

CRITERIA FOR ADMISSION FOR FOUNDATION (CHRISTIAN) PLACES

The Governors have designated 150 places each year as Foundation places for students who themselves AND their parent(s)/carer(s) are regular worshippers. Attendance should be at a public place of worship and be confirmed by a supportive reference from their parish priest or minister.

If the School is oversubscribed, after the admission of "Statemented" Children (see definitions section on page 2 of the Admissions Policy for Academic year **2025/26**), in the event of oversubscription (ie more applicants than places available) after deducting the number of places (if any) allocated to Looked After and Previously Looked After Children (see definitions section referred to above) then, when deciding between applicants who ostensibly have equal entitlement, the Governors will use the following criteria when deciding priority:

The total points scored will be the first deciding factor based on the answers given to the questions below and detailed in sections 1 to 4 of the supplementary information form (religious reference) which relate to attendance of families (see points a - c below).

Information relating to the child:

- a) **The length and frequency** of voluntary **attendance** of the child at services of the Church of England (or churches in communion therewith), including Sunday School, or, Christian Church affiliated to Churches Together in Britain & Ireland or the Evangelical Alliance. An application with a reference from a church which is not affiliated to either of these bodies will score zero points.

Up to 5 points are awarded for attendance **over at least the last 5 years (one point for each year)**. In addition up to 5 points are awarded on the frequency/regularity of attendance **over the last 5 years (Weekly 5 pts, 3 times a month 4 pts, Fortnightly 3pts, Monthly 2pts, Occasional 1pt)**. (5 + 5 points)

Information relating to the family:

- b) The **length and frequency** of voluntary **attendance** of the parent/carers at services of the Church of England (or churches in communion therewith), or, Christian Church affiliated to Churches Together in Britain & Ireland or the Evangelical Alliance. Up to 5 points are awarded for attendance **over at least the last 5 years (one point for each year)**. In addition up to 5 points are awarded on the frequency/regularity of attendance **over the last 5 years (Weekly 5 pts, 3 times a Month 4 pts, Fortnightly 3pts, Monthly 2pts, Occasional 1pt)**. (5 + 5 points)
- c) The family's main place of worship is at a Church of England church. (1 point)

Where applicants have the same total number of points, the following criteria will be used as a tie break.

- i. Children with a sibling (sibling refers to all blood, half, step, adoptive and foster children who live at the same home address as the child already attending the school and will be attending the school at the time of the sibling's attendance) at the school, with distance criteria as set out below (ii – v) being used as a tie break.
- ii. Applicants living in the Ealing Deanery area, with the distance criteria applied.
- iii. Applicants living in the Brent & Harrow Deanery areas, with the distance criteria applied.
- iv. Applicants living in the Hillingdon Deanery area, with the distance criteria applied.
- v. Applicants living outside the above categories ii-iv, with the distance criteria applied.

In all cases, the distance from home to school is measured by straight line from a point in the property to the nearest gated entrance which is used by pupils to enter the school grounds. The measuring system 'Synergy' is an integral part of the admissions software produced by Servelec Synergy. It uses Ordnance Survey maps and is accurate to 2 metres.

For multi occupancy buildings such as flats, the measurement is taken from a point in the property and applicants from that building are ordered by independently administered random allocation.

In any other case, where applicants have the same priority on distance, independently administered random allocation will be the final deciding factor. Where a child lives with parents who share parental responsibility at different addresses, the address as given on the Common Application form will be used.

A map showing the Deanery areas is displayed in the school reception area and will be available on the school website.

Impact of Disability : If you believe that a disability, covered by the Equality Act 2010, either applying to the student who is the subject of the application or yourself as the principal carer, has had an impact on the application, please indicate within a separate letter how this may have been accommodated within your faith practice. (eg a practising Christian parent may make arrangements for a regular home communion). The letter must be countersigned by the religious leader who is the signatory to the main form, and should be attached to the Supplementary Information Form when it is sent to the school. 'Reasonable adjustment' to the allocation of points (as defined by the Equality Act 2010) will then be made by the Governors according to these circumstances.

MULTIPLE BIRTHS

The school does not give priority under its admission criteria for twins, triplets or other children from multiple births. However the school will endeavour, wherever possible, not to separate these children.

WAITING LIST

In order to restrict numbers to the maximum admission number, 150 places will be offered to candidates with the highest priority in accordance with the admissions criteria. Then all candidates below this level will be listed in order of priority for a waiting list drawn up in accordance with the admissions criteria.

This list will be a priority Waiting List for admission for **Foundation** places until the maximum admission number has been accepted. If vacancies occur before appeals, this list will be used to offer places.

The length of time on the waiting list does **not** influence admissions decisions.

All Looked After children, previously Looked After Children (as defined on page 2 of the Admissions Policy for Academic year **2025/26**), and those allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list.

Notes:

- I** The supportive religious reference should confirm the frequency/regularity of attendance (i.e. weekly, monthly) and should be from the place of worship where the child and parent(s)/carer(s) regularly attend. **If you have changed your place of worship within a period of five years prior to the application, or worship at more than one church, please forward with the application a supportive reference from the parish priest or minister at your former or other place of worship, or from EACH of the places of worship you attend.**

A parent or child should be defined as a “weekly” attendee if they are normally in church at least on the Sundays in school term time and at least 50% of other Sundays.

Parents or children who are claiming weekly attendance by attendance at a church with a different established service pattern such as mid-week should substitute that for Sunday in the above.

If for any reason you or your child worships at more than one church you should take this into account when assessing the frequency of attendance at worship. NB if you take advantage of this it is essential that you obtain appropriate reference from all religious leaders concerned when submitting your application. Additional forms can be obtained from the school or you may photocopy pages 2 and 3.

Attendance at church with their Primary School does not count towards a child’s church attendance.

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.

- II** Looked After and Previously Looked After Children (as defined on page 2 of the Admissions Policy for Academic year **2025/26**) are requested to fill in a Supplementary Information Form but they are only required to complete Page 1. Looked After and Previously Looked After Children who are Christian should use the Foundation (Christian) Supplementary Information Form. Looked After and Previously Looked After Children who are of a World Faith should use the World Faith Supplementary Information Form.
- III** In the event of undersubscription, ie if the number of applications for Foundation (Christian) Places is less than the places available, the shortfall of allocated places will be transferred to the World Faith category.
- In the event of a shortfall of applicants providing a religious reference, those applicants who have listed Twyford as one of their choices on the Common Application Form, but not provided a religious reference, will be considered. If there are more of such applicants than places available, then the same “tie break” oversubscription criteria as that listed on page 2 of either of the Foundation/World Faith Policies will apply.
- IV** Please note that an application received without a supportive reference from the parish priest or minister cannot be considered for a Foundation place.

Summary

USING THE POINTS SCORE

- | | | | | |
|----|---|-------------------|-------------------------|-------------------------|
| 1. | Weekly | (5 Points) | } | Child and Parent |
| | 3 times a Month | (4 Points) | | |
| | Fortnightly | (3 Points) | | |
| | Monthly | (2 Points) | | |
| | Occasional | (1 Point) | | |
| 2. | Attendance in Years (1-5) | | | |
| | (1 year - 1 point) | } | Child and Parent | |
| | (2 years - 2 points) | | | |
| | (3 years - 3 points) | | | |
| | (4 years - 4 points) | | | |
| | (5 years - 5 points) | | | |
| 3. | Attendance at the Church of England as the main place of worship (1 point) | | | |

Maximum points 21

DISTANCE CRITERIA IS APPLIED WITHIN EACH TOTAL POINTS SCORE

It is anticipated that candidates scoring 20 or 21 points will be subject to the distance criteria being applied for the final award of places.

LATE APPLICATION FROM YEAR 6 PARENTS APPLYING FOR YEAR 7 PLACES

If a supplementary religious reference is received after the published closing date it will be acknowledged but cannot be considered until after the Pan London offers are made in **March 2025**. Parents are strongly advised to send all applications by registered/recorded post.

APPEALS

Parents who are not offered a place for their child have a statutory right of appeal to an independent admissions appeals panel. Parents wishing to appeal should write to the admissions department at the school, enclosing a stamped addressed envelope, requesting an appeal form. The form, with any attachments, should be sent to the Clerk of the Appeals Panel at the school **within TWENTY SCHOOL DAYS** of the notification not to admit.