



**Admissions Policy**  
**ACADEMIC YEAR 2025 – 2026**

## **1 Introduction**

- 1.1 Hayes School (the School) is a mixed sex secondary school, with a mixed sex sixth form, located in the London Borough of Bromley. The School is part of Impact Multi Academy Trust.
- 1.2 Under the School Admissions Code 2021 (Code), the 'Admission Authority' for the School is the Board of Trustees of the multi academy trust responsible for its running and management. The Admissions Authority is responsible for determining the School's 'admissions arrangements' each year. The term 'admission arrangements' includes this policy and all other admission related documents.
- 1.3 The implementation of the School's admission arrangements (for example, consideration of requests for inclusion within specific oversubscription categories, and requests for admission outside normal age group) is delegated by the Trust Board to the School Governing Body. The Governing Body may then delegate implementation to an Admission Committee consisting of at least three Governors.
- 1.4 This policy sets out the admission arrangements for entry of children to the main school (Year 7) as well as entry of external candidates to the sixth form (Year 12). References to a 'child' or 'children' should be taken to include a reference to an 'external candidate' or 'external candidates' in respect of admission to Year 12.
- 1.5 Where an external candidate applies for admission to Year 12 without the support of a parent, references to a 'parent' or 'parents' should be taken to include a reference to an 'external candidate' or 'external candidates'.

## **2 Definition of a 'Parent'**

- 2.1 In education law and in this policy, the term 'parent' means a natural or adoptive parent of the child (regardless of whether they have care of, or parental responsibility, for the child, or with whom the child lives) as well as any person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

### **3 Children with an Education Health and Care Plan**

- 3.1 Children who have an EHC Plan are admitted to the School under separate statutory procedures, not under this policy. These procedures are managed by the child's home Local Authority. Parents of children with an EHC plan should not therefore apply for admission under this policy, they should liaise with their home Local Authority's SEN team.
- 3.2 Where a child's EHC plan names the School, the child will be admitted to the School. Where this happens in the normal admission round to the School (e.g. entry to Year 7 in September), the child will be allocated their place before all other applications are processed, thereby reducing the number of places available within the published admission number. At all other times, children with an EHC plan naming the School will be admitted even where this means exceeding the published admission number.

### **4 Inclusivity and Equality**

- 4.1 The School is fully inclusive and welcome applications for the admission of children with relevant protected characteristics (including disability, gender reassignment, race, religion or belief and sexual orientation). The School's admission arrangements are determined and implemented with the School's equality duties in mind, including the public sector equality duty (PSED).
- 4.2 The School welcomes applications for the admission of children with special educational needs and disabilities, including behavioural or mental health difficulties and/or disabilities.
- 4.3 The School is mindful of its duties towards parents who have additional needs and/or protected characteristics.

### **5 Twins, Triplets and Siblings of a Higher Multiple Birth**

- 5.1 Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School in Year 7 within the published admission number (PAN) in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth did not achieve a place, the School will nevertheless admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.
- 5.2 The process described in Paragraph 5.1 above applies during the course of Year 7 only. From the beginning of Year 8 to Year 11, the PAN ceases to apply and children may only be admitted where doing so will not prejudice the efficient provision of education or the efficient use of resources. Where in-year applications are received for the admission of twins, triplets or children of a higher multiple birth to these year groups, the School will use its best

endeavours to accommodate all of them within the rules on prejudice, but cannot guarantee that this will happen.

- 5.3 The process described in Paragraph 5.1 above does not apply to admission to Years 12 and 13.

## **6 Requests for Admission Outside Normal Age Group**

- 6.1 Parents have an absolute right to make a request for their child to be admitted to a year group other than their normal year group at the School. This may be to a year group below or above the one they would normally be admitted to. There will be a variety of reasons why parents may want to make this request, for example where their child is gifted, has suffered a long period of illness or has been educated overseas and are used to studying at a different level.
- 6.2 Parents do not, however, have an absolute right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Governing Body, who delegates this task to an Admission Committee (Admission Committee), which will decide whether or not to agree the request in principle, or refuse the request.
- 6.3 Requests for admission outside normal age group are not applications for admission, which will need to be made separately in the usual way. Parents are urged to make their requests for admission outside of normal age group in a timely manner and, if possible, well before any admission application deadlines, so that they can make informed choices.
- 6.4 The Admission Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The School does not operate a blanket policy in relation to requests for admission outside normal age group - each request will be determined on a case by case basis.
- 6.5 The Admission Committee will take into account the parents' 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. They will also take into account the views of the Headteacher of the School. This is not an exhaustive list, and there may be other factors put forward by the parents which the Admission Committee may take into account.
- 6.6 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form, which can be downloaded from the School's website or obtained from the School's main office, and sending it with any supporting documents to Leona Eley, Governance Manager, Impact Multi Academy via email at [clerk@imat.uk](mailto:clerk@imat.uk) or hand delivery / post to Hayes School, West Common Road, Hayes, BR2 7DB.
- 6.7 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, the letter confirming this should accompany any application for admission subsequently submitted for a place at the School.

6.8 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe that their request was properly considered, or the decision of the Governing Body was reasonable or fair.

## **7 Published Admission Numbers**

7.1 The published admission number (PAN) for Year 7 will be **240** pupils.

7.2 The PAN for Year 12 will be **50** external candidates.

7.3 Parents should note that current Year 11 pupils at the School do not apply for admission under this policy, they will simply transfer from Year 11 to Year 12 if they meet the minimum academic entry criteria, and want to continue their studies at the School. These pupils are not included in the PAN stated above, which applies to external candidates only.

7.4 There are a total of 250 places available in Year 12 to accommodate current Year 11 pupils and external candidates. Once the number of Year 11 pupils transferring to Year 12 is known (shortly after GCSE results day), the School will be in a position to determine if it can offer additional places to external candidates over and above the PAN stated above.

## **8 Minimum Academic Entry Criteria for Entry to Year 12**

8.1 All current Year 11 pupils who wish to transfer to Year 12, and all external candidates applying for admission to Year 12, must meet the minimum academic entry criteria set out as follows:

<b>Course</b>	<b>Minimum Academic Entry Requirements</b>
<b><i>Academic Pathway (3 or 4 A-Levels)</i></b>	Five subjects at Grade 5 or above at GCSE level, in addition to the specific minimum entry criteria for each of the courses they wish to study.  If a student wishes to study 4 A-Levels, they will be required to attain Grades 7-9 in at least 9 GCSEs.
<b><i>Academic Vocational Pathway (3 x BTEC/Cambridge Technical Qualifications)</i></b>	Five subjects at Grade 4 or above at GCSE level, in addition to the specific minimum entry criteria for each of the courses they wish to study.
<b><i>Mixed Pathway (A-Level(s) and BTEC/Cambridge Technical Qualifications)</i></b>	Five subjects at Grade 4 or above at GCSE, in addition to the specific minimum entry criteria for each of the courses they wish to study.

8.2 Once the minimum academic entry criteria has been met, current Year 11 pupils will transfer

to Year 12, and all external candidates will be placed on an equal footing, with places being allocated by reference to the oversubscription criteria set out below where the number of applications exceeds the PAN.

- 8.3 The School is not permitted to make an exception to allow a Year 11 pupil to transfer to Year 12, or agree to admit an external candidate to Year 12, where they did not achieve the minimum academic entry criteria, unless the school decides that this is a reasonable adjustment for a disabled pupil who was at a substantial disadvantage in relation to the application of the minimum academic entry criteria because of their disability.
- 8.4 The School does not select pupils/candidates for its sixth form on the basis of the highest GCSE grades/APS score achieved.

## **9 Oversubscription Criteria**

- 9.1 Where there are more applications than there are places available in Year 7 or Year 12, places will be allocated in the following order of priority:

### **Category 1: Looked After and Previously Looked After Children**

Children with the status of looked after children or previously looked after children at the time the application is submitted will be allocated places in this category.

A 'looked after child' is a child 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 a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangement or residence order, or a special guardianship order, as well as a child who appears to the Admission Authority 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.

In order to be included in this category, applications must be accompanied by a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status, an adoption or special guardianship order, and / or satisfactory documentary evidence of having been in state care outside of England (as defined above), by the closing date for applications.

### **Category 2: Children with a Sibling at Hayes School**

Children who will have a sibling attending Hayes School at the time of application and who will still be on the roll at the time of their admission will be allocated places in this category. Siblings admitted to Year 12 as external candidates will not meet the definition.

In this category, a 'sibling' is defined as a natural or adopted brother or sister (sharing one or both parents), a foster brother or sister (a looked after child being cared for by one or both parents), a step brother or sister (where one child's parent is married to the other child's parent) or the child of the parent's permanently cohabiting partner, and in all cases the sibling must live with the applicant child as part of the same core family unit at the child's home address (as defined by this policy). For the avoidance of doubt, the children of friends or extended family members (e.g. cousins) will not be 'siblings' under this policy, even where they live at the child's home address.

The School may require parents to provide documentary evidence of sibling status before the applicant child is included in this category, including to support permanent cohabitation.

To be included in this category, full details of the sibling must be clearly stated in the application form.

Category 3: Children of Staff Members at Hayes School

Children of staff members (i.e. full or part time teaching and non-teaching staff) employed by the Admission Authority and based at Hayes School for more than 50% of their working time who:

- a) have been continuously employed for two or more years at the date that the application is submitted; or
- b) were recruited to fill a vacant post for which there was a demonstrable skill shortage;

will be allocated places in this category, with neither sub-category having priority over the other.

For the avoidance of doubt, the children of staff members employed by the Admission Authority who are based at any of its schools other than Hayes School for more than 50% of their working time will not be included in this category. It is only possible for the children of staff members to have priority at one school.

In this category, a 'child' is defined as the staff member's natural or adopted child (whether living with the staff member or another parent), and a foster child placed with the staff member, or a child of the staff member's spouse or cohabiting partner (living with the staff member at the child's home address, as defined by this policy). For the avoidance of doubt, a child of a friend or extended family member will not meet the definition of a 'child' in this category, even where they live at the staff member's home address, unless the staff member has care of the child, and the child's natural or adoptive parent does not live with them.

In order to be included in this category, only the employed parent's details must be provided in the application form, with no details of the other parent being given.

In respect of applications for admission to the main school, in order to be included in this category, a Category 3 Form (which is available to download from the School's website or in hard copy format from the School's main office) must also be submitted with the application or, if later, by the closing date for applications. This does not apply to applications for admission to the sixth form.

Category 4:                    All Other Children

All children not falling into any of the categories above will be allocated places in this category.

**10     Tie Breaker**

- 10.1    Where there are more applications than places available within any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child's home address and the School, with those living nearer the School receiving higher priority.
- 10.2    Distance will be measured in a straight line from the easting and northing coordinates for the child's home address (or block of flats in which the child's home address is located) to the front door of the School, using London Borough of Bromley's electronic measuring software system which uses Ordnance Survey's GIS references to determine the points at the child's home address and the School.
- 10.3    Parents should note that it is unlikely that they will be able to accurately measure this distance using other software or online apps such as Google maps. If parents would like to know the distance between the School and the child's home address, they should contact London Borough of Bromley's Admission Team to request this.
- 10.4    After carrying out this process, where there are two or more applications which cannot be separated because the children live an equal distance from the School (including where they live in the same block of flats), the order in which places will be allocated will be determined by the drawing of lots supervised by somebody independent of the Trust and the School.

**11     Definition of 'Child's Home Address'**

- 11.1    Under this policy, the child's home address will be the residential (not business) address of their parent (as defined above) at which they live and sleep for more than 50% of their time from Sunday night to Thursday night during term time. It will usually be the address at which the child is registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit and Child Tax Credit (if eligible) is claimed, at the time of application. For the avoidance of doubt, the application will be processed using the address that meets this definition, rather than the address stated by the parent in the application, if different.
- 11.2    The School and/or London Borough of Bromley will carry out checks to prevent fraudulent applications, and will seek documentary evidence of the child's home address. Where parents are found to have provided an address which does not meet the definition set out above, any



offer of a place will be withdrawn (and this may be the case, even if the child has started at the School). Where the address was given fraudulently, the parent may be prosecuted by London Borough of Bromley or their home Local Authority.

- 11.3 If the child permanently changes address during the application process, their parent must notify London Borough of Bromley and/or their former/new home Local Authority (as appropriate) in the case of admission to the main school, and the School in the case of admission to the sixth form, immediately and provide documentary evidence to support that the change of address is permanent.
- 11.4 In the case of admission to the main school, parents should check with London Borough of Bromley and/or their former/new Local Authority (as appropriate) to find out how their application will be treated (this is likely to depend on the stage that the application has reached).
- 11.5 In the case of admission to the sixth form, if the change of address is notified with satisfactory supporting evidence before all applications received by the closing date have been processed, the new address will be used when the application was processed (as long as the original application was made on time). In all other cases, the old address will be used, and the application will need to be processed using the new address as a late application, reducing the chances of achieving a place.

## **12 Children of UK Armed Forces Personnel/Crown Servants**

- 12.1 Applications for the admission of children of UK armed forces personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed before the family moves as long as the application is accompanied by an official letter giving a relocation date. The application will not be refused on the basis that the family do not yet have an address or live in the vicinity of the School.
- 12.2 When processing the application, the address at which the child will live will be used, as long as the child's parent provides some evidence of this intended address with their application. Alternatively a Unit or quartering address will be used when the parent requests this.
- 12.3 This exception is necessary for the School to support the Government's commitment to removing disadvantage suffered by the children of UK armed forces personnel or Crown servant families.

## **13 Procedure for Applications for Year 7 Places in the Normal Admission Round**

- 13.1 Applications for admission to Year 7 in September are known as admission 'in the applications made in the 'normal admission round'. Applications in the normal admissions round are coordinated by local authorities for all schools and academies in their area. This includes late applications (i.e. applications received before the child starts Year 7 but not made in time to enable the local authority to offer a place on National Offer Day).
- 13.2 The School participates in London Borough of Bromley (LBB)'s co-ordinated scheme, which is the Pan-London Coordinated Admissions Scheme, which covers all 33 London Local

Authorities and 7 Local Authorities that border London. Full details of the scheme can be accessed via LBB's or any of the other participating Local Authorities' websites.

- 13.3 For admission in the normal admission round, parents must complete a Common Application Form (CAF) and submit it to their **home Local Authority**, along with any other supporting documentation identified in the oversubscription categories above. The CAF can be accessed via the home Local Authority's website.
- 13.4 The application deadline for admission to Year 7 in the normal admission round is **Thursday, 31 October 2024**.
- 13.5 National Offer Day for Year 7 places in the normal admission round is **Monday 3 March 2025**.
- 13.6 Late applications (as defined above) will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly encouraged to submit their applications on time.

#### **14 Procedure for In-Year Admission Applications (Main School)**

- 14.1 An **in-year admission** application is one for admission to Year 7 that is submitted after the first day of term in September, or for admission to other year groups at any time. This is also known as admission 'outside the normal admission round'.
- 14.2 Parents should note that the PAN set for Year 7 only applies for the duration of the school year of entry (i.e. to applications both in and outside of the normal admission round to Year 7 only). Such applications may be refused where there are no places remaining with the PAN set for that intake.
- 14.3 Where applications are made for admission year groups other than Year 7, the child will be admitted to the School unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources.
- 14.4 Where there are multiple applicants for a year group other than Year 7, and the School has determined that only a lower number of additional children can be admitted without prejudicing the efficient provision of education and/or the efficient use of resources, the School will apply the oversubscription criteria to determine which of the children are offered a place. The admission arrangements that apply will be those determined for Year 7 for that school year.
- 14.5 The School has opted to participate in London Borough of Bromley (LBB)'s coordinated scheme for in-year admissions. This means that LBB will process in-year applications on behalf of the School, rather than the School.
- 14.6 Applications for in-year admission must be made directly to LBB (not the child's home Local Authority) by completing and submitting an In-Year Secondary School Admission Form. This form and further guidance on the process is available on LBB's website, which can be accessed [here](#).
- 14.7 Parents should carefully consider the oversubscription criteria stated above to determine

whether other documentation should be submitted in support of the application, should the oversubscription criteria need to be applied. This documentation should be submitted at the same time as the application. If it isn't, there will be a significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.

- 14.8 It is intended that parents will be notified in writing of the outcome of applications for in-year application within 10 school days of receipt of the application, but in any event parents will be notified within a maximum of 15 school days of receipt of the application.
- 14.9 Where a place is offered, arrangements will be made for the child to be admitted and start at the School as soon as possible, particularly where they are not currently attending school.
- 14.10 Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others and/or the efficient use of resources, so that they can properly consider whether to exercise their statutory right of appeal (see below for further details)

## **15 Procedure for Applications for Year 12 Places (External Candidates)**

- 15.1 As stated above, current Year 11 pupils at the School do not apply for admission under this policy, they will simply transfer from Year 11 to Year 12 if they meet the minimum academic entry criteria, and want to continue their studies at the School. Year 11 pupils seeking transfer should speak to the Head of Year 11 to obtain details as to the internal procedure they must follow.
- 15.2 Parents of external candidates seeking a place in Year 12 must complete an online Sixth Form Application Form, which is available on the school website. Completed applications are submitted automatically to the School.
- 15.3 The closing date for applications for admission to Year 12 in September is **Friday 17 January 2025**.
- 15.4 Parents of external candidates will be notified of the outcome of their applications by **Friday 25 April 2025**. All offers of places will be provisional until GCSE results are known.
- 15.5 Applications for the admission of external candidates to Year 12 will be processed by the Governing Body's Admission Committee.

## **16 Meetings with External Candidates for Year 12 Places**

- 16.1 External candidates who are interested in applying for a place in Year 12 may be invited to a meeting with the school to discuss course options and their respective entry requirements.
- 16.2 Parents and external candidates should note that this meeting is not an interview. The aim of any such meeting is to discuss future career/study aspirations and predicted grades to inform course/subject choices given in an application for admission. The outcome of any such

meeting or attendance at any such meetings will have no bearing on the application process or the chances of success, as this will be determined solely on meeting the minimum academic entry criteria and the application of the oversubscription criteria, which are set out above.

For this reason, those members of staff present during any such meeting will not be involved in processing applications, making provisional offers and allocating places.

## **17 Statutory Right of Appeal**

- 17.1 Where an application for admission is refused, full details of the parents' statutory right of appeal against the refusal will be included with the letter, with the address to which appeals should be sent and the deadline by which appeals must be lodged. This applies equally to refusal of a place in Year 12 for an external candidate.
- 17.2 The School will publish an appeals timetable for appeals against a refusal of a place in Year 7 in the normal admission round on its website on or before 28 February before national offer day.
- 17.3 Admission appeals are heard by a panel of three persons independent of the School or the multi academy trust responsible for it. Full details as to how appeals are heard are set out in the School Admission Appeals Code 2022.

## **18 Waiting Lists**

- 18.1 On behalf of the School, LBB will operate a waiting list containing the names of all children refused a place in Year 7 in the normal admission round until 31 December following the cohort's entry to the School in September.
- 18.2 The School will operate a waiting list containing the names of all external candidates who met the minimum academic entry criteria but did not achieve a place in Year 12 until 31 December following the cohort's entry to the School in September.
- 18.3 Parents should note that, in the interests of fairness, children/external candidates will be ranked on the waiting lists strictly in accordance with the oversubscription criteria that applied at the application closing date in the normal admission round and tie breaker set out above, and not by reference to the date on which their name was added or any heightened priority they may have obtained as a result of the admission of another child in the same admission round.
- 18.4 Parents should note that this means that a child/candidate's name may go up or down the waiting list as further names are added or removed.
- 18.5 Children allocated places under the Local Authority's Fair Access Protocol will take precedence over those on the waiting list.