

Holland Park School's In-Year Admissions Criteria

Children with a Statement of Special Educational Needs

You do not need to complete an application if your child has a Statement of Special Educational Needs. Please contact your Local Authority's SEN Team for further guidance on securing a place for a child with a Statement of Special Educational Needs.

However, if your child is in the process of being assessed for a statement you will need to complete an application. It is useful to inform the school that your child is undergoing a Statutory Assessment to assist our preparation and planning prior to admission.

(1) Children in Public Care

Children in Public Care (Looked After Children) and children who have been adopted or made subject to a residence order or special guardianship order immediately following having been looked after receive priority for admissions to Holland Park School. 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). The child's social worker must submit a letter to Holland Park School's Admissions Team confirming the legal status of the child and the local authority to which the child is/was in care, quoting the child's full name and current address.

(2) Medical, social or special needs

Holland Park School's Governors have sole responsibility for consideration of medical, social or special needs. If you feel there are exceptional reasons for your child to be considered for a priority placement at Holland Park School, you must indicate this in the area provided on your application, giving reasons supporting your case. All requests for priority consideration must be supported by a letter or report by a professional, such as a doctor, consultant or social worker and must be no more than six months old. It **must** be made clear in the professional support the reason why it is necessary for your child to attend Holland Park School in particular; and the difficulties it would cause for the child to attend another school. All information submitted will be regarded as confidential.

It is for you to decide how to support your case and what documents to provide, but these must be submitted with your application form. Holland Park School and our Governors cannot advise you what evidence you will need to submit, other than it must be from a professional that is familiar with your case.

Holland Park School is not responsible for contacting professionals that have supported the case for further information, and will make any decision on priority based on documents received with your application form.

If necessary, Governors may seek advice from other service areas to inform a decision. This may, for example, include the Special Educational Needs Team or an Educational Psychologist. Your case will be given every consideration, although there can be no guarantee that it will be met. Very few cases are agreed as awarding a child priority over and above other applicants must be justified.

You will be advised whether your application has been successful under the above criteria within 20 school days of Holland Park School's receipt of your completed application (including the supporting documents).

For the majority of applications, the following criteria is likely to be more relevant. When the applicants described in category (1) and (2) have all been offered places, the remaining places in any Year Group will be offered in the following order of priority:

Siblings (brothers or sisters)

Priority is given to brothers and sisters of children who are, and will continue to be, on the roll of Holland Park School at the point of admission (including 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. Please be aware that relatives such as cousins, uncles and aunts are not considered as siblings, even if they are living at the same address. Siblings of former pupils do not meet this criteria.

Distance to the School

Any remaining 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 centre of the school grounds 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 given to those closest to the ground floor and then by ascending flat number order.

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.