THE GREEN SCHOOL
FOR BOYS

ADMISSIONS POLICY FOR ENTRY IN SEPTEMBER 2025

The Green School for Boys, a Church of England Secondary Free school which opened in 2017 aims to provide an excellent, aspirational, and enriching education for those of all faiths and none, where each member of our community is known, valued, safe and enabled to flourish.-Our Christian ethos means that we place an emphasis on spiritual development as well as academic, social and personal development. However, this does not mean that all our boys come from an exclusively Christian background. The Governing Body welcomes boys of all faiths and of none. Governors hope that parents/carers who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents/carers to give their full support to the ethos of the school. Governors hope that all children will attend the acts of collective worship and will take part in the religious curriculum offered by the school.

At least 50% of places are open to those of different faiths and of no faith in order that the school serves the needs of both local residents and the local Christian community.

ADMISSIONS CRITERIA

The Published Admissions Number for entry to Year 7 is 120. This means that The Green School for Boys will admit 120 boys if there are sufficient applicants. If there are fewer applicants, the Academy Trust will offer places to all those who have applied. When there are more applications than places available, after the admission of boys with an EHCP plan the Governing Body will consider all applications for admission to the school according to the following criteria which will apply in order:

Category 1

Christian Foundation (60 places)

Governors aim for a school population which reflects the Christian foundation and therefore will reserve 60 places for regular Christian worshippers under the following criteria in order of priority:

1.1 Boys and / or at least one parent or carer who worships regularly (note (c)) in an Anglican Church
1.2 Boys and / or at least one parent or carer who worships regularly (note (c)) in a church or chapel of another Christian denomination and are members of one of the following organisations as defined by the following:-

- Churches Together in England
- The Evangelical Alliance
- Churches affiliated to Affinity
- The Federation of Independent Evangelical Churches
- The Anglican Communion (Worldwide)

Category 2

Community (60 Places)

Governors aim for a school population which reflects the local community and therefore will reserve 60 places which will be offered under the following criterion:

2.1 Applicants who live nearest to the school (note (e)) (Distance)

How applications/categories are allocated

1) All applicants for Christian Foundation under 1.1 **must** obtain a Religious Reference form **unless** the applicant has a sibling who in September 2025 will have a sibling (note (d)) on roll at The Green School for Boys or The Green School for Girls including the sixth form, who was admitted under a faith criterion. The Religious Reference Form can be downloaded from the The Green School for Boys website, or collected from the school. It must be completed by the applicant's religious leader so that Governors may consider their application fully. These forms should be returned to the school by post or in person by the **31st October 2024,** the same date as the Local Authority form.
2) Applicants who have applied for a Christian Foundation place but who do not fulfil the criterion will automatically be considered under the Community category.
3) Applicants who do not complete a Religious Reference Form or do not have an older sibling who has been admitted under a Faith Criteria will automatically be considered under the Community category.
4) If there are fewer than 60 applicants who meet the criteria for Christian Foundation places, the additional places will be added to the 60 Community places

In the event of oversubscription in any of the categories the Governors will give priority in the following order:

A. Boys in Public Care/Looked After Child or previously in Public Care/Looked After Child (note (a)) will be admitted as a first priority which may mean that the number of places under each category may change
B. Applicants whose child's medical or social circumstances require attendance at The Green School for Boys rather than any other school.
C. Boys with a sibling (note (d)) in the school at The Green School for Boys or The Green School for Girls, including the Sixth Form at the time of admission.
D. Boys of any member of Green School Trust staff, regardless of the role in the school or whether they work for The Green School for Girls or The Green School for Boys where a) the member of staff has been employed for the Trust for two or more years at the time at which the application for admission to the school is made or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
E. Those boys living nearest to the school please see (note (e)) (Distance)

NOTES:
Additional Information and Clarification of Terms

a) BOYS IN STATE CARE - LOOKED AFTER CHILDREN & PREVIOUSLY LOOKED AFTER CHILDREN

This criterion applies to looked after children and children who were previously looked after but who immediately after being looked after became subject to an adoption, child arrangements or a special guardianship order, including those children 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. 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). An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. 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).

b) MEDICAL AND SOCIAL NEED

Applicants whose child's medical or social circumstances require attendance at The Green School for Boys rather than any other school. Supporting written evidence such as a medical/social report from a suitable professional such as a hospital consultant, a social worker or a health visitor, which sets out reasons why The Green School for Boys is the most suitable school and the difficulties that would be caused if the boy had to attend another school, must be provided at the time of application.

If The Green School for Boys is not the closest school to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at The Green School for Boys, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

Common medical conditions and allergies can usually be supported in all Hounslow mainstream schools. Therefore priority under this criterion would not normally be given for these. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

c) REGULAR

Governors consider 'regular' to mean attendance at worship at least once a month over a period of more than one year immediately prior to application. In the event that during the period specified for **attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship**

d) SIBLINGS

Siblings include full, step, half, adopted and fostered children living at the same address. This will be applied across the Trust and therefore the sibling may attend either The Green School for Girls or The Green School for Boys.The sibling criterion does not apply when the student currently on roll will leave the school before the sibling starts.

Boys will be considered under the Christian/ Foundation sibling criterion if their brother was admitted to The Green School for Boys under the Christian/Foundation criteria or their sister was admitted to The Green School for Girls under the Christian Foundation criterion or the Other World Faith criterion. Please note: siblings who have an EHCP will be only considered under the EHCP process. Please see (note (g)) Educational Health Care Plan Process

e) DISTANCE

Home-school distance will be used to prioritise applicants within each criterion or sub-category.

I) **Home Address**

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform your home Local Authority School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week * see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas * see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

and two of the following:

- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show **the full name and match the details provided at the time of application.**

Any supporting information not in the English language must be accompanied by a certified translation.

If your home Local Authority are not satisfied with the documentation provided, they reserve the right to ask for additional evidence of the address used for your application.

II) Shared or joint residency

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts. The Local Authority will not mediate between parents.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

III) Applications from abroad (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands)

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code * see Members of UK Armed Forces and Crown Servants.

If you and/or your child currently live abroad but intend to move to the London Borough of Hounslow, we will accept an application ahead of your arrival. Your application will be processed using the home address in the country where your child is currently residing even if your family is returning to a property you own in the UK.

If we make an offer of a school place, the child will be expected to start on the first day of term.

Parents should ensure their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

IV) **Home - school distance**

Home - school distance is calculated by Hounslow Local Authority. In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. The walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG)from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road,the LA has no control over how OS digitises the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Access UK Ltd www.theaccessgroup.com.

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system

f) TWINS AND OTHER MULTIPLE BIRTH CHILDREN

In cases where only one place is available and twins or multiple-birth children tie for the last available place, then both or all will be offered even if this exceeds the published admission number. This will be applied across the Trust i.e. if different gender twins or multiple-birth children apply for places at The Green School for Girls and The Green School for Boys and one place is available then both or all will be offered even if this exceeds the planned admission number at one of the schools.

g) EDUCATIONAL HEALTH CARE PLAN PROCESS

There is a separate process for students with an Educational Health and Care Plan (formerly known as a Statement of Special Educational Needs). Please contact your Local Authority for information. All boys with an Education, Health and Care Plan (EHCP) naming The Green School for Boys will be admitted if the school agrees it is able to meet the requirements of the EHCP.

h) WAITING LIST Year 7 ONLY

For year 7 secondary transfer applications

The secondary transition waiting list will be in operation until **31st August 2025.** In the Summer term of **2025** the school will contact you to ask if you would like your child to be transferred to the waiting list for the following academic year. If you do not reply, your child's name will be removed from the waiting list.

Once you are no longer on the waiting list, you will need to make an in-year application to The Green School for Boys and your Local Authority should you wish to re-apply at a later date.

All waiting lists are held according to the published admission criteria, not the date order an application is received. A student's position on the waiting list will change if other students are withdrawn from the list or if students are added at a later stage

i) 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 Green School Trust 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 Green School Trust has this power even when admitting the child would mean exceeding the published admission number.

j) APPLICATIONS FOR BOYS OUTSIDE THE NORMAL AGE GROUP

Parents can apply for a school place outside the normal age group of their son. Parents must make a separate written request at the same time as making your online application for your child's actual age group. You can upload supporting documentation if you wish to do so.

Your request must set out the reasons why you are making the request and any relevant evidence you want the Governing Body to consider, which may include:

- The parents' views
- Recent information about your child's academic, social and emotional development
- Recent medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group

The Governing Body will take into consideration the above as well as information about the boys academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the Executive Headteacher. When informing a parent of their decision on the year group the boy should be admitted to, the Governors will set out clearly the reasons for their decision.

In the case of the Governors agreeing to a parent's request for their son to be admitted out of their normal age group the boy will be admitted to Year 7 for 2024. The Governing Body will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible. The application will be considered on the basis of the determined admission arrangements only, including the application of oversubscription criteria where applicable. The Governing Body will

not give the application lower priority on the basis that the boy is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

k) OFFER DAY

Parents of successful applicants will be sent the outcome of their application on National Offer Day - 1st March 2025. The Green School for Boys will send an email to welcome these students to the school.

l) APPEALS

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Details of how to make an appeal will be available from the Admissions Officer.

m) IN-YEAR ADMISSIONS

The in-year admissions process for Years 7-11 will be managed by the Academy Trust. All in-year applications for a school place must be made to the Local Authority on their online in-year application form and, if appropriate, a Religious Reference Form must be submitted to the school. The Local Authority will inform the school of the application and the School will inform the Local Authority of the outcome.

Should there be a vacancy during the academic year, places will be offered after applying the above admissions and oversubscription criteria to all applications.All waiting lists are held according to the published admission criteria not the date order an application is received

n) IN-YEAR APPEALS

Will follow the same process as outlined in l)

Information supplied will be used for registered purposes under the General Data Protection Regulations 2018 and the Data Protection Act 2018