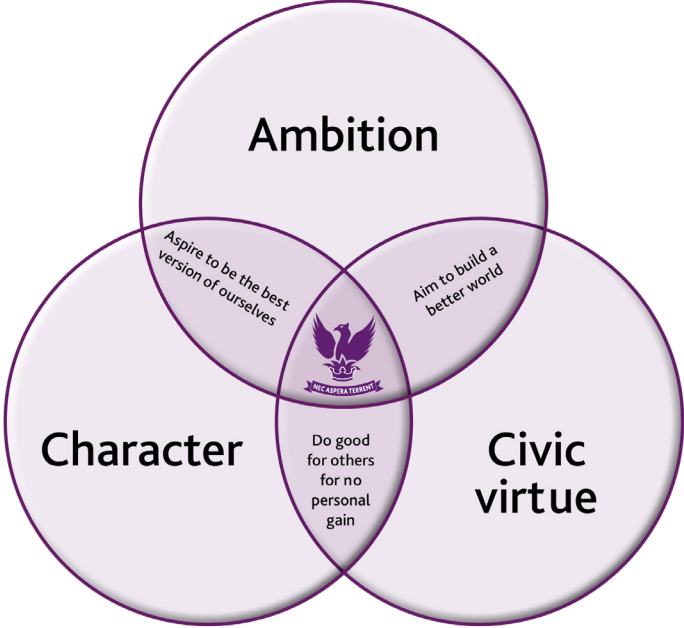


# ADMISSIONS POLICY (September 2025)

Determined by the Governing Body December 2023



## DRAYTON MANOR HIGH SCHOOL





# DRAYTON MANOR HIGH SCHOOL

## ADMISSIONS POLICY

### Criteria for Admission to Drayton Manor High School for Admission for September 2025

The school has an admission number approved by the Department for Children, Schools and Families for 240 students in each year group from Year 7 to 11. Applications in the normal round of admissions for a place in Year 7 are dealt with by the London Borough of Ealing (LBE) under the Co-ordinated Admission Scheme. All other year group applications should be made directly to the School.

### OVERSUBSCRIPTION CRITERIA

Where applications exceed the number of places available, offers of places will be made using the following criteria in order of priority

1. Children looked after by a local authority and adopted children who meet certain requirements (IMPORTANT see the full definition in the Notes below)
2. Children with a brother or sister attending the school in Years 7 to 11 at the time of application
3. Children for whom Drayton Manor High School is their nearest publicly funded High School
4. Other children

Where two or more children have equal priority having applied all criteria, places will be allocated by distance, with those living closest to the School being accorded the highest priority

### Notes

Looked after children are those in the care of a local authority or being provided with accommodation by local authority social services (section 22(1) Children Act 1989).

Adopted children will meet the requirements if they were 'looked after' but then ceased to be because they were adopted or were made subject to a residence order or special guardianship order.

Adopted is defined in the Adoption and Children Act 2002 (section 46).

Residence order is defined in the Children Act 1989 (section 8)

Special guardianship order is defined in the Children Act 1989 (section 14A)

The word brother or sister refer to all blood, half, step, adoptive and foster brothers and sisters who live at the same home address

Distance from home to the school is that determined by the London Borough of Ealing using whatever measuring system it operates in the application year for those schools for which it is the admissions authority. However, for applications to Drayton Manor High School, the Borough applies the following arrangements, whether they are applied to its schools or not.

- The distance from home to school is measured by the shortest walking route using public highways and lit footpaths only, but excludes common land and public open spaces.
- It does not take into account access by public transport or any private vehicle.

This measuring policy will also be used when measuring distances to other schools, to establish if Drayton Manor High School is an applicant's nearest Ealing High School.

The child's home will be assumed to be that of the mother unless evidence is provided to prove otherwise. Alternative addresses such as a relative's or child minder's, will not be accepted and should not be given. In the situation where a move is temporary, (eg due to building works) the normal, permanent residence of the child (ie the address at which the child was resident before the period of temporary residence began) will still be used for the calculations of distances.

For any parent who, for whatever reason has more than one property, they should only refer to the property in which the child actually resides. In cases where parents are separated and the child lives for periods with both, then the child's address will be that property at which, during the school year, the child for the most part resides. Documentation will be required to confirm the arrangement. If this is not available, then the use of the address of the parent who receives the child benefit will be used when prioritising the application.

All offers of a place made by the school, or on behalf of the school, will be conditional upon the receipt of proof of residence. The provision of false or misleading information may lead to the withdrawal of an offer.

### **Tie Breaker**

If two or more children have equal priority under criterion 1 or 2, the distance criterion set out in 3 or 4 above will be applied. If two or more children have equal priority under criterion 3 or 4 places will be randomly allocated.

## **ADMISSION TO THE SIXTH FORM**

The school has an admission number of 240 students in Year 12. This means that the school will make at least 240 offers of places in Year 12. Offers are conditional and the number of students admitted may be less than 240 depending on how many of those offered meet the entry requirements. The school may also offer more places than 240 if appropriate.

1. Places in Year 12 will be offered in the order of priority set out below
  - (i) Students looked after by a local authority and adopted students who meet certain requirements (IMPORTANT see the full definition in the Notes in the School's general Admissions Policy on page 2).
  - (ii) Students already on the roll of Drayton Manor High School.
  - (iii) Students on dual registration at Drayton Manor High School and Springhallow School.

- (iii) Students for whom Drayton Manor High School is their nearest publicly funded High School.
- (iv) Other students.

Where two or more students have equal priority having applied all criteria above, places will be allocated by distance, with those living closest to the School being accorded the highest priority. The computerised system for measuring distance, as set out under "Notes" in the School's general Admissions Policy on page 2, will be used.

Offers are conditional upon students meeting the following two conditions:

- (i) the entry requirements for their chosen programme of study as published in the Sixth Form Prospectus;
- (ii) the individual subject specific criteria for their first preference chosen subjects as published in the Sixth Form Prospectus.

Only exceptionally will either condition be waived.

## 2. Oversubscribed courses

Any student who meets their offer conditions will be enrolled in Year 12. However, in the event that a subject or course of study is oversubscribed, it may not be possible for a student to study for their first preference subjects. This is rare, but should it happen students will be prioritised to study subjects or courses of study in accordance with the criteria set out at 1 above.

## 3. Enrolment, including for those having not secured a place on their chosen course, wishing to change course or making a late application

On Results Day (the day of GCSE results publication) the School will be open and will enrol students who attend and have met entry requirements, and if necessary will allocate places on any oversubscribed courses as set out in 2 above.

Those who did not secure a place on their chosen course, wish to change course or have applied after the application deadline will be treated in the following way depending upon when their position is considered.

If applicants submit a Post Results Application Form on Results Day, the School will consider such applications and make available the outcome at School the following day.

If applicants submit a Post Results Application Form after Results Day, the School will consider such applications at the first reasonably practical opportunity.

In either case, if there are fewer students on an individual subject or course of study than originally planned by the School, it may decide to offer places. If it does, it will do so by applying the criteria at 1 above.

## **CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS**

If your child has a statement of Special Educational Needs the Local Education Authority will process your application for a high school place as it is their responsibility to arrange SEN provision and consider the school's suitability.

## **RIGHT OF APPEAL**

If the school is unable to offer a place there is a statutory right of appeal to an independent Appeal Panel. Further information is available from the school.

## **LATE APPLICATIONS AND CHANGES OF ADDRESS UNDER THE CO-ORDINATED ADMISSION SCHEME**

The school will comply with the LBE regarding Late Applications and Changes of Address as detailed in the High Schools' prospectus issued annually by the LBE.

## **WAITING LISTS**

From time to time a small number of places become available during the course of the year.

- **Primary Transfer to High School**  
Offers for places to students transferring to high school will be sent on the 1 March each year (or when the 1 March occurs on the weekend the following working day) by the LA under the High Schools' Co-ordinated Admission Scheme. Those who are unsuccessful may choose to go on the waiting list, which will be operated by the school. The waiting list will continue until the end of the academic year for which admission has been applied. Applicants who are still unsuccessful will need to apply directly to the LA for subsequent year groups
- **Other Year Groups**  
The school will operate separate waiting lists for vacancies that may arise in subsequent year groups. The waiting list will continue until the end of the academic year for which admission has been applied. Applicants who are still unsuccessful will need to apply directly to the school for subsequent year groups

## **IN-YEAR ADMISSIONS**

The school will administer applications for in-year admissions, ie those outside the normal admission round, in accordance with the school's over subscription criteria.

## **FAIR ACCESS AND EXCLUDED STUDENTS FROM OTHER SCHOOLS**

The school will work closely with the LA, in accordance with local protocols, regarding students who fall into these categories.