

# Reach Academy Hanworth Park

## Admissions Policy 2025/26

Document Control Table	
Title	Admissions Policy 2025/26
Category	Admissions
Owner	Co-headteachers
Date approved	26/02/24
Approved by	Board of Trustees
Updates/revisions	<p>13th June 2024 - Minor updates reviewed and updated to rebrand the document</p> <p>8th October 2024 - PAN for Reception amended to correct figure of 90</p>

## **Contents**

<b>Introduction</b>	<b>2</b>
<b>Children with an Education, Health and Care plan (EHCP)</b>	<b>2</b>
<b>Age at Admission and Compulsory School Age</b>	<b>3</b>
<b>Deferred Entry, Delayed Entry and Part-Time Attendance</b>	<b>3</b>
<b>Statutory Maximum Infant Class Size</b>	<b>5</b>
<b>Published Admission Number (PAN)</b>	<b>5</b>
<b>Oversubscription Criteria</b>	<b>5</b>
<b>Distance Measuring</b>	<b>9</b>
<b>Tie Breaker</b>	<b>10</b>
<b>Child's Home Address</b>	<b>11</b>
<b>Application Process in the 'Normal Admission Round'</b>	<b>12</b>
<b>Application Process for In-Year Admission</b>	<b>13</b>
<b>Requests for Admission Outside Normal Age Group</b>	<b>14</b>
<b>Statutory Right of Appeal</b>	<b>15</b>
<b>Waiting List</b>	<b>15</b>
<b>Review and Determination of Admission Arrangements</b>	<b>16</b>

## Introduction

1. This Admissions Policy is part of the admission arrangements for Reach Academy Hanworth Park (school), an all-through school which is part of Reach Schools (Trust), a multi academy trust (legally registered as Reach Academy Trust).
2. The school is a co-educational, non-selective, publicly funded school that welcomes applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.
3. The school opens in September 2024 when it will admit children into Reception Year and Year 7. This will continue each year until all year groups have pupils, at which time the school will only admit into Reception Year. In time, the school will offer nursery provision, and will also have a sixth form (Years 12 and 13) catering for existing Year 11 pupils and external applicants. Changes will be made to the admission arrangements to include sixth form criteria at the appropriate time.
4. The 'admission authority' for the school is the Trust. All applications for places at the school are carried out in compliance with the School Admissions Code 2021 (**Admissions Code**) and the School Admission Appeals Code 2022 (**Appeals Code**), along with other relevant law relating to equality, human rights and special educational needs.
5. In education law and this policy, a 'parent' means a natural or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for, the child), as well as other persons who are not the natural or adoptive parent of the child but who have care of and/or parental responsibility for them.

## Children with an Education, Health and Care plan (EHCP)

6. Children with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named therein as the one the child will attend.

7. Where the parents of a child with an EHCP want them to be educated at the school, they must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the school on its suitability and compatibility, before deciding whether or not to name it in the child's EHCP.
8. Where the school is named in an EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Reception Year or Year 7 at the start of September), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted regardless of numbers.

## **Age at Admission and Compulsory School Age**

9. All children are entitled to a full-time place at school in the September following their fourth birthday. However, they do not reach compulsory school age (the age at which they are legally required to attend school full-time) until one of three prescribed dates after their fifth birthday:
  - 9.1. Children born on or after 1 September to 31 December reach compulsory school age on 31 December on or after their fifth birthday.
  - 9.2. Children born on or after 1 January to 31 March reach compulsory school age on 31 March on or after their fifth birthday.
  - 9.3. Children born on or after 1 April to 31 August reach compulsory school age on 31 August on or after their fifth birthday. These children are known as 'summer born children'.

## **Deferred Entry, Delayed Entry and Part-Time Attendance**

10. Parents can choose to defer their child's start until they reach compulsory school age. Where this is for one or two terms, this is known as 'deferring' entry, and the place offered and accepted will be retained for that child until they start school.

11. However, entry cannot be deferred beyond the end of the second term of the school year. The parents of summer born children can defer entry for one or two terms (and retain their place), however if they decide that their child will not start school until the following school year in September (known as 'delaying' entry), the place offered and accepted will be lost, and the parents will have to make a new application for admission the following year.
12. Parents can choose to send their child to school on a part time basis until they reach compulsory school age. Unlike with deferred entry, this may be for the whole school year (in the case of summer born children), and it can also be combined with the right to defer entry. For example:
  - 12.1. Children born on or before 1 September to 31 December can defer entry until the first day of school in January, or attend part-time until then.
  - 12.2. Children born on or before 1 January to 31 March can defer entry until the first day of school in January or April, or attend part-time until either of those dates, or a combination of the two can be arranged (e.g. defer until January, then attend part-time until April).
  - 12.3. Summer born children born on or before 1 April to 31 August can either:
    - a) Defer entry until the first day of school in January or April, or attend part-time until either of those dates or for the whole school year, or a combination of the two can be arranged (e.g. defer until January or April, then attend part-time until April or the end of the school year); or
    - b) Delay entry until September the following year, when the place offered and accepted will be lost and a new application for admission must be made the following year. This would normally be for admission to Year 1 with the child's normal age group, unless a Request for Admission Outside Normal Age Group is made and agreed in principle for entry to Reception Year instead (see further below).
13. When requesting admission outside the normal age group for summer born children, a separate written request must be made, at the same time as making the online application, for the child's actual age group. Supporting documentation can be

uploaded if you wish to do so. Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.

14. In all cases, parents are asked to let the school know their decisions as soon as possible, to assist with operational planning.

## Statutory Maximum Infant Class Size

15. The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.
16. Some categories of children may still be admitted over the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.16 of the Admissions Code. Where this happens, the additional pupils are deemed to be 'excepted pupils' who do not count towards the class size until it falls back to 30.

## Published Admission Number (PAN)

17. The PAN for Reception Year is **90**<sup>1</sup>.
18. The PAN for Year 7 is **90**.

---

<sup>1</sup> These arrangements were originally published with a Reception PAN of 60. This was incorrect and has been amended to 90 on 8th October 2024.

## Oversubscription Criteria

19. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

19.1. **Looked after and previously looked after children**

A 'looked after child' is one who is (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 England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears the Trust to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and the school is able to confirm this with them, there will be no need for evidence to be provided with the application.

19.2. **Children with an exceptional medical and/or social need to attend Reach Academy Hanworth Park**

The child must have an exceptional medical and/or social need that means that only Reach Academy Hanworth Park is suitable for them to attend, and no other local school would be suitable.

A completed [Exceptional Medical and/or Social Need Form](#) (published on the school's website or available from the school's main office) must be submitted with the application for admission for inclusion in this category to be considered. Part A of this form must be completed by the parent whose details are given in the application for admission. The form must then be given to a medical or other professional (e.g. GP, hospital consultant, psychiatrist, psychologist or social worker) for completion of Part B, signing, dating and stamping, before it is submitted with the application.

The criteria in this category set a high threshold to meet. For the avoidance of doubt, simply having a medical or behavioural condition, or special educational or other needs, will not be sufficient. There must be compelling evidence that only Reach Academy Hanworth Park is suitable for the child to attend and no other local school is suitable, which is caused by the need.

19.3. **Children who attend Reach Academy Feltham's nursery and are eligible for Early Years Pupil Premium (EYPP)**

The child must be a registered pupil, be currently attending Reach Academy Feltham's nursery, and be eligible for EYPP, at the time of application for a place in Reception Year at the school.

For the avoidance of doubt, this category will not apply to in-year applications for admission to any other year group (except the admission of summer born children to Year 1 where admission has been delayed for one school year).

Parents should note that, if their child is offered a place in Reception Year from September, and they subsequently exercise their right to defer entry of their child to later that school year, although the Reception Year place will be held for the child, the nursery place will not be held for them as this would prevent a younger child from having the benefit of nursery education.

A completed [Supplementary Information Form](#) (published on the school's website or available from the school's main office) must be submitted with the application for inclusion in this category to be considered. As these children will already be registered as nursery pupils at Reach Academy Feltham, a school in the same Trust, the Trust will check Reach Academy Feltham's records to confirm receipt of EYPP.

19.4. **Children with a sibling at Reach Academy Hanworth Park at the time of application and admission**

The sibling must be on the roll at Reach Academy Hanworth Park at the time of application, and will still be on the roll at the time of the applicant child's admission in September 2025.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild) or friend will not be a 'sibling', even if they live at the same address as the applicant child.

19.5. **Up to 30 children living within 5 miles of Reach Academy Hanworth Park who are eligible for Pupil Premium (PP)**

The child's home address (as defined by this policy) must be within 5 miles of the nearest of Reach Academy's Hanworth Park's gates<sup>2</sup>, as measured by London Borough of Hounslow (**Hounslow**) using their dedicated geographical

---

<sup>2</sup> Please note that for the first intake in September 2024 and for all applications received until Reach Academy Hanworth Park's permanent building is complete, this distance must be measured from the pupil entrance at Reach Academy Feltham (which is located on a site adjacent to Reach Academy Hanworth Park). For the avoidance of doubt admissions for years Reception to 6 will be measured from the primary entrance gates (to the left of Reach Academy Feltham's building) and admissions for pupils in year 7 and upwards will be measured from the secondary entrance gates (to the right of Reach Academy Feltham's building).

information system (**GIS**) software, which measures walking distance not straight line distance. Further information about how distance is measured is set out below. For the avoidance of doubt, places will not be allocated in this category by reference to how close the child lives in this category - the tie breaker of random allocation will be used.

The child must be eligible for PP at the time of application and admission. Pupils are eligible for PP if they are eligible for Free School Meals (**FSM**) at the time of application or have/would have been at any time in the past 6 years, including eligible children of families who have no recourse to public funds (**NRPF**). Further information about FSM, including eligibility, can be accessed via the government website [here](#).

A completed [Supplementary Information Form](#) (published on the school's website or available from the school's main office) must be submitted with the application for inclusion in this category to be considered. Checks will be made by the school to confirm eligibility for PP.

19.6. **Up to 3 places for children of staff at Reach Academy Hanworth Park**

The staff member may be full or part time, and teaching or non-teaching staff. They must spend more than 50% of their working week during term time based at Reach Academy Hanworth Park. For the avoidance of doubt, it is not possible to have priority for more than one school within the Trust.

The staff member must have been (a) employed for two or more years at the time of application on a permanent contract, or two or more consecutive fixed term one year contracts, and/or (b) recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

A 'child of a staff member' means their natural child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner.

In all cases, the child of the staff member must live and sleep for more than 50% of their time from Sunday to Thursday night during term time at the home address recorded for the staff member in their HR file. For the avoidance of

doubt, a child of another family member (e.g. niece, nephew or grandchild) or friend will not be a 'child of a staff member', even if they live at the same address as the staff member.

The staff member must be the parent whose details are given in the application form, as obtaining details for more than one parent is prohibited. A signed and dated letter on headed notepaper from the staff member's HR Manager confirming that they meet (a) and/or (b) above must be submitted with the application for inclusion in this category to be considered.

19.7. **Other children living within 5 miles of Reach Academy Hanworth Park**

The child's home address (as defined by this policy) must be within 5 miles of the nearest of Reach Academy's Hanworth Park's gates, as measured by London Borough of Hounslow (**Hounslow**) using their dedicated geographical information system (**GIS**) software, which measures walking distance not straight line distance. Further information about how distance is measured is set out below. For the avoidance of doubt, places will not be allocated in this category by reference to how close the child lives in this category - the tie breaker of random allocation will be used.

19.8. **All other children**

All applicant children not included in any of the categories above will be included in this category.

## Distance Measuring

20. In oversubscription categories 19.5 and 19.7 above, whether or not the child's home address (as defined by this policy) is within 5 miles will be determined by reference to the length of the walking route from the child's home address (as defined in this policy) to the Academy, measured by London Borough of Hounslow's geographical information system (**GIS**) software.
21. The measurement starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and

Property Gazetteer (LLPG) from information compiled by Hounslow, or from the National Land Property Gazetteer (NLPG) for addresses outside Hounslow.

22. From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.
23. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road - Hounslow has no control over how Ordnance Survey digitise the road and footpath network.
24. The network starts from the seed point in the property of the child's home address (as defined in this policy) and continues by the walking route to the nearest of the Academy's gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, Hounslow's database will randomly order these.
25. The walking route is established using an algorithm within the software used by Hounslow. This software is called Mapx and is produced by MapInfo. This programme integrates with Hounslow's database (Synergy/School Admissions Management) which is supplied by Access UK Ltd [www.theaccessgroup.com](http://www.theaccessgroup.com). Other measuring systems may give a different measurement but these are not relevant and will not be taken into account.

## Tie Breaker

26. Where there are more applicants than places in any of the oversubscription categories above (including oversubscription categories 19.5 and 19.7), random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the Academy.
27. Where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same year group at the same time, but not all of them are

allocated a place because of the application of the tie breaker for the final place(s), all of them will be allocated a place even where this means going over PAN.

28. In Reception Year to Year 2, these children are deemed to be 'excepted pupils' for the purpose of the statutory maximum infant class size, which means they do not count towards the total until the class size falls back to the maximum.

## **Child's Home Address**

29. The child's home address is defined in this policy. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.
30. The child's home address is the residential (not business) address at which they will live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their admission. Where the child lives with more than one parent and the pattern for overnight stays is irregular, this will be assessed over the most recent five term time weeks.
31. We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts.
32. Parents will be expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include family court orders setting out child arrangements and/or proof of ownership and renting.
33. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant's permanent home address may be requested. If the child/sibling moves address during the course of the application process, London Borough of Hounslow and (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory

documentary evidence that the new address meets the definition, and of the expected moving date.

34. London Borough of Hounslow will carry out address verifications against their records where these applications are made by parents of applicants who are resident in the borough, where necessary. Further information about these checks and their outcomes can be found on London Borough of Hounslow's website.
35. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quarters address may be used, at the parent's request.

## Application Process in the 'Normal Admission Round'

36. All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.
37. The 'normal admission round' for applications for admission to Reception Year in September covers all applications made by the statutory deadlines for applications (**15 January 2025**), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (**16 April 2025**).
38. The 'normal admission round' for applications for admission to Year 7 in September covers all applications made by the statutory deadlines for applications (**31 October 2024**), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (**1 March 2025**).
39. Applications in the 'normal admission round' for must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For applicants residing in London Borough of Hounslow, the webpage can be accessed by clicking here:

[Primary admissions | London Borough of Hounslow](#)

### Secondary admissions | London Borough of Hounslow

40. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.
41. A 'late application' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

## **Application Process for In-Year Admission**

42. An 'in-year application' is one made for Reception Year or Year 7 on or after the first day of term in September, or for any other year group at any time.
43. The PANs set for Reception Year and Year 7 apply throughout the year of admission, but cease to apply after that. This means that in-year applications made for these year groups may be refused on the basis that there are no places available within the PAN.
44. In respect of other year groups, a place will be offered unless admitting an additional child/applicant would prejudice the efficient provision of education, and/or the efficient use of resources, at the school.
45. Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.
46. The school has opted into London Borough of Hounslow's coordinated scheme for in-year admission. Applications for in-year admission must therefore be made to London Borough of Hounslow, by completing their [In-Year Admission Application Form](#) which is available by clicking here: [In-Year Admissions | London Borough of Hounslow](#).

47. Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. If supporting documents are not provided, the school may not be able to identify the correct oversubscription category which is likely to result in the child being placed in a lower category, reducing the chances of achieving a place.
48. The outcome of in-year applications will be notified in writing to parents within a maximum of **15 school days** of receipt.

## Requests for Admission Outside Normal Age Group

49. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen. The request must be considered by the Trust which must decide whether to agree to it in principle, or refuse it, taking into account the factors set out below.
50. You must make a separate written request at the same time as making your online application for your child's actual age group. You can upload supporting documentation if you wish to do so. The Trust will decide how to proceed based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and any relevant evidence you want us to consider.
51. These requests are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.
52. The Trust as admissions authority make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Headteacher's views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have

fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

53. Parents must complete a [Request for Admission Outside Normal Age Group Form](#) (which is available by clicking [here](#) or in hard copy from the school's main office) and submit it to the school by email to [admissions@reachacademy.org.uk](mailto:admissions@reachacademy.org.uk) or by post/hand delivery to the school's main office, along with any supporting documentation.
54. The school will notify parents of the outcome of their request in writing, and will explain its reasons in sufficient detail for them to understand why it came to that decision. Where the request is agreed in principle, the letter should accompany the application for admission subsequently made.
55. Parents do not have a statutory right of appeal against a refusal of a request for admission outside the normal age group, however they may complain to the school about the outcome if they wish.

## Statutory Right of Appeal

56. Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the school. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.
57. The school will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2024.

## Waiting List

58. The waiting list will be in operation until the 31 August 2025. Hounslow will contact parents/carers in August 2026 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2025.

59. Waiting lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/ applicant's name was added to the list. This means a child/applicant's name can go up, as well as down, the list as more names are added.
60. When a place becomes available, the tie breaker set out above (i.e. shortest walking distance, and random allocation where this is equal) will be used to determine which child/applicant in the highest category (if more than one) will be offered the place.
61. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting lists.

## **Review and Determination of Admission Arrangements**

62. The admission arrangements for a school must be determined every year by the Board of Trustees. Where any changes are proposed from the criteria determined for the previous intake, these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January, ahead of determination on or before 28 February.
63. The admission arrangements for the 2025 intake were determined on **26 February 2024**.