



WILLIAM ELLIS SCHOOL

Admissions Policy

Approving Body	Full Governing Body
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INTRODUCTION AND PURPOSE

William Ellis School was founded to provide education for the local community, to serve the wider public good. The Governing Body have responsibility for admissions to the school.

ADMISSIONS CRITERIA FOR SEPTEMBER 2025

The school will admit up to 112 boys into Year 7 and will also fill casual vacancies in any year up to and including Year 11. In the event of over-subscription to the school, the following criteria will be applied in order:

1. Looked after children. This can include a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order, and those that appear (to the Admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Applicants with a sibling¹ in the school at the time when the applicant is to join. This can include siblings in the sixth form if they are on roll at the same school and will still be on roll when the sibling joins.
3. Applicants who have a sibling on roll at La Sainte Union School or Parliament Hill School at the time when the applicant is to join. This can include siblings in the sixth form if they are on roll at the same school and will still be on roll when the sibling joins.
4. Applicants who can demonstrate that admission to William Ellis School is necessary on the grounds of professionally supported medical or social need. Parents/carers must supply details of any such special factors at the time of the original application, together with supporting documentation. Such applications will not be considered without professional support – such as a letter or report from a doctor, consultant, or social worker and which must be no more than six months old. All information submitted will be regarded as confidential. The supporting documentation will need to support the link between the need and the school.
5. Applicants who can demonstrate musical aptitude as measured by the school's assessment criteria. Up to 10% of places will be offered on this basis. If fewer than ten per cent achieve the minimum score on the aptitude test, the remaining places will be allocated according to criterion 6 (below). Details of examination grades and performing experience will NOT be considered. Supplementary forms for music applicants are available from the school.
6. Applicants who have a parent employed at the school for two years or more at the time of application and/or children of a qualified teacher training at William Ellis School who has been recruited to fill a vacancy for which there is a demonstrable skills shortage.
7. Applicants who live closest to the school, measured in a straight line to the centre of the school.

Notes:

- Criterion 7 will be used as a 'tiebreaker' should any of the first six criteria be oversubscribed.
- Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child-minder's address, or any address other than the child's home will not be accepted. Proof of address may be sought and may be subject of further investigation. The school reserves the right to withdraw an offer if the address given turns out not to be the applicant's permanent home.
- We use the Local Authority's standard method of measuring home to school distance in a straight line using the School Admissions computerised geographical information system. The starting point of the measurement is a grid reference point, which is supplied by Ordnance Survey, within the property. The end point is the centre of the school. Residents of every floor level in a particular block of flats are given an identical starting point, regardless of the distance to floor level. (For

¹ **Sibling:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or stepsister.

applicants from the same block of flats or who live the same distance from the school random selection by the drawing of lots is used as a tiebreaker).

- Applicants with a signed Education Health Care Plan which names William Ellis School will be placed at the school via the process as set out in Section 39 of the Children and Families Act 2014.
- If there is only one place available at the school and the next child who qualifies for a place is one of a twin or multiple birth siblings in the same school year, governors will go over the school's published admission number and all will be offered a place to support the family.

LOOKED AFTER CHILDREN / PREVIOUSLY LOOKED AFTER CHILDREN

'Adopted' means a child who has ceased to be looked after, having been adopted, and whose parents can give proof of this status.

'Special Guardianship Order' is an order under the terms of the Children Act 1989 s 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'Child Arrangements Order' is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

Paragraph 1.7 of the School Admissions Code 2021 gives equal highest priority to 'previously looked after children'. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This will also include those children, in the opinion of the local authority, who have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

WAITING LIST

The school maintains a waiting list where there is an over-subscription. Candidates are ranked on the waiting list in the same order as appears in this Admissions Policy. No priority is given to any candidate based on the date their name was added to the list. The school confirms that being placed on the waiting list in no way affects an applicant's right of appeal against an unsuccessful application. The waiting list is maintained as a minimum until the end of the academic year. Inclusion in the school's waiting list does not mean that a place will eventually become available.

E-ADMISSIONS FORM AND SUPPLEMENTARY INFORMATION

All applicants **MUST** complete the e-admissions form. This is available from your child's primary school or Home Local Authority. **It must be returned to the child's Home LA by 31st October. If you do not name William Ellis as a choice on the e-admissions form, the Governing Body will be unable to offer your child a place.**

All supporting documentation for example relating to social or medical need must also be submitted to the school by 31st August.

IN YEAR ADMISSIONS

In year applications are made directly to the school. If a place is available and there is no waiting list, the governors will offer a place to the family. If more applications are received than places available, applications will be ranked by the governing body in accordance with the oversubscription criteria set out above (except for criterion 4). If a place cannot be offered, then you may ask us for the reasons and you will

be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the school on behalf of the governing body in order of the oversubscription criteria and not in the order in which the applications are received. Termly reviews and updates to our waiting lists will be made by the school. When a place becomes available, the governing body will decide who is at the top of the list and they will inform the parents that the school is making an offer. In accordance with statutory requirements, Camden's Admissions Team will be notified of all offers made of a place at the school.

ADMISSION OF CHILDREN OUTSIDE NORMAL AGE RANGE

In some situations, it may be appropriate for a student to be placed with a cohort outside their normal age range. Decisions about this will consider the parents' views and the individual circumstances and will be made at the discretion of the governing body. Parents should write to the Chair of Governors during the autumn term in the academic year of application, giving reasons and providing supporting professional evidence where appropriate.

APPLICATIONS FROM OVERSEAS

The school accepts applications from overseas, when a family anticipates living close enough to the school by the time a student is on roll. The school is unable to provide remote learning and all students must attend school in person every day. Applications from overseas will be considered according to the criteria listed above.

SIXTH FORM ADMISSIONS

Please see the separate LaSWAP Admissions Policy for admission into the LaSWAP Sixth Form Consortium.

RIGHT OF APPEAL

Unsuccessful applicants have the right to appeal to an independent appeal panel. Parents/Carers wishing to appeal should do so, in writing. This should be returned to the school, marked for the attention of the Clerk to the Admission Appeal Panel, within twenty-five school days from the date of the letter from the school confirming that the application has been unsuccessful.

FAIR ACCESS PROTOCOL

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.