



## Policy Statements and Procedures

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# ADMISSIONS POLICY

The Rosedale Hewens Academy Trust ("the Trust") is the admissions authority for De Salis Studio College and as such aims to operate fair and inclusive admission arrangements. In complying with the Admissions Code, applications from the parent, guardian or carer of any learner due to complete Key Stage 3 will be considered equally. An Application Form will be provided for this purpose. Those seeking a place at the end of Key Stage 4 will also be required to complete the application form and in so doing, must be mindful that the entry requirements for Post 16 study is a minimum of 5 GCSE grades 9-4 including English and Mathematics. Beyond this, the specific entry requirements for each course will be published annually in the prospectus.

### **Application process**

The application process forms part of the Local Authority's coordinated arrangements and will be received according to timescales published by the London Borough of Hillingdon. This will require parents, guardians and carers to complete a Common Application Form provided by the Local Authority in which the applicant lives.

### **Published Admission Number**

The Published Admission Number (PAN) is the number of external learners admitted in each cohort. The PAN for 2026/27 at De Salis Studio College permits up to 60 students to be admitted in Year 10 with a further 90 places being available for learners beginning Year 12. The College will reach full capacity with 300 students on roll overall. For each year, if fewer applications than the PAN are received, all those applying will be admitted.

De Salis Studio College will offer Post 16 provision for a maximum of 180 learners, admitting up to 90 learners to Year 12. A further 90 places will be offered in Year 13 at full capacity. Students already enrolled in Year 11 at De Salis Studio College automatically progress to Post 16 if they meet the minimum academic entry requirements for which the courses they are applying. The remaining 30 places will be offered to external applicants together with any other surplus places until Year 12 meets its capacity of 90 learners.

### **Education, Health and Care Plan**

De Salis Studio College will abide by the Admissions Code, first allocating places to those learners whose Education, Health and Care Plan names the College specifically.

### **Consideration of applications - 14-16 year old learners**

All 14-16 applicants expressing a preference for the Studio College will be required to undertake an online standardised assessment during the Autumn Term. Details of the assessment, including what it will measure, how it will be scored and used, will be published before the end of the application round. The purpose of this process is to ensure that De Salis Studio College is accessible to learners of all aptitudes and abilities; thus avoiding any risk of a particular group being either under or over-represented within the annual intake. In other words, the proportion of places offered within each band will match the national profile, as far as possible. If a particular band is undersubscribed, in that there are not enough qualifying applicants within the band to fill all of the places available, the remaining allocation will be filled evenly by applicants qualifying in the next nearest bands. In practice, this means that an applicant qualifying from the band above but unable to be allocated a place, will become eligible for admission in the band below. The next available space will then be offered to an applicant in similar circumstances but from the band below. The process will continue alternating between the nearest qualifying bands until all of the unfilled spaces within a specific band are allocated. For example, if the following situation arose, this is what would happen:

| Stanine | Number of places available in the band | Number of applicants qualifying in the band | What happens?   |
|---------|--|---|---|
| 9       | 3                                      | 6   | Admit three having applied the oversubscription criteria  |
| 8       | 4                                      | 6   | Admit four having applied the oversubscription criteria   |
| 7       | 7                                      | 4   | Admit all applicants plus reallocate two from the above band and one from the band below having applied the oversubscription criteria                 |
| 6       | 10                                     | 12  | Admit ten having applied the oversubscription criteria  |
| 5       | 12                                     | 10  | Admit all applicants plus reallocate the remaining applicant from above band and one from the band below having applied the oversubscription criteria |
| 4       | 10                                     | And proceed using the methodology above.    |   |
| 3       | 7                                      |   |   |
| 2       | 4                                      |   |   |
| 1       | 3                                      |   |   |

### Oversubscription Criteria

Throughout the process, priority will be given in each band according to the published oversubscription criteria below:

1. **Looked after children or previously looked after children**, within the meaning of the Schools Admissions Code 2021.
2. **Students permanently residing in the London Borough of Hillingdon** within the wards of Barnhill, Botwell, Brunel, Charville, Hillingdon East, Townfield and Yiewsley.
3. **Students living nearest** to De Salis Studio College. The distance will be measured in a straight line between the front door of the registered home address and the reception point at the College. A computerised mapping system will be used to ensure accuracy. In cases where blocks of flats are concerned, priority will be given to the lowest flat number, e.g. 1, 1a, 2, etc. Travelling distances will not be taken into account.
4. **Students placed by random allocation** should the above criteria fail to give priority of one application over another. This criterion will only be used in a tie break situation and should it occur, arrangements will be made to ensure that the process is fair and transparent, being independently supervised by an appropriate individual not associated with the College.

### Consideration of applications – 16-19 year old learners

De Salis Studio College will offer places for 180 learners, Post 16. Both internal and external learners wishing to pursue Post 16 courses must have achieved at least 5 GCSE grades 9-4 including English and Mathematics. There will also be minimum requirements for each course as published annually in the Post 16 prospectus. Applicants should contact the College for information, advice and guidance.

Students already enrolled at De Salis Studio College automatically progress to Post 16 if they meet the minimum academic entry requirements regarding the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they may be given the option of pursuing alternative courses for which they do meet the minimum academic requirements. Each course will only run if there are sufficient numbers to make it viable.

### In-year applications

Applications made outside the normal admissions timetable are referred to as 'in-year admissions'. Whilst it is extremely important that a young person has continuity in their education, there are occasions when an in-year application might be necessary. For example, in circumstances when a learner:

- has recently moved into the Borough and has no school place;
- has moved within the Borough making the journey to their current school no longer feasible;

- is transferring to a maintained school after a period of education at home or an alternative setting;
- needs to transfer for reasons of well-being;
- needs to start a new Key Stage at a different school.

Changing schools within the school year is disruptive and not usually in the student's best interests. It is for this reason that the Local Authority discourages transfers between schools and why, as a Trust, applications relating to children of Year 11 age are carefully considered.

### **Waiting list**

Normally, places will be offered unless the year group into which admission is sought exceeds the Published Admission Number (PAN) of the College. When this occurs, particularly when the learner is attending a local school/college, parents, guardians and carers are advised to retain the place. Meanwhile the learner's name can be added to the waiting list of De Salis Studio College and remain so for one term. In other words, this list will be updated and regularly reviewed, ranking applicants strictly in accordance with the published oversubscription criteria.

There is no closing date for in-year admissions and as in all circumstances, no priority will be given in regard to the length of time an applicant has been on the waiting list. As vacancies occur, the admissions authority will allocate places strictly in accordance with the order of the published criteria. Therefore, the address given must be the learner's address where the parent, guardian or carer and learner permanently live. Normally, these details can be confirmed by providing a Council Tax number. However, further clarification may be required to show that the learner lives at the stated address.

### **Appeals against non-admission**

In circumstances when the admission authority informs a parent, guardian or carer of its decision not to offer a place for a learner, it will explain the reason why admission was refused. There will also be guidance on how to appeal including contact details and the deadline for lodging such an appeal. In every case, parents, guardians or carers will be advised that they must set out the grounds for appeal in writing with 20 school days. The admission authority of the College will not limit the grounds on which appeals can be made, although appeals will only be heard in cases where the proper procedures have been followed in making an application for a place. The admissions authority will ensure that all appeals are heard in accordance with the Admissions Appeal Code of Practice under which the Trust will exercise its right not to consider further appeals for the same learner within the same academic year.