



# **Gunnersbury School**

## **Admissions Policy for Year 2024-2025**

Implemented: 2 February 2023



## GUNNERSBURY SCHOOL

### ADMISSIONS POLICY FOR YEAR 2024-2025

Gunnersbury is a voluntary aided School for boys under the trusteeship of the Archdiocese of Westminster (with girls admitted into the Sixth Form). We seek to provide a high quality education for all our pupils. It is essential that the Catholic character of the School's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to our faith.

Application for admission must be made to the applicant's home Local Authority (LA) on the Online Application Form **AND** to the School on the School's Supplementary Information Form (SIF). The closing date for the return of the SIF is **31 October 2023**. The final date for your local authority to receive the Online Application Form is **31 October 2023**. Notification of application outcomes will be sent out by the LA on **1 March 2024**. If you do not complete the School's Supplementary Information Form (SIF) and return it by the closing date, the governing body may be unable to consider your application under the faith criteria.

### Year 6/7 Transfer

The published admission number for the School is 184 pupils per year. Any admissions in excess of this limit will be detrimental to the quality of education provided, including impacting upon the welfare and safety of pupils within the school.

### Oversubscription Criteria

Where there are more than 184 applications, applications shall be processed as follows:

**Category One:** Baptised Catholic 'looked after' children and Baptised Catholic children who have been adopted (including Internationally Adopted Previously Looked After Children), or made the subject to child arrangements orders or special guardianship orders immediately after having been looked after. (See Appendix 1 and 2)

**Category Two:**

Baptised Catholic children. (See Appendix 2)

**Category Three:**

Other 'looked after' children and children who have been adopted (including Internationally Adopted Previously Looked After Children), or made the subject to child arrangements orders or special guardianship orders immediately after having been looked after who are not baptised Catholic (See Appendix 1)

#### **Category Four: Catechumens and Members of other Eastern Christian Churches**

Governing bodies must make explicit provision for two particular categories of persons whom the Church regards as having a particular and special status, namely **catechumens** and **members of other Eastern Christian Churches**. (See Appendix3).

**Category Five:** All other applicants.

#### **Tiebreaker Criteria**

Should there be insufficient places for each applicant of a specific Category priority shall be given on the following basis:

**Priority One:** Those with a sibling on roll in the school, or in the Sixth Form (not Sixth Form attendees from our Consortium Schools – Appendix 5) who will be attending Gunnersbury at the time of admission.

**Priority Two:** Children with a parent employed by Gunnersbury School for two or more years at the time of application.

**Priority Three:** Those whose home address (Appendix 4) is closest to the School. Applicants' proximity to the school is determined by the local authority whose systems establish the distance from home to school using the '**walking route**' as detailed on the local authority's guidance below:

Where distance is the determining factor, and there are students who live equidistant from the school, an independent body will be engaged to draw lots to determine the rank order.

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road, the LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This software is called Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Servelec Education Ltd ([www.servelec.co.uk](http://www.servelec.co.uk)).

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system

Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, each of these will be admitted.

In the event of a tie-break situation, where two or more applicants for the last remaining place/s, have equal priority with equal distance measurements, lots will be drawn to determine which applicant should be offered the place.

### **Children educated out of their chronological age group**

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application, i.e. **Sept – Oct 2023**. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

### **Educational Health and Care (EHC) Plans**

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

### **How Places Were Offered Last Year**

The School has been oversubscribed in the last few years and offers have been made to applicants in all categories.

### **Right of Appeal**

Applicants who are not offered a place at Gunnersbury have a right of appeal to an Independent Appeals Committee, in accordance with the School Standard and Framework Act 1998. Details of the procedure can be obtained from the School's Admissions Secretary.

### **Fair Access Protocols**

The school is committed to taking its fair share of Catholic children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the

Diocese and the governing body for the current school year. The governing body has the power even if admitting the child would mean exceeding the published admission number.

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates at Year Six into Year Seven transfer will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria above. The Pan London Adjudicator has agreed that families who did not put Gunnersbury as one of their preferences in October are able to make a second application after offers have been made by the Local Authority. Each second application will be considered by the Governors under the Admissions Criteria and the child's name placed on the waiting list appropriately. The waiting list will be in operation until 31 August 2024. Hounslow will contact parents in August 2024 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2024.

## **Sixth Form Admissions**

In addition to places reserved for the School's own pupils, the governors propose to admit a minimum of 15 external students annually to its Sixth Form, provided that they meet the required, School determined, academic qualifications for their chosen course. The course entry requirements may be found within the prospectus packs. The School welcomes applications to the 6<sup>th</sup> Form from pupils, boys and girls, from other institutions.

Application must be made on the Sixth Form application Form and an offer of a Sixth Form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs. In the event of more applicants meeting the requirement for entry than places available the main school oversubscription categories and priorities will be invoked.

## **In-Year Admissions**

In Year Admissions are made directly to the School. Applicants should contact the School office. The in-year Supplementary Application form will be given to the applicant. If there are places available the pupil shall be allocated a place by the Governing Body. In the event that there are more applicants than places then priority shall be given to pupils in accordance with the over subscription method used to prioritise applications for Year 6/7 Transfer. Applicants must also complete the Local Authority Secondary In-Year Online Application Form which should be returned to Hounslow Local Authority. Notification of the outcome of the application will be made by the Local Authority.

The opportunity to be placed on a waiting list shall also be given. The waiting list is prioritised according to the over subscription criteria. At the end of an academic year those applicants wishing to remain on the waiting list must make an in-year application with the Local Authority.

A child's position on the waiting list will change if parents withdraw their child's name from the list or if names are added at a later stage. If a vacancy should arise in the admission year group, the School will make an offer to the parent of the child whose name is at the top of the waiting list for that year group.

Families of In-Year applicants may appeal the decision not to allocate their child a place at Gunnersbury Catholic School. Appeals are initiated by writing to the School's Admissions Secretary.

## Appendices

### Appendix 1

**Looked after** child has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**Adopted Child** - For the purposes of this policy, an adopted child is any child who has been formally adopted from care and whose parent/guardian can give proof of legal adoption.

**Child Arrangements Order** - A child arrangements order is an order under the terms of the Children Act 1989 s.8, settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately prior to the granting of the order qualify under this category.

**Special Guardianship Order** - A special guardianship order is an order under the terms of the Children Act 1989, s.14A, appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the granting of the order qualify under this category.

### **Internationally Adopted Previously Looked After Children (IAPLAC)**

Children 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.

### Appendix 2

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

### Appendix 3:

**Catechumens** are persons who wish to be baptised and have been accepted into the Order of Catechumens by the appropriate liturgical rite.

The **Eastern Christian Churches** (other than the Eastern Catholic Churches) include the Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church.

Membership of an Eastern Christian Church is normally demonstrated by a certificate of baptism or a certificate of reception from the authorities of that Church.

## Appendix 4

**Home Address:** The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week \* see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas \* see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

**and two of the following:**

- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/
- Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show **the full name and match the details provided at the time of application.**

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

### **Shared or joint residency (through Shared Care and ‘Lives with’ Orders)**

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts. The Local Authority will not mediate between parents.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

### **Applications from abroad**

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code \* see Members of UK Armed Forces and Crown Servants.

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the named Deaneries of our policy. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Admissions Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address to a named Deanery, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September 2024.) Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

Whilst your child is resident abroad, the link address will not be used for allocation of a school place. This will be updated once your child returns to the UK. If you do not return to the linked address by 1 September 2024, Hounslow will withdraw the application and any offer made.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

### **Members of the UK Armed Force and Crown Servants**

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address

or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

## **Appendix 5**

Sixth Form Consortium Schools are St Marks in Hounslow and Gumley House in Isleworth.

### **Further Definitions:**

<b>Parent</b>	The adult or adults with legal responsibility for the child.
<b>Sibling</b>	A brother or sister to include stepbrothers and sisters, half brothers and sisters or adopted brothers and sisters that live at the same home as the child.
<b>Family</b>	Those who live at the residential address of the parent/legal guardians who are submitting an application for a place on behalf of a child. Where the admission arrangements refer to “practising Catholic families”, it is sufficient for just one parent to attend.

## **PROTOCOL ON ADMISSIONS PROCEDURES 2024-25**

1. The Admissions Authority is the Governing Body of Gunnersbury Catholic School. All applicants must complete and return an Online Application Form to their Local Authority by 31 October 2023.
2. In addition, parents should complete a Supplementary Information Form (SIF), which is available from Gunnersbury Catholic School. The Supplementary Information Form should be returned to Gunnersbury Catholic School by 31 October 2023. Late submission of these forms may jeopardise your chance of obtaining a place at Gunnersbury Catholic School for your child.
3. Late applications for secondary transfer (after the 31 October 2023 closing date for the Online Application Form and the Supplementary Information Form) will only be considered after 1 March 2024.