



DRAYTON MANOR HIGH SCHOOL

IN YEAR ADMISSIONS PROTOCOL 2025-2026

An 'In Year Admission' is an application outside of the normal time of transfer between schools, for example when a family move house ie an application to the join the school at any time of year after 1 September of that academic year.

Drayton Manor High School operate an In Year Admission Process outside of the Ealing Council In Year Coordinated Scheme. Applicant families who apply throughout the remainder of the academic year can expect to receive the outcome of their application within 15 school days to allow for verification of submitted documents and measured distances to be verified.

This protocol applies to Years 7-11. For information regarding In Year Admissions to the Sixth Form, please contact sixthformadmissions@draytonmanorhighschool.co.uk

TIMEFRAMES FOR IN YEAR ADMISSIONS AND APPLICATIONS TO THE SCHOOL

Parents can apply to the school at any time by completing an Application Form to the school (please the attached form). The time line of the process is outlined below.

- 1) Application Form submitted to admissions@draytonmanorhighschool.co.uk
- 2) Proof of identity and address is provided by Parent/Carer
- 3) The school Waiting List is updated with new applications weekly (Monday)
- 4) The list is ranked each week to according the school's 'Oversubscription Criteria'
- 5) The school updates its vacancies weekly (Wednesday)
- 6) Places are offered to those at the top of the waiting list via email and telephone call (Thursday)
- 7) Parent/Carer must accept or withdraw a place in writing (usually via email)
- 8) From being offered a place a Parent/Carer has 15 school days to accept a place at the school
- 9) If after being offered a place, the school is unable to contact the Parent /Carer using all reasonable methods within 15 school days, they will be written to in order to withdraw their place from the waiting list

As the waiting list is ranked every week based on new applications to the school, it is possible that a new application meeting the school's Oversubscription Criteria will rank higher than an existing application.

All applications are held by the school for one year in accordance with General Data Protection Regulation and Data Protection Bill (GDPR). Please see the Personal Information Policy for more information concerning this.

The waiting list for each year group will be closed on the last day of the summer term each academic year without notification.

Those who wish to remain on the waiting list for a year group must apply again as an In Year Admission in September of the new academic year.

APPLYING TO THE SCHOOL

Applications from Parents/Carers for an In Year Admission must be accompanied by the following documents to confirm their

- a) your child's full birth certificate
- b) your council tax documentation
- c) two utility bills e.g. electricity/gas/water
- d) your annual statement from the Child Benefit Office or bank statement showing how your child benefit is paid direct to the bank

*if you are unable to provide a Child Benefit statement, you may use a Child Tax Credit Award or Universal Credit notice (must be for the current financial year and include the home address, parent's names and child's details) or your child's NHS registration card (which must show your child's name and address).

If you have any questions over this, please email admissions@draytonmanorhighschool.co.uk

Provision of an incorrect home address or other false information is likely to lead to the withdrawal of an offer of a school place

HOW OVERSUBSCRIPTION CRITERIA WILL BE APPLIED

The school has the Oversubscription Criteria below. 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 On Application of Oversubscription Criteria below)
- 2 A Children with a brother or sister attending the school 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 ON APPLICATION OF OVERSUBSCRIPTION CRITERIA

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.

THE SCHOOL'S WAITING LIST AND ITS MAINTENANCE

Each week the school updates its roll for each year group to determine the number of vacancies.

As described above, each week new applications will be added to the Waiting List for each year group. These will then be ranked in order of the school's oversubscription criteria.

Places will then be offered for the rank order of the vacancies available.

The school will inform the Local Authority of any vacancies available upon request. This will be provided within a maximum of two days upon receipt of request.

YEAR 11 IN YEAR ADMISSION

If your child is currently in Year 11 and is already in education, it is not advisable to transfer schools. There is no guarantee that options and exam boards can be matched between schools and coursework cannot be transferred. This would seriously disadvantage their final GCSE grades.

APPEALS

Parents have a right under the School Standards and Framework Act 1998 (as amended by the Education Act 2002) to appeal to an Independent Appeal Panel.

Drayton Manor High School is heavily oversubscribed and places are allocated according to the Admissions Oversubscription Criteria described above.

If you choose to appeal, the school must convene an Independent Panel within 30 school days of receipt of your Appeal Form. The panel will look at whether the school has applied its oversubscription criteria in allocating a place on the waiting list.

Please see the attached Appeals Form and attached information.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group, for example if their child is gifted and talented or has experienced problems such as ill health.

The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include, but is not limited to

- the views of Parent/Carer
- information about the child's academic, social and emotional development
- where relevant, their medical history
- views of a medical professional
- whether they have been previously educated outside their normal age group in the UK
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Headteacher

When informing the parents of the decision on the year group the child should be admitted to, the school will clearly set out their reasons for its decision.

Offers are made on the basis of the schools determined admissions arrangements only, using the oversubscription criteria. The application will not be given lower or higher priority on the basis that the child is being admitted outside of their normal age group.

Parents have a statutory right of appeal against the refusal of a place for which they have applied. This right does not apply if they are offered a place that is not in their preferred age group.

If you wish to make an application or admission outside of your child's normal age group you must make this request in writing to the school, clearly explaining the basis for the request and include information and evidence as described above.

The request and supporting documents should be addressed to 'The Chair of the Governing Body/Headteacher'.



DRAYTON MANOR HIGH SCHOOL

IN YEAR NOTES OF GUIDANCE ON HOW TO APPEAL

A RIGHT OF APPEAL

Under section 84 of the School Standards & Framework Act 1998 parents have the right to appeal against an admission authority's decision refusing their child admission to a school. If you wish to appeal you should complete the enclosed form, address it to the Clerk to the Independent Appeal Panel and email it to admissions@draytonmanorhighschool.co.uk.

The Appeals Committee is a group of people with experience of education and knowledge of schools. They will look at your appeal independently because they have not been involved in the decision against which you are appealing.

Appeal hearings should be held within a reasonable time – normally within 30 school days of an appeal being received. You will receive written notice at least 14 days (10 school days) before the date the appeal will be heard unless you agree to a shorter period. At this time, we will also advise you of the venue for the appeal. If a parent fails to attend, and it is also impractical to offer an alternative date, the appeal will go ahead and be decided on the written information submitted.

Supporting documentation that is to form part of your appeal should be attached to your Appeal Form and will be forwarded to the panel. Any earlier correspondence between parents and the school will automatically be included in the panel's papers.

There is no statutory time limit for submitting information about your appeal and you may be able to submit information after lodging your appeal, but before the hearing. However, it is obviously helpful to all parties concerned if information can be provided as early as possible for due consideration. It may be necessary to adjourn the hearing if significant information is received less than three school days before the hearing, which the panel considers may need further investigation or which the Governors of the school may need time to respond.

B HOW TO COMPLETE THE FORM

The letter sent to you gives the reason why it has not been possible to offer your child a place at this school.

- If you wish that your appeal should be decided on the basis of written statements, you should complete sections A, B, C and E of the form

The written statements from you and the Chair of Governors will be considered in private by the Appeals Committee and you will be notified of the decision by the Appeals Committee in writing as soon as possible

- You may present other information which supports your application

- Where you intend to appear personally or be represented, you must give in outline the case which will be presented at the hearing so ensuring that each party will be aware of the main arguments to be presented by the other at the hearing and can prepare accordingly
- If you wish to be accompanied or represented at the appeal hearing by a friend, adviser, interpreter or signer you should complete section D in addition to sections A, B, C and E.

C APPEALS COMMITTEE PROCEEDINGS

The Appeals Committee will be as informal as possible and the proceedings will normally be as follows:

1. the case for the Governors
2. questioning of the Governors' case
3. your case (which may be put by you or your representative)
4. questioning of your case
5. summing up for the Governors
6. your summing up

D APPEALS DECISIONS

The decisions of the Appeals Committee are binding on the Governors. The Appeals Committee will advise the decision in writing and the basis on which it was made to parents and the Governors. In coming to their decisions the Appeals Committee has to take into account:

- i the wishes expressed by parents
- ii the arrangements for admission published by the Governors, which include the number of children the Governors intend to admit to the school and the criteria for admission laid down by the Governors. The latter are shown below:
 - 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 at the time of application who could reasonably be expected to still be at the school at the date of entry
 - 3 Children for whom Drayton Manor High School is their nearest publicly funded High school
 - 4 Other children

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Notes

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IN YEAR ADMISSION APPEAL FORM

To be returned to:

Clerk to the Independent Appeal Panel
Drayton Manor High School
Drayton Bridge Road
London
W7 1EU
Tel: 0208 357 1900

PLEASE ENSURE EACH SECTION OF THIS FORM IS COMPLETED FULLY. FAX OR EMAILS CANNOT BE ACCEPTED

A STUDENT INFORMATION

Surname/Family Name

Date of Birth

First Names

Year Group

Address at which student lives

Present School

Does the child have a brother or sister who is currently attending Drayton Manor?

If 'Yes' please give full name and tutor group

Does your child have a Statement of Educational Needs? Yes ☐ No ☐

B PARENT INFORMATION

MOTHER

FATHER

Surname/Family Name

Surname/Family Name

First Names

First Names

Address (* if different from above)

Address (* if different from above)

Home Tel No:

Home Tel No:

Work Tel No:

Work Tel No:

C Please tick the appropriate box(s)	YES	NO
I / We wish to attend the appeal hearing. (In the event that you are unable to attend, the appeal will go ahead and the Independent Appeal Panel will make a decision based on the written information submitted)		
I /We wish to attend the appeal hearing with a *friend/advisor/interpreter/signer (*Please delete as appropriate) Please give details in section D below.		
I / We wish my/our representative to put my / our case to the appeal hearing on my / our behalf. Please give details in section D below.		

D If you would like to bring a friend/advisor/interpreter/signer to the appeal hearing please complete the following information		
NAME OF PERSON ACCOMPANYING	FRIEND	
	ADVISOR	
	*INTERPRETER	
	*SIGNER	
Address		
Home Tel No:	Work Tel No:	
*If you indicate you require the use of an interpreter or signer the school will contact you to make the necessary arrangements		

PLEASE STATE YOUR GROUNDS OF APPEAL ON THE SEPARATE SHEET(S) ATTACHED

E STATEMENT OF GROUNDS OF APPEAL

PLEASE CONTINUE ON SECOND SHEET IF NECESSARY

NAME OF CHILD

I confirm the information I have given on the appeal form and in my statement is correct

Signed _____ Date _____

Name (please print) _____

E STATEMENT OF GROUNDS OF APPEAL (Continued)

NAME OF CHILD

Signed _____ Date _____

Name (please print) _____

