

# HOLLAND PARK SCHOOL 2023 to 2024

POLICY | ADMISSIONS

STATUS | STATUTORY

## PRINCIPLES

### We are committed to:

- ensuring every young person accesses their right to learn. Holland Park welcomes every child regardless of ability, gender, ethnicity, sexual orientation or social background, to apply for a place at the school.

### We aim to:

- ensure and maintain a comprehensive student population;
- ensure that the school's intake reflects truly balanced comprehensive education;
- ensure that our prospectus and on-line information makes clear the ethos, achievement and expectations of the school and its students;
- ensure that our admission criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care.

Date of Review	October 2023			
Reviewed by	Headteacher			
Date of Approval				
Approved by	Governing Body			
Date of Next Review	Summer 2024 for admission September 2025			
Location	L:drive	✓	Website	✓

## PRACTICE

The school's practice complies with the DFE's 'School Admissions Code'.

The school also acts in accordance with the admission arrangements determined and published by the Local Authority. Please refer to the Royal Borough of Kensington & Chelsea's publication: Your Choice for Secondary Education, available via their website.

While the school delegates most of the secondary school admissions process to the Royal Borough of Kensington & Chelsea's Admissions Team, all offers of places are made by the Governors. All "In Year" applications are considered by the Governing Body who make any successful offers in accordance with the School Admissions Code and the Published Admission Criteria.

### 1. NEW INTAKE APPLICATIONS (YEAR 7)

- 1.1. Applicants with a signed Education, Health and Care Plan (EHCP) which names Holland Park will be placed at the school via the SEN process, as set out in Section 324 of the Education Act 1996.
- 1.2. Holland Park School is proud to be a genuine comprehensive school. It seeks to admit and to maintain a balanced intake with students representing all levels of ability and potential, and to ensure that academic achievement is the very core of our purpose. The Published Admission Number (PAN) is 240. Holland Park School admits students in four bands of ability: for admission year 2024.

Band A	Band B	Band C	Band D
25% of intake	25% of intake	25% of intake	25% of intake
54 places	54 places	54 places	54 places

- 1.3. Holland Park has a particular expertise in the teaching of the visual arts. Up to a maximum of 10% of places are allocated to students who are able to demonstrate an aptitude in Art and Design. Applicants for these places must complete a Supplementary Information Form; available on the school website and return the SIF to the school before 25<sup>th</sup> September 2023. All applicants returning the SIF after this date will not be invited to take the aptitude test. There will be an assessment by the school of each applicant's potential. Priority will then be applied in descending order by aptitude test score to applicants with more than 20 points (from a possible 40). Applicants who are not offered a place on the grounds of aptitude will automatically be considered for a place within their ability band under the general admission criteria described below. Aptitude tests will take place on **Saturday 7<sup>th</sup> October 2023**.

### 2. OVERSUBSCRIPTION CRITERIA

Holland Park School has been heavily oversubscribed for many years. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below and places will be allocated in the following order of priority:

- 2.1 Children in Public Care, also known as Looked After Children: (a) in care of the local authority, children who have been adopted; (b) or made subject to a child arrangement; (c) or special guardianship; (d) or immediately following having been looked after; (e) or previously looked after children, including those children who appear to Holland Park School to have been in state care outside of England and ceased to be in state care as a result of being adopted. *Please see notes section.*
- 2.2 A maximum of 24 places will be offered to applicants who can demonstrate an aptitude and capacity to succeed in the visual arts, especially art and design. Places offered under this criterion are made without reference to a child's score on the ability banding test and instead will be assessed by a separate aptitude test. The Governors reserve the right to admit fewer than 24 children under this criterion if there are insufficient applicants reaching the required score, with any remaining places split equally across the four ability bands (a sample application form is shown as Appendix A).
- 2.3 Children of staff in either or both of the following circumstances:
- a) where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or;
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the majority of applications, the following criteria are likely to be more relevant. When the applicants described in category 1.1 to 2.3 have all been offered places, the remaining places in each of the four bands will be offered in the following order of priority:

- 2.4 To brothers and sisters of children who are, and will continue to be, on the roll of Holland Park School from September 2023 (excluding the sixth form). This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the parent or carers partner provided that they live at the same address as the applicant.
- 2.5 Places will then be offered first to children who live nearest to the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the main entrance gate used by the school, and as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be determined by random allocation.
- 2.5.1 Routes will be measured to four decimal places (if necessary). If in the unlikely event that two or more applicants live at exactly the same distance from the school the offer of a place will be decided by random allocation.
- 2.5.2 If, in any of the bands, there are more applicants than places available in a category, places will be offered to children living nearest the school in the manner described in 2.5.
- 2.5.3 If an offer of a place is not accepted by an applicant the place will be offered to another applicant according to the same order of priority and band.

- 2.6 All applicants **must** attend the school to take the banding test on **Saturday 18<sup>th</sup> November 2023** in the morning. Failure to attend will mean your child will not be allocated to an ability Band. As the school is always heavily oversubscribed, those not allocated to a Band will be considered and ranked after all those children who have taken a banding test., even if they have a sibling or live very close to the school. Holland Park School will write to you with arrangements for the test and the time your child needs to arrive at the school. If you do not receive communication from the school by **Tuesday 14<sup>th</sup> November 2023** you will need to either contact the school on 020 7908 1000 or the Royal Borough's Admissions Team on 020 7745 6432. The school will have a list of all those that have named Holland Park School as a preference in their application. Even if you do not receive your letter, your child's name will be on the school's application list and they must turn up for the test. If there are exceptional medical reasons why your child cannot attend you will need to contact the school or the Admissions Team for advice **before** the test date and you must provide supporting medical evidence.
- 2.7 The banding test is not an entry test. There is no 'pass' or 'fail' and a child's score does not determine whether s/he will receive an offer of a place. The test is used to ensure that the intake to the school represents the ability range of the cohort applying. The test gives an indication of the child's current ability to reason using words and numbers. Applicants are ranked on the basis of their score in the test relative to other applicants who took the test. There are four ability bands, A, B, C and D. Offers are made equally within each band (25 per cent) in accordance with the admission criteria. For your information the highest band is A and the lowest is D.

### 3. YEAR 7 WAITING

- 3.1 National offer day is **1<sup>st</sup> March 2024**. Unsuccessful applicants are automatically placed on a waiting list that will be administered by the Royal Borough's Admissions Team up until the end of the summer term. The waiting lists will not be available until the week commencing **14<sup>th</sup> March 2024** to allow time for those offered to accept or decline. Unsuccessful applicants will be placed on a waiting list in their respective Band as outlined in 2.7 and will be ordered in accordance with the oversubscription criteria. Unsuccessful Art Aptitude applicants will also be placed on a waiting list ordered by score as outlined in 1.3.
- 3.2 After Year 7 has commenced, the four ability bands will continue to apply until the close of the first half of the autumn term. Those who have requested to be placed on the waiting list will be ordered by band and where a vacancy exists, this will be filled by allocation to the corresponding band in accordance with the oversubscription criteria set out between 2.1 to 2.5 (with the exception of 2.2). On the first day of the commencement of the second half of the autumn term, the bands will no longer apply and the **four** waiting lists will be amalgamated. The revised single waiting list will be ordered in accordance with the oversubscription criteria set out between 2.1 to 2.5 (with the exception of 2.2).
- 3.3 All unsuccessful applicants have the right of appeal to an Independent Appeal Panel against the decision not to offer their child a place at Holland Park School. An appeal form and guidance about the appeal process is available on the school's website. All appeals must be lodged within 20 school days after the refusal email has been received from the Royal Borough's Admission Team.

## 4. SUCCESSFUL APPLICANTS

- 4.1 Following national offer day on **1<sup>st</sup> March 2024**, Holland Park School will be in contact with successful parents as below:

Transition Programme, including the school's Taster Day, parent events, SEND transition programme and to arrange an individual meeting with a member of the Senior Leadership Team

Welcome Information including a Welcome Pack and guidance for the purchase of the school uniform

If you have a confirmed and accepted offer of a place from your local authority, the school will have your child's details on its September admission list. If, for any reason, you have a concern about your place, please contact the school's Admissions Officer. Parents should be aware that any offer **MUST** be confirmed in writing to the Royal Borough's Admission Team within 14 days of the email offering a place. Failure to do so, will result in a place being withdrawn.

## 5. IN YEAR ADMISSIONS

- 5.1 In year applications are made directly to the school using the admission form which can be downloaded from the Admissions' section of the school's website. The allocation to a Band will not apply to in-year applications. 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 there are places available, then applications will be ranked by the governing body in accordance with the relevant oversubscription criteria set out between 2.1 to 2.5 (with the exception of 2.2). If a place cannot be offered at this time, this will be because the year group is full, i.e there are 240 or more students on roll and to offer a further place would prejudice education and the efficient use of resources at the school. All parents have the right of appeal against the school's decision. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in order of the oversubscription criteria and not in the order in which the applications are received. Regular 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, the Royal Borough of Kensington and Chelsea's Admissions Team will be notified of all applications and offers made to/for the school.

## 6. SIXTH FORM ADMISSIONS

- 6.1 In accordance with its Funding Agreement, Holland Park School has places for a maximum of 230 students in its sixth form. In 2023 and 2024, the school expects to admit to Year 12 a maximum of 115 students.

- 6.2 The admission process for those with EHC Plans is separate from the arrangements shown here. You must contact your local authority for advice on school placements<sup>1</sup>.
- 6.3 Where the number of applications received by the school for admission to the Sixth Form exceeds the number of places available, to ensure that places are fairly allocated according to the school's policy, applications are prioritised for admission as follows:
- 6.2.1 Children in Public Care, also known as Looked After Children: (a) in care of the local authority, children who have been adopted; (b) or made subject to a child arrangement; (c) or special guardianship; (d) or immediately following having been looked after; (e) or previously looked after children, including those children who appear to Holland Park School to have been in state care outside of England and ceased to be in state care as a result of being adopted. *Please see note A at the end of this document.*
- 6.3.1 Internal applicants who live nearest to the school. Nearness to the school will be measured in the same way as for Year 7 entry (as per para 2.5).
- 6.3.2 External applicants who live nearest to the school. Nearness to the school will be measured in the same way as for Year 7 entry (as per para 2.5).
- 6.4 The school will only consider applicants for courses which it has published as being available, and will not make other courses available at the request of applicants. All places will be offered conditional on applicants achieving the required GCSE results for entry. *Please see note C at the end of this document.*
- 6.4 In the event that two or more applicants meet the criteria for entry after the oversubscription criteria has been applied, the offer of a place will be decided by random allocation. *Please see note B at the end of this document.*
- 6.5 Where the school is unable to offer a place, remaining applicants meeting the entry criteria will be placed on a waiting list. They will be advised of the process for enquiring if there are further places available once GCSE results have been published in August. They will also be informed that if a place becomes available at the end of August, they will be contacted.
- 6.6 If you have not been offered a place in the sixth form either the parent(s) and the student may appeal to an Independent Appeal Panel. An appeal form and guidance about the 6th form appeal process is available on the school's website. All appeals must be lodged within the timescale published on the appeal's section of the school's website.

## 7. FAIR ACCESS PROTOCOL

- 7.1. The school complies with all requirements for Fair Access as demanded in the Royal Borough's policy. Admissions through Fair Access may override the above protocols. Each individual application is carefully considered and normally preceded by a professionals' meeting.

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<sup>1</sup> An 'Education, Health and Care Plan' is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child/student.

## 8. HEALTH AND SAFETY

- 8.1 The school will refuse to admit, or refuse to allow the continued attendance of, any child it considers to present a threat to the safety and wellbeing of the school community.

## NOTE A

a) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

b) This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

c) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

d) Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

e) 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.

## NOTE B

In accord with other Royal Borough schools, we use the services of Random.Org to act as an independent observer and carry out the random allocation of places where this becomes necessary. This provision meets the standards for randomness recommended by the National Institute for Standards and Technologies and ensures that each applicant has an equal opportunity of being selected in the random draw.

## NOTE C

Our sixth form subject entry requirements for 2024 are as follows:

1. that students meet the specific subject GCSE grade requirement (typically a grade 7, but there are some variations)
2. that students achieve a grade 6 in both English Language/Literature and Mathematics GCSE
3. that students achieve an average of a grade 6 across their top eight GCSE subjects

Subject	Requirement	Notes
Art	7	
Biology	7	7,7 in double award
Business	6,6	English and Maths
Chemistry	7	7,7 in double award
Classical Civilisation	6	History AND/OR English
Computer Science	7	Maths
Economics	7,7	English and Maths
English	7	Language OR Literature
French	7	
Geography	7	
History	7	
Latin	7	



Mathematics	7	
Further Mathematics	8	Maths
Music	6	
PE	7	6 in Biology / 6, 6 in double award
Photography	6	Art OR Photography
Physics	7	7,7 in double award, Grade 6 in Maths
Politics	6	History OR English
Psychology	6,6	English AND Maths
RE	7	
Spanish	7	

## Appendix A

### *Sample art aptitude application form.*

The form can be completed via the school's website between 01.09.2022 and 25.09.2023.

[www.hollandparkschool.co.uk/admissions/art-aptitude](http://www.hollandparkschool.co.uk/admissions/art-aptitude)

**Art Aptitude Application 2021**

Art and Design application form

Legal Family Name ●

Legal Fore Name ●

Middle Name(s)

Date of birth ●

Gender ●  Male  
 Female

Address 1 ●

Address 2

Address 3

Postcode ●

Borough of Residence ●

Name of parent(s) / carer(s) ●

Contact Telephone Number ●

Contact Email Address ●

Do you have any other children currently attending Holland Park?

**Submit form**

● = Required field

● = Required field