

THE ADMISSIONS OF PUPILS TO HAMMERSMITH ACADEMY FOR 2025/2026

Policy Date	October 2023
Next Review Date	October 2024
Approved by	Governors Curriculum Committee
Approved date	12/10/2023
Policy Holder	Headteacher

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Statement of intent

At Hammersmith Academy, we welcome all pupils, and places at the Academy are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for the Academy will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the admission authority is and other responsible bodies in our Academy.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Academy Trust	Schools Adjudicator	Academy Trust

Legal framework

1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - Equality Act 2010
 - Human Rights Act 1998
 - School Standards and Framework Act 1998
 - DfE (2021) 'School Admissions Code'
 - DfE (2023) 'School Admission Appeals Code'
2. This policy operates in conjunction with the following school policies:
 - Equal Opportunities, Diversity, Cohesion & Disability Policy
 - Data Protection Policy
 - Special Educational Needs and Disabilities (SEND) Policy
 - SEN Information Report

Determining a PAN (Published Admissions Number)

3. The number of places available will be determined by the capacity of the Academy; the PAN for new **Year 7** pupils is **140**. All applicants will be admitted if 140 or fewer apply.
4. The Academy Trust will publish its PAN annually and will notify the Local Authority of any increases to the agreed PANs, and will reference the changes on the school's website. The Academy will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.
5. Pupils will not be admitted in any year group above the published admissions number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
6. In line with statutory requirements, the Academy Trust will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN; however, the Academy may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources.
7. When formulating the school's admission arrangements, the Academy Trust will **not**:
 - a. Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
 - b. Consider any previous schools attended unless it is a named feeder school.
 - c. Give priority to children whose parents rank preferred schools in their application.
 - d. Introduce any new selection by ability.
 - e. Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
 - f. Give priority to children according to the occupational, marital, financial or educational status of parents applying.
 - g. Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
 - h. Discriminate against any protected characteristic.
 - i. Give priority based on a child's or their parents' past or present hobbies or activities.
 - j. Name fee-paying independent schools as feeder schools.
 - k. Interview children or parents.
 - l. Request financial contributions as part of the admissions process.
 - m. Request photographs of children – apart from for proof of identity when sitting selection tests.

Oversubscription criteria - Year 7 Admission Criteria

8. The Academy Trust aims to ensure that oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.
9. In the event that there are more applicants than available places of 140 in Year 7, the Academy Trust will apply the oversubscription criteria, in order of priority given below.
10. After the admission of pupils with an EHCP¹ where the Academy Trust is named on the statement, the criteria will be applied in the order in which they are set out below:
 - a. **Looked After Children or previously Looked After Children**
Looked After Children² and previously Looked After Children, including those who have been in state care³ outside of England and ceased to be in state care as a result of being adopted⁴.
 - b. **Children of staff at Hammersmith Academy**
Children of the Academy's staff who have been employed for two or more years at the time at which the application of admission to the Academy is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - c. **Pupils living in the Academy admissions priority area**
Admission of pupils living in the Academy Admissions Priority Area⁵ on the basis of straight-line distance from the main entrance of the Academy to the main entrance of the child's home as measured by the Local Authority.

¹ An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child.

² A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

³ A child is regarded as having 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.

⁴ This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

⁵ The Admissions Priority Area being defined as the area enclosed to the North by the A4020 Uxbridge Road South Side; to the South by the A4 Great West Road North Side; to the East by the West Brompton - Olympia - Willesden railway line, and to the West by Warple Way East Side down to Cobbold Road to the junction of Emlyn Road (to include housing blocks incorporated within the Emlyn Gardens, namely – Mole Court, Longford Court, Lea Court, Beverly Court, Wandle Court, Crane Court, Roding Court, Fleet Court, Ember Court, Colne Court, Brent Court and Abbey Court), Prebend Gardens and British Grove West sides.

d. **Siblings outside of the Academy admissions priority area**

Children with siblings currently on roll at the Academy in Years 7-11.

e. **Pupils living at a distance outside of the Academy admissions priority area**

This includes other applicants in the same band on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance of the child's home as measured by the Local Authority.

11. In the unlikely event of a tie between twins living at the same address, the Academy Trust will admit both and not offer any further places until numbers fall back to the admission number of 140.

Equal opportunities

12. The Academy will welcome applications from children of all abilities, including those with special educational needs (SEN) or disabilities. Children with SEN or Disabilities who do not have an Education, Health and Care (EHC) plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report on the Academy website.

Consideration of Applications

13. The Academy Trust will consider all applications for places at the Hammersmith Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.

14. To ensure a wide and representative spread of ability in its intake, the Academy will operate a system of fair banding for its year 7 intake as agreed in its Funding Agreement with the Secretary of State, as follows:

- a) Each applicant to the Academy will be required to take a non- verbal reasoning test which will place applicants in a rank order. The test will take approximately one hour and will be held in November or December at a time and venue to be determined each year.
- b) Each applicant will be placed in one of five bands based on their performance in the test. As far as possible, each band will contain an equal number of applicants. Places will be allocated by applying the oversubscription criteria so that, as far as possible, an equal number of pupils is admitted from each band. In order to ensure an equal chance for all applicants, bands will be determined by reference to the ability profile of the national Standard Attainment Score (SAS) benchmark.
- c) There will be at least two dates for banding tests which will be set out in the Academy prospectus and the Local Authority's composite prospectus. Arrangements will be made to ensure that all pupils applying to the Academy take the banding tests. All looked after children and relevant children in receipt of an Education Health Care Plan will be admitted but will be required to take the banding test to ensure the intake is comprehensive.

Admissions procedures

The Academy will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the Academy will make reasonable adjustments for disabled applicants or disabled parents.

15. Arrangements for applications for places in Year 7 at Hammersmith Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant Local Authority.

16. The Academy Trust will use the following timetable for applications to the Hammersmith Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Hammersmith & Fulham Admissions Forum, local authorities' admissions, local Academies and local Admissions Forum.
 - a) September – the Academy will publish in its prospectus information about the arrangements for admissions, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required;
 - b) September – The Academy offers an early fair banding (NFER non-verbal reasoning) test. The results from the early test is a guide to help parents/carers make an informed decision on listing Hammersmith Academy as one of their choices at application;
 - c) September/October - the Academy will provide opportunities for parents/guardians to visit the Academy;
 - d) October – Common Application Form to be completed and returned, by the agreed common date, to the Local Authority;
 - e) Local Authority and Academy agree Academy application lists;
 - f) November/December - Academy administers NFER non-verbal reasoning tests to all applicants (see paragraph 14 above);
 - g) January – Academy sends lists of pupils to be offered places to Local Authority;
 - h) February – Local Authority applies agreed scheme for its own schools and informs other Local Authorities of offers to be made to their residents;
 - i) 1st March – offers made to parents.

17. The national closing date for applications are as follows:
 - a) 31st October for Secondary applications; and
 - b) 15th January for Primary applications
 - c) The Academy will ensure its application processes enable parents to apply before these deadlines.

Applications and offers

Applications

18. Parents will be provided with a Common Application Form (CAF) by the Local Authority (LA) where they will note their six preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:
 - a) Their name and their child's name and date of birth
 - b) Their and their child's address and proof of residence
19. The CAF must be completed and returned to the LA by midnight on 31st October. Parents are not guaranteed to have their preferences met.
20. There will be no request for any of the following during the application process from the Academy:
 - a) Any personal details, including information on criminal convictions or financial status
 - b) The first language of the parent or child
 - c) Details about the parents' or child's disability, medical or SEND requirements
 - d) Any parental agreement to follow the ethos of the school in a practical way
 - e) For the child to complete any part of the form or for two parents to provide signatures
21. Once a place has been offered, the Academy may ask for the child's short birth certificate as proof of birth date and proof of address.
22. For Previously Looked After Children (PLAC) and Looked After Children (LAC), the Academy will request a copy of the adoption order, child arrangements order or Special Guardianship Order (SGO), and a letter from the LA confirming that the child was looked after immediately prior to the order being made.
23. The Academy may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

24. The Academy will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the admissions authority. A clear record will be kept of all decisions made on applications, including in-year applications.
25. The Academy Trust will not refuse admission for a child on the basis that:
 - a) They have applied later than other applicants.
 - b) They followed a different curriculum at their previous school.
 - c) Information has not been received from their previous school.
 - d) They have missed entrance tests for selective places.
26. Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

27. In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Academy Trust in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.
28. For children of UK service professionals and crown servants, the following procedure will be adhered to:
- a) A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
 - b) The application must be accompanied with an official letter confirming the relocation date.
 - c) The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
 - d) The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
 - e) The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

Offers

29. All offers will be made on National Offer Day, i.e. 1st March or the next working day where this date falls on a weekend or bank holiday.
30. Where the school is oversubscribed, the Academy Trust will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

31. An offer will only be withdrawn if it has been made in error, a parent has not responded within **20 working days**, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the Academy will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school **in the first term of the new academic year**, the Academy may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

Coordinated scheme

32. The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Academy in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Academy and other admissions

authorities in the area at least every seven years, even if no changes have been made in that period.

33. The Academy Trust is under a legal obligation, as the school's Academy Trust, to participate in coordination for the normal admissions round, and will provide the LA with all information it needs to coordinate admissions.

In-year admissions

34. Local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.
35. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 9 shall apply. Parents whose application is turned down shall be entitled to appeal.

Waiting list

36. For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December in year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.
37. Parents and carers can make a request for admissions outside of the normal age group for the admissions round. This will be considered on a case by case basis by the Governing Body
38. Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.
39. For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.
40. If a child on the waiting list is offered a place at the Academy, the parents will be notified in writing and will have the option of accepting or rejecting the place within 28 days.

Post 16 admissions criteria

41. The Academy will aim to admit up to 150 students into Year 12 each year. The Academy will welcome applications from students who meet the published admissions criteria for Sixth Form entry, both from the Academy's own Year 11 and from external schools. The Academy will admit at least 50 and up to 80 external applicants. This number may be exceeded if sufficient places remain once the demand for places from students already at Hammersmith Academy has, in the view of the Academy, been met.
42. The Academy will only consider applications for courses it has published as being available, and will not make any other courses available at the request of applicants. Any places will be offered conditionally and on the basis that applicants meet the admissions requirements for the courses, as set out in paragraphs 43 and 44 below.
43. To be eligible to enter the Sixth Form both the Academy's own Year 11 pupils and external applicants will be expected to have met the minimum academic entry requirements for the Sixth Form. These entry requirements will be based upon GCSE grades or other measures of prior attainment. These academic entry requirements will be published in the Academy's prospectus, on its website, and in the LA composite admissions prospectus.
44. The Sixth Form at Hammersmith Academy is academically selective and requires students to attain a minimum of 8 GCSE grades at Level 9-5, as well as meeting the minimum entry requirements for the individual subjects chosen. You can find the individual subject requirements on our application form and on our Sixth Form Curriculum page on the website.
45. In addition to the Sixth Form's minimum academic entry requirements pupils will be required to satisfy minimum entrance requirements for the courses which they wish to follow from those available. If either internal or external applicants with an offer of a Sixth Form place fail to meet the minimum course requirements they will be given the option of pursuing any alternative available course for which they do meet the minimum academic requirements and which has any vacant places.
46. When there are more external applicants that satisfy the academic entry requirements, the Academy will admit students who meet the minimum Sixth Form entry requirements in priority order as follows:
 - a) Any student in receipt of an EHCP which names the Academy for Sixth Form study – once it has been agreed that HA can meet the needs of the student.
 - b) Eligible children in public care who are Previously Looked After Children (PLAC) and Looked After Children (LAC) that meet the agreed standards.
 - c) Students in Year 11 of the Academy who meet the minimum Sixth Form entry requirements as described in paragraph 44 above.
 - d) External Year 11 students who meet the minimum Sixth Form entry requirements as described in paragraph 44 above.

47. Pupils applying after the closing date for applications to the Sixth Form will only be offered places if any remain after on-time applicants have been admitted.
48. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants and those existing Academy pupils refused progression into the sixth form.
49. If applying as a foreign national or a resident outside of England, please visit www.gov.uk for further information on visa requirements.

Admissions appeals

50. In circumstances where a school place is refused, the applicant, will have the right to appeal against the Academy's decision to refuse admission.
51. Where this is the case, the Academy Trust will establish an independent appeals panel to hear the appeal. The appeal panel will perform its judicial function in a transparent, accessible, independent and impartial manner, and operate according to principles of natural justice.
52. Instructions on how to appeal can be found the Academy's website with a link to the appeal form at the beginning of March. The timetable for Sixth Form appeals is also published on the Academy's website.

Monitoring and review

53. This policy will be reviewed by the Academy governing body on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

APPENDIX 1 – Annex

54. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
55. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
56. Notwithstanding the generality of paragraph 55 of this Appendix, the Academy Trust will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
57. Notwithstanding any provision in this Agreement, the Secretary of State may:
- (a) direct the Academy Trust to admit a named pupil to the Hammersmith Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Academy Trust.
 - (b) direct the Academy Trust to admit a named pupil to the Hammersmith Academy if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
58. The Academy Trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel is binding on all parties.
59. The Academy Trust shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
60. In paragraph 58 above, ‘relevant children’ means:
- a) in the case of appeals for entry to a sixth form, the child, and;
 - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Relevant Area

61. Subject to paragraph 62, “Relevant area for consultation” means the “Relevant Area” determined by the Local Authority for maintained schools in the area (in accordance with the meaning of “Relevant Area” within the School Admissions Code).
62. If the Academy does not consider this meaning to be appropriate, it must apply to the secretary of State by 1 August for a determination, setting out the reasons for this view.
63. The Secretary of State will consider the Academy’s application and will by 30 September either:
 - a) determine the area for consultation; or
 - b) determine that the meaning within paragraph 61 should apply.
64. The Secretary of State may consult the Local Authority before making such a determination.
65. Within 14 days of the Secretary of State’s determination, the Academy will notify the consultees listed in paragraph 67 of the determination.
66. In the event of a paragraph 63a determination, a map of the relevant area has been attached on page 18 (Appendix 2).

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

67. The Academy will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year⁶. The Academy will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time. The Academy will consult with the following:
 - a) The LA.
 - b) The admission forum for the LA.
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA.
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation.

⁶ Academy Trust Determination of Admission Arrangements

A ‘determination year’ is the Financial Year beginning one academic year before the admissions arrangements will be implemented e.g. consultation to end in March 2023 and determination to be in April 2023 for admissions in September 2024

- e) Affected admission authorities in neighbouring Local Authority areas.
- f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
- g) Community groups which the Academy considers relevant;
- h) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

68. From 2011-12, and for subsequent years, consultation in line with paragraph 67 is not required in any year where the following conditions are met:

- a) the admission arrangements were consulted upon in one or both of the previous two years; and
- b) there have been no changes, or proposed changes, since the last consultation.

69. As soon as any changes are made to arrangements, or proposed, the consultation cycle must in paragraph 68 be followed for the next determination year.

70. The Academy Trust will consider comments made by those consulted in accordance with paragraph 68 including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.

71. The Academy Trust will determine admission arrangements for entry in September 2016 by 15 April 2015 and for all subsequent years, by 28 February in the determination year.

Representations about admission arrangements

72. Where the Academy Trust has determined the Academy's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 67, if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's Consent for Changes to Admissions Arrangements

73. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 67 are different to the admissions arrangements currently in existence for the Academy, the Academy Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements

74. Where the Secretary of State has received any representations made in accordance with paragraph 73, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy Trust amends the proposed admissions arrangements for the Academy. The Academy Trust shall comply with any such direction.
75. Where the Secretary of State has received an application made in accordance with paragraph 73 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

Publication of Admission Arrangements

76. The Academy Trust shall each Determination Year publish the Hammersmith Academy's agreed admission arrangements by:
- a) copies being sent to the persons consulted in paragraph 68;
 - b) copies being sent to primary and secondary schools in the LA's area;
 - c) copies being sent to the offices of the LA;
 - d) copies being made available without charge on request from the Academy;
 - e) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.
 - f) a copy being uploaded to the Academy's website (if it has one).
77. The published admissions arrangements will set out:
- a) the name and address of the Hammersmith Academy and contact details;
 - b) a summary of the admissions policy, including oversubscription criteria and any arrangements for post-16 admission;
 - c) a statement of any religious affiliation if relevant;
 - d) numbers of places and applications for those places in the previous year; and
 - e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by the Hammersmith Academy After Arrangements Have Been Published

78. Subject to paragraph 72, once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
- a) the Academy Trust has consulted those who were consulted under paragraph 68 above on the proposed variation;

- b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such change;
 - iii) any comments or objections to the proposal from those consulted; and
- c) following such application, the Secretary of State has provided his consent to the proposed variation.

79. The Academy Trust shall follow the prior written agreement or direction of the Secretary of State vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

80. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 69 or 70 above must be published within the Academy's prospectus and website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 67.

81. The Academy Trust must make arrangements for a parent of a child who has attained the age of 11 but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

82. Where a representation is made in accordance with paragraph 72, the Secretary of State may, after consulting the Academy Trust, direct that the Academy Trust modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy Trust must comply with any such direction.

83. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

Determination and publication of admissions arrangements

84. The Academy Trust will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the Academy's website. A copy of the proposed admission arrangements will be made available upon request.

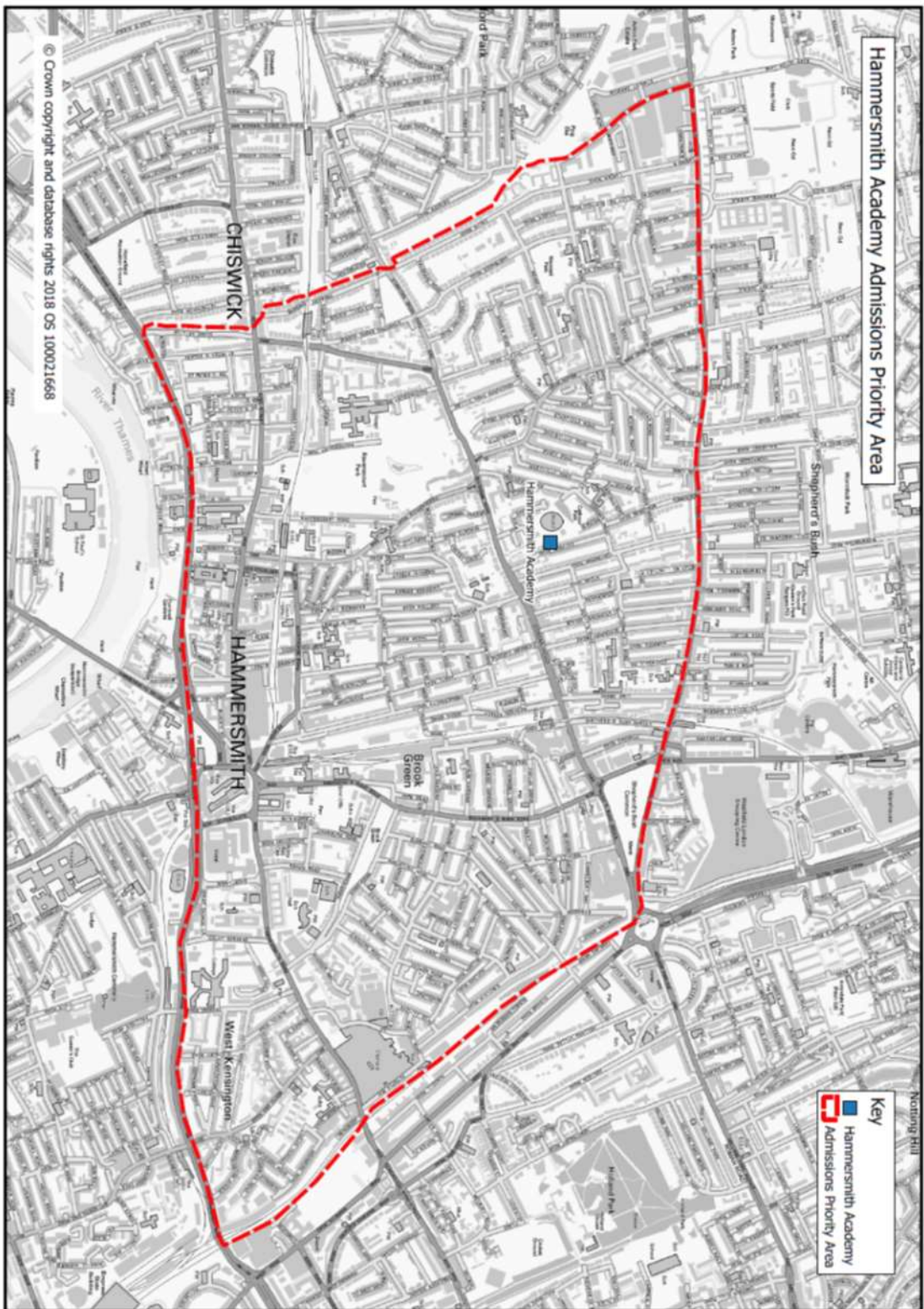
85. Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

86. The Academy Trust will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the Academy's website by 15 March in the determination year, and will continue to display them for the whole offer year.
87. Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.
88. The Academy Trust will provide the LA with all of the information it needs to compile the composite prospectus by 8 August in the determination year.

Variations

89. The Academy Trust will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.
90. The Academy Trust may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.
91. Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

APPENDIX 2 – Admissions Priority Area



APPENDIX 3 – Roles and responsibilities

92. The Governing Body is responsible for:

- a) Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the Academy.
- b) Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the Academy.
- c) Ensuring that oversubscription criteria does not discriminate against any child.
- d) Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- e) Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- f) Publicly consulting on any proposed changes to the admissions arrangements.
- g) Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- h) Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

93. The Schools Adjudicator is responsible for:

- a) Acting in line with the relevant legislation and guidance pertaining to admissions.
- b) Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- c) Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

94. The appeals clerk is responsible for:

- a) Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- b) Providing an independent and impartial service for admission appeals.
- c) Making the necessary administrative arrangements for hearings.
- d) Notifying all parties of the order of proceedings in advance of an appeals hearing.
- e) Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- f) Being an independent source of advice on procedure and admissions law.
- g) Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

95. The headteacher is responsible for:

- a) Liaising with the Academy Trust where relevant regarding admitting pupils to the school.
- b) Working with the Academy Trust when determining the school's capacity.
- c) Ensuring that the Academy Trust has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- d) Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

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