

Phoenix Academy Admission Arrangements For entry to Year 7 in September 2021

Phoenix Academy is a non-selective comprehensive school with a Published Admissions Number (PAN) of 150 pupils for September 2020. Where fewer than the PAN for any relevant age group is received, the school will offer places to all those who have applied. Of these places, after the admission of Students with Statements of Special Educational Needs where Phoenix Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:

1. Children looked after and children who were previously looked after, including those who 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 or became subject to a child arrangements order¹ or a special guardianship order².

A "child looked after" 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 (section 22(1) of The Children Act 1989)

2. Medical or Social: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

3. Admission of children with siblings currently attending the Academy and who will continue to do so on the date of admission. The term "sibling" means a full, step, half, adopted or foster brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship once offers have been made.

4. Nearest walking distance to the school – children who live the nearest distance from the school. The distance which determines how close the child lives to the school is the shortest walking distance along public highways and footpaths between the front door to the child's permanent address and the main entrance to the school's main building. The child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested once offers have been made.

5. Tie-breaker: Where two children live an equal distance from the school a random allocation will be used as a tie-break. Criterion 'D' will be used as a tie-break if necessary in categories 'B' and 'C' above.

If false or misleading information is used to gain entry to the school, applicants may lose their priority for admission.

Where applications are received from twins, triplets or same-year siblings the following procedure will be followed: if one child is selected for a place within a year group, the twin/triplet/same year sibling will also be admitted even if this leads to exceeding the Published Admissions Number. The Academy reserves the right to exceed the Published Admissions Number in accordance with the Schools Admissions Code.



*Looked after and previously Looked after Children means a child who is looked after, or has been looked after by a local authority in accordance with section 22(1) of the Children Act 1989 at the time an application for his/her admission to the school is made.

APPEAL TIMETABLE 2021-22

For September 2022 Year 7 Entry

For Secondary appeals for Year 7, September 2022 entry.

If you are refused a school place on 1st March 2022, your appeal form must be received by the Phoenix Academy within 40 school days of this date (**by 5 pm on 10th May 2022**). Appeals received after these deadlines will not be heard until September 2022, or later. Appeals received by this deadline will be heard between 10th May and 28th June 2022.

Appeals for children refused a place at their preferred school for admission to Year 7 in September 2022 will be heard in line with the School Admissions Appeals Code (2012).

For In-Year Appeals (Years 7-11)

The appeal form should be submitted within 20 school days of the date, you received written notification that your child was refused the school place.

Parents/carers will be notified of their appeal date by Phoenix Academy. You will be given at least 10 days' notice of your appeal and your appeal will take place within 30 school days of Phoenix Academy receiving your appeal form.

If you wish to appeal for a place in Year 7/ Year 12/ in year, please complete the Appeal Form.

For Sixth Form Entry, Year 12

Other secondary appeal forms should be submitted within 20 school days of the date you received written notification that your child was refused the school place.

Parents/carers will be notified of their appeal date by Phoenix Academy. You will be given at least 10 days' notice of your appeal and your appeal will take place within 30 school days of Phoenix Academy receiving your appeal form.

Please note that appeals are **not** held during school holidays. When appeals are heard within 30 school days of being lodged, school days do not include weekends; INSET days; holidays.

If you wish to appeal for a place in Year 7 and Year 12 for September 2022/ or an in-year place, please complete an **Appeal Form**. Please contact us via the following email if you would like to complete an appeal form: admissions@phoenix.futureacademies.org.

SECONDARY ADMISSIONS APPEAL FORM

To be completed by parent/guardian. Please read the parents guide to admissions appeals on the following website before completing this form: <https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-admissions/admissions-appeals/parents-guide-admission-appeals>

Before completing this form, please read the following notes carefully:

- This form should be completed if you wish to appeal against the decision of the admissions authority, Phoenix Academy, not to offer your child a place.
- Before filling in this form, you must have received written notification that your child has not been offered a place.
- Parents wishing to appeal against non-admittance to any other schools should contact those schools directly.
- If your child has an Education and Health Care Plan (EHCP) or a Statement of Special Educational Needs, you should contact the Local Authority, Hammersmith and Fulham Council, instead of completing this form.
- **If your child is offered a place after you submit this form, please let us know as soon as possible.**

1. Are you appealing following your child not being offered a place to start in Year 7/ Year 12 in the next academic year (i.e. this coming September), OR following an in-year application to the school?

- Year 7 (Starting in September 2021)
 Year 12 entry
 In Year application

2. Year Group for which you have been refused admission

- | | |
|---|--|
| <input type="checkbox"/> Year 7
<input type="checkbox"/> Year 8
<input type="checkbox"/> Year 9
<input type="checkbox"/> Year 10 | <input type="checkbox"/> Year 11
<input type="checkbox"/> Year 12
<input type="checkbox"/> Year 13 |
|---|--|

STUDENT INFORMATION

Legal Surname: _____

Legal Forename: _____ Middle Name(s): _____

Gender: Male Female Date of Birth (Day/Month/Year): / /

Address: _____

_____ Postcode:

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PARENT/GUARDIAN DETAILS

Parent/Guardian Name: **Mr/Mrs/Ms/Miss/Dr** _____

Relationship to Student: _____

Does the student live with this person? Yes No (Please give details of address below)

Address (if different from student): _____

Home Phone No. _____ Mobile Phone No. _____

Email Address: _____

3. Please give details of the school your child presently attends, if any. If your child doesn't attend school, please give as much details as you can.

4. Does your child have a disability? If yes, please specify which disability they have and what support they may require.

5. In this box, please give your **reasons for appealing** against the decision not to offer your child a place, giving as much information as possible to explain your case. Please use additional paper if needed.

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APPEAL HEARING
6. I will be attending the appeal hearing (if you cannot attend, the appeal will be heard in your absence)
<input type="checkbox"/> Yes, I WILL be attending the appeal hearing <input type="checkbox"/> No, I will NOT be attending the appeal hearing
7. If you plan to attend the hearing, please indicate any dates or times of day when you would be unavailable. Please be note that although every effort will be made to avoid these days/dates when scheduling your appeal, it may not be possible to do so.
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8. You have a statutory right to 10 school days notice of the appeal hearing date, but this can be waived. This may enable us to hear your appeal more quickly. I agree to waive the right to 10 school days notice of the hearing date.
<input type="checkbox"/> Yes, I agree to waive the right to 10 school days' notice of the hearing date. <input type="checkbox"/> No, I DO NOT agree to waive the right to 10 school days' notice of the hearing date.
9. If you require any assistance, e.g. interpreter (please specify language), wheelchair access, signer, or other, please give details here:
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DECLARATION**DECLARATION AND SIGNATURE OF PARENT/ GUARDIAN**

Please ensure that you sign below, the Academy cannot update your details unless you do so.

Name of parent/guardian: _____

I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.

Signed by
parent/guardian: _____ **Date:** _____

All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

Supporting Documents

Please include a photocopy of any supporting documents which may help towards your appeal with this form.

This completed form should be signed and returned, or handed in, to the following email or address:

Address: The Curve, Shepherds Bush, London, W12 0RQ **Email:** admissions@phoenix.futureacademies.org