



Policy Statements and Procedures

ADMISSIONS POLICY

The Rosedale Hewens Academy Trust ("the Trust") is the admissions authority for Hewens College and as such aims to operate fair and inclusive admission arrangements. In complying with the Admissions Code, the Trust invites parents, guardians and carers to complete a common application form supplied by the London Borough of Hillingdon through its coordinated scheme. This allows the applicant of a secondary age child to name up to 6 preferences with each preference being treated as a separate application and therefore considered equally.

Hewens College will abide by procedures and timescales set by the London Borough of Hillingdon, first allocating places to those children whose Education, Health and Care Plan names the School specifically. All other applicants will be offered a place providing the number of applications does not exceed the total number of places available for the relevant age group. The Trust, in circumstances where the College is oversubscribed, will allocate places in the order and according to the criteria set out below:

1. **Looked after children or previously looked after children**, within the meaning of the Schools Admissions Code 2021.
2. **Children in attendance** at Hewens Primary School who will continue to be on roll until the normal point of transfer to secondary school.
3. **Children who have a sibling** living in the same household who currently attend Hewens College and who will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or half sister with one parent in common, including an adopted child, who permanently lives at the same address and for whom the parent, guardian or carer also has parental responsibility as defined in the Children Act 1989, Part 1, Section 3. This does not apply to cousins or other family members who live in the same household.
4. **Students living nearest to Hewens College** where 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.

Published Admission Number

The Published Admission Number (PAN) for 2025/26 120 students in Year 7 and 75 students in Year 12.

In-year applications

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

- 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 child'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. Indeed, if a child already has a school place, parents, guardians or carers are advised to discuss their reasons for wishing to transfer the child between schools with both Principals/Headteachers concerned. If after full consultation transfer is still required, it is important to make a firm application directly to the School given that:

- Academies, Voluntary Aided, Foundation and Free Schools are their own admission authorities and are therefore required to provide a suitable form for completion when applying for a place at the College;
- there is a requirement for the College as an admissions authority to notify the LA of both the application and the outcome so that it can meet its statutory duty in keeping up to date figures about the availability of school places in the area;
- the admission authority must inform the applicant of their right to challenge the decision to refuse a place at Hewens College via an independent appeal panel set up by the Trust.

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, parents, guardians and carers are advised to contact the London Borough of Hillingdon to seek an alternative place. In these circumstances, the LA will offer a place at the nearest school to the home address where there is a vacancy, unless the child is currently attending a local school. Meanwhile the child's name can be added to the waiting list of Hewens College together with any other school where the preference is higher than the one offered.

In each case, places will be allocated according to and in the order of the published criteria. Therefore, the address given must be the child's address where the parent, guardian or carer and child permanently live. Normally, these details can be confirmed by providing a Council tax number. However, further clarification may be required to show that the child lives at the stated address. There is no closing date for in-year admissions and therefore no priority will be given in regard to the length of time an applicant has been on the waiting list.

Appeals against non-admission

Appeals against non-admission shall be heard in accordance with the Admission Appeals Code of Practice under which the Trust exercises its right not to consider further appeals for the same child within the same academic year. Appeals will only be heard from parents, guardians and carers who have first sought admission and have been refused.