



## **Turing House School Proposed Admissions Policy (Year 7) – September 2022**

### **Introduction**

Turing House is an inclusive secondary school established to serve the Middlesex side of the London Borough of Richmond-upon-Thames. Our admissions policy reflects this aspiration.

Turing House will provide school places for young people aged 11 - 18 and the admissions arrangements for the Year 7 intake are set out below. The arrangements for the Sixth Form are set out separately.

Turing House is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to academies.

### **Published Admissions Number**

The school has an agreed Published Admissions Number of 150 for admission into Year 7 and will admit up to this number each year.

### **Special Educational Needs**

The admission and review of students with an Education, Health and Care Plan ('EHCP') or a statement of special educational needs is dealt with by a completely separate procedure involving parents, schools, the Local Authority and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP (or statement) by the student's home Local Authority. Details of this separate procedure are set out in the Special Education Needs Code of Practice.

### **Oversubscription Criteria**

Where the number of applications for admission is greater than the places available and after the agreed admission of any children with an EHCP, the following oversubscription criteria will be applied in the order below:

1. Looked-after children\* or children who were previously looked after\*.
2. Children who have an exceptional medical or social need requiring attendance at this school rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Children whose parents have been granted Founders' Status of the school by the Secretary of State.
4. Children who have siblings\* (by which is meant full, step-, half- and adopted siblings living in the same household) on the roll of the school in any year group, including the Sixth Form, at the date of their own application for admission.



5. Children (by which is meant full, step-, half- and adopted children living in the same household) of staff directly employed by the Russell Education Trust on a permanent full-time or fractional contract at the school in either of the following circumstances:
  - i. The member of staff has been employed for two years or more before the admission application and is still employed, without having given notice or been given notice that the employment will end, at the time the offer is made;
  - ii. The member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage (determined by the Headteacher with the Chair of Governors and the CEO of RET).
  
6. The remaining places will be allocated by distance as follows:
  - a) 20% will be allocated to those applicants whose home address\* is closest to the planned permanent site of the school. The point is defined as OS Grid Reference TQ 13577 73596.
  - b) 80% will be allocated to those applicants whose home address\* is closest to the Nodal Admissions Point\* for the school, which is TQ 15356 71392.

## **Notes and Definitions**

### **Looked After Children**

Looked After Children are defined as children who are (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 in accordance with section 22 of the Children Act 1989, at the time an application for a school is made.

### **Previously Looked After Children**

Previously Looked After Children are defined as children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order.

### **Nodal Admissions Point**

This point is defined as OS Grid Reference TQ 15356 71392 and is located in Somerset Gardens in Teddington. Please see the map on our website for the location of the point and details of how it has been determined. Proximity to the Turing House or Nodal Admissions Point is measured by the shortest route by road and/or maintained footpath from the property to the relevant point. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.



### **Home Address**

Any offer of a place on the grounds of proximity is conditional on the child being resident at the home address provided at the closing date for application.

A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation. The school reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.

A child's home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their GP.

### **Tie Break**

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break, except in the case of siblings from the same address when all will be offered places. For this purpose, the ground floor is considered closer than the first and so on. Should a tie break be required it will be conducted independently. The random allocation will be via the drawing of lots, and a Local Authority Admissions Officer will be the independent party.

### **Offers of Places**

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Waiting List**

Where, in any year, the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set (as applicable). Each added child will require the Waiting List to be reranked in line with the published oversubscription criteria.

For administrative purposes, the Waiting List will be administered by the Local Authority in three 'bands'. Band 1 will be for ranking applicants who qualify for Oversubscription Criteria 1-5. The remaining applicants will be placed in both Band 2 and Band 3. Band 2 will be ranked by distance to the planned permanent site of the school in accordance with Oversubscription Criteria 6a. Band 3 will be ranked by distance to the Nodal Admissions Point in accordance with Oversubscription Criteria 6b. Where places become vacant, they will be allocated to children on the Waiting List in accordance with the oversubscription criteria. If there are applicants in Band 1 of the Waiting List, then they will have priority. Otherwise, a place which was originally offered to Band 2 or Band 3 will be re-offered to the highest ranking applicant in the same Band. (If a place was originally offered to Band 1 then it will be allocated to Band 2 or Band 3 as appropriate so that, over time, a ratio of 1:4 is maintained between these bands). The parents of students on the Waiting List will be contacted periodically to ensure that they wish to remain on the waiting list.



### **Appeals**

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties. Independent Appeals Panels are appointed in accordance with the School Admissions Appeals Code. Appeals should be made, in writing, within 20 school days of the date of notification that the application was unsuccessful.

### **"In-Year" Applications**

All in-year applications must be made using Richmond's "In Year Application Form" on which applicants can list up to four schools in order of preference. The in-year form is available from Richmond School Admissions on 020 8547 5569 (9am to 2 pm) or by email to [richmond.admissions@achievingforchildren.org.uk](mailto:richmond.admissions@achievingforchildren.org.uk) to request a copy or download a copy from the Richmond website at [www.richmond.gov.uk](http://www.richmond.gov.uk)

### **Children educated outside their chronological age group**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances.