



NORTHOLT
HIGH SCHOOL

ADMISSION

TO

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2019/2020

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PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE APPLICATION FORM FOR ADMISSION TO NORTHOLT HIGH SCHOOL

1. **MAKING AN APPLICATION - Northolt High School will be participating in the Ealing Coordinated Admissions Scheme.**

2. **INFORMATION ABOUT THE SCHOOL**

The School Prospectus will be available from 1 September each year.

Prospective parents may obtain a prospectus from the school, during normal working hours, from the child's primary school or at the Annual Open Evening/Days.

Parents considering making an application to the school are strongly recommended to attend the Open Evening/Days or make an appointment to visit the school at some other time during normal working hours.

3. **CRITERIA FOR ADMISSION**

There are places for 240 students to each Year Group of compulsory school age.

Should there be more applications than places available, then the following criteria will be applied in the order set out below :

- i) Children in Public Care (Looked After Children) - *and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*
- ii) Brothers and sisters must still be attending Northolt High School at the time of the sibling's admission (*brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home address as the child and in the same family unit on a permanent basis or for the majority of time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts*)
- iii) Exceptional medical circumstances relating to the child
- iv) Exceptional personal circumstances
- v) Children who live within closest proximity to the school

N.B. To qualify under iii) an applicant must send a supporting letter or report from the child's consultant. If this is not done then we will not consider the application under this criterion. You must also include any personal circumstances you want us to consider.

4. **ADMISSION LIMITS**

Northolt High School's Admission Limits is set at 240 students for each year group of compulsory school age.

5. **NOTES ON ADMISSION CRITERIA**

ii) **Brothers or Sisters Attending the School**

Parents who hope to be allocated a place for their child because he/she has a brother or sister currently attending Northolt High School, **MUST** claim priority on the Application Form. Failure to bring the details of this relationship to the attention of the Governors by this means, will remove any entitlement to priority consideration.

The qualifying relationship is explained above.

Parents/carers are required to provide sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists.

When application is made using the brother or sister criterion, a short version of the birth certificate of the child for whom application is being made and the brother or sister whose attendance at Northolt High School provides the entitlement, will be asked for after an offer has been made.

iii) **Medical Grounds**

After places have been offered in category i) and ii) above, the Governors will be prepared to consider applications on medical grounds only if details are received with the Application Form. Details must include:

- an indication on the Application Form that the parents/carers of the child concerned intend to apply on medical grounds
- full information about the medical condition.

Failure by the parents/carers to satisfy both of these requirements could make an application on medical grounds invalid.

The medical grounds which the Governors will be prepared to take into account will be a long term medical condition. The Governors will not be satisfied that sufficient medical grounds exist when the relevant condition, such as asthma attacks, migraine or symptoms of anxiety, are identified only after parents have been notified of the Governor's decision not to offer a place to a child.

The Governors will need to be satisfied that admission to Northolt High School is necessary because :

- the medical condition requires attendance at a school that possesses specific facilities for meeting the needs of the child and which Northolt High School possesses but which are not normally possessed by other schools in the locality.
- the child's needs, arising out of the medical condition, must require attendance at Northolt High School as a necessity rather than just as beneficial or advantageous.

At the time when an application requesting a place on medical grounds is submitted, a separate sealed envelope marked 'Confidential' and containing the following must accompany it :

- details of the medical condition which forms the basis of the application
- an explanation as to why the medical condition necessitates attendance at Northolt High School
- a medical certificate in support of the application.

iv) **Special Personal Circumstances**

After places have been offered in categories i), ii) and iii) above, the Governors will be prepared to consider applications of special personal circumstances only if details are received with the Application Form. Details must include :

- an indication on the Application Form that the parents/carers of the child concerned intend to apply on the grounds of special personal circumstances
- full information about the circumstances.

The special personal circumstances which the Governors will be prepared to take into account will be long term circumstances. The Governors will not be satisfied that sufficient grounds exist when the circumstances are identified only after parents have been notified of the Governor's decision not to offer a place to a child.

The Governors will need to be satisfied that admission to Northolt High School is necessary because :

- the circumstances require attendance at Northolt High School specifically and no other local school can meet the needs of the child
- the child's needs, arising out of the special circumstances, require attendance at Northolt High School as a necessity rather than just as beneficial or advantageous.

Under this criterion, the Governors may be prepared to take into account a chronic medical condition of members of a child's immediate family provided they are satisfied that this necessitates the child's admission to Northolt High School and provided the information is disclosed.

At the time when an application requesting a place on the grounds of special personal circumstances is submitted, a separate sealed envelope marked 'Confidential' and containing the following must accompany it :

- details of the special personal circumstances which form the basis of the application,
- an explanation of why the circumstances necessitates attendance at Northolt High School
- a letter from an appropriate professional (e.g. doctor, Social Worker) in support of the application.

Governors reserve the right to make further enquiries in order to satisfy themselves that the conditions on which parents or guardians have based an application meet the grounds indicated above. If parents apply for a place under this criterion they will be deemed to have given their consent to such enquiries being made.

v) **Closest Proximity**

After places have been offered in categories i), ii), iii) and iv) above, the Governors will offer places under the closest proximity criterion. Closest proximity is assessed in the following manner :

- The distance is measured from a point in the property, determined by Ordnance Survey to the centre of the road, along the centre of the road, to the nearest gated entrances which are used by students to enter the school grounds
- Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application
- Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admission process. Proof of residency will be required as outlined in the High School Prospectus.

IMPORTANT NOTE

The Governors will rely upon the information contained in the application form for admissions. If it transpires that any information is false or misleading in any material way, the Governors reserve the right to withdraw the offer of admission if the place was gained fraudulently.

6. LATE APPLICATIONS

Late applications will not be dealt with until after all the on-time applications have been dealt with unless the Local Authority or school has made an error in accepting the application or if there are exceptional circumstances for lateness (e.g. where a single parent/carer had been ill and the illness prevented the application being made on time or the family had been dealing with the death of a close relative i.e. one of the child's parents or child's siblings). No late applications can be dealt with until after the offer date of 1 March.

7. APPEALS

Parents who have applied for but have not been offered a place for their child at Northolt High School, have the right to lodge an appeal with the Governing Body.

Full information about the Appeals Procedure to be employed by the Governors will be included with the letter notifying parents of the result of their application. The Governing Body is required to establish an Appeals Committee which has some membership independent of both the Governing Body and the school.

It is the intention of the Governors to proceed with Appeals Hearings with as little delay as possible so as to minimise the continuing uncertainty of parents and children while they await a final decision on their application for a place at Northolt High School.

8. WAITING LISTS

If it is not possible to offer parents a place for their child immediately, the child's name will be placed on a waiting list. The criteria for admission will be used to determine the position on the waiting list.

9. TIE BREAKER

In the event that applicants have the same priority on distance Governors will use a random allocation method to make a final decision.

10. FINANCIAL ASSISTANCE

Although Northolt High is a Foundation School, the financial arrangements for parents are exactly the same as those operating in other local secondary schools. Education at Northolt High is free.

Parents of students attending Northolt High School are entitled to apply for Education Benefits from the London Borough of Ealing in the same way as parents at other schools may do. Financial help may be available to assist with :

- travel to and from school
- free school meals

Most parents who qualify for help of this kind, will already be in receipt of Support Payments.

Provision of these benefits is the responsibility of the Local Council not of the School. All correspondence on such matters should be addressed to them.

Arrangements for Admission to Sixth Form

11. Application to the Sixth Form is open to all students, irrespective of their previous place of study. Any student may apply to join the Sixth Form who has a serious intent to study.

Students wishing to study at A/S Level must have gained at least a Grade **B** at GCSE in that subject. In Mathematics the entry requirement is an **A** grade.

All students must have achieved an attendance level of 93% or above in Year 11 to be considered for a place.

Students who wish to study at A/S Level would be expected to have gained at least 4 Grade B passes at GCSE and at least Grade C passes in English and Mathematics.

Students wishing to study BTEC Extended Diploma Level 3 vocational courses require a minimum of 5 GCSE passes at Grades A*-C including English and Mathematics.

Progression to Year 13 is dependent upon at least 3 Grade D passes at the end of Year 12.

The Admission Number is currently 125 in Year 12.

Further subject specific entry requirements are available from the school website.

Arrangements for admitting students to other year groups, including to replace any students who have left the school.

12. Applications to the school for places other than in Year 7 will be considered on an ongoing basis and places will be offered, subject to the admission criteria outlined in this document, where vacancies are available.