of each of their parents prior to the date of application

In the cases of (a) and (b) above, the children must be living at the same address Monday - Friday.

#### **Criterion 4 – Children of staff members**

Children of any permanent members of staff. A 'Staff Child' is defined in these criteria as a child who lives as the staff member's son or daughter in the same house, including natural born, adopted, step and foster son or daughter.

#### **Criterion 5 – Distance**

The remaining places available in each band will be offered on distance. The distance of children's homes will be measured from the main school gate in straight line, those living nearer being accorded priority. The distance between these points is calculated using Barnet Council's computerised geographical information system.

## **Oversubscription and verification of information.**

In the case of any tiebreaker required for any of the criteria, it will be distance from the main school gate in a straight line, with the nearer applicant being offered a place.

When the over-subscription criteria are applied for one remaining place to applications made on behalf of twins, triplets and other multiple births, the school will admit all siblings even if this means the Published Admissions Number (PAN) is exceeded.

The school may ask for proof of address from all applicants or where it is unclear whether the child meets the published oversubscription criteria. The home address will be determined as the address that the child resides for the greater proportion of the week and from where any child benefit is claimed.

Where proof of address is required, the school will ask to see originals from the following:

- (a) Current Council Tax bill for the address from which the application is made.
- (b) Utility bills (not mobile phone) dated within the last six months
- (c) Current Mortgage statement or tenancy agreement.
- (d) Proof of termination of former address (if applicable for in year applications)

If two applicants are equally placed in terms of distance for one remaining place, the admissions committee will draw lots, which will be supervised by an independent person.

The school will work with the local authority, through the Fair Access Protocol, to offer places over and above the published admission number to support children in need, who do not have a school place.

Requests for children to be educated outside their chronological age group will be considered by trustees on an individual basis and will only be granted in exceptional circumstances.

## **Offer of places (Yr7 September transfer)**

Parents will receive the outcome of their Year 7 application on National Offer Day on March 1<sup>st</sup> by email. Where the 1<sup>st</sup> falls at the weekend, parents will be informed of the National Offer Day, when they apply by their local authority. Parents then have two weeks to accept or decline the offer.

## **Appeals procedure**

Parents have the right to appeal after an admission to Hendon School is unsuccessful. The law entitles parents to appeal against the decision to an Independent Appeals panel.

If parents wish to appeal, this must be done in writing by submitting an online form, found on our website. The form must clearly set out the grounds and any evidence for appeal. An appeals form will not be accepted unless the grounds for appeal are clearly stated.

Full details of the appeals process can be found on our website.

<https://www.hendonschool.co.uk/home/our-school/admissions/appeals/>

## Monitoring and Evaluation

The policy will be reviewed annually and published on our website.

Further information is available on the Barnet website:

[www.barnet.gov.uk/school-admissions](http://www.barnet.gov.uk/school-admissions)

E mail enquiries regarding admissions should be made to:

**admissions@hendonschool.co.uk**