ASPIRATIONS

Space Studio West London
an Aspirations Academy

Admissions Policy

For Admissions in September 2026

Revised September 2023

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THE ADMISSION OF STUDENTS TO SPACE STUDIO WEST LONDON

This document sets out the admission arrangements for Space Studio West London.

Space Studio West London is a Studio School for 14-19 year old students, with a challenging, engaging and innovative approach to curriculum delivery. Space Studio West London utilises a wide range of learning strategies, actively involves employers and universities in the curriculum, provides opportunities for students to experience the real world of science and technology, and exhibits a culture of aspiration. On leaving the Studio School, students will have a variety of pathways available to them including directly entering employment in local Space related industries, going on to college or university, or starting their own businesses. Our Admissions Policy reflects these aspirations.

Space Studio West London will provide school places for young people aged between 14 to 18 years old and the Admissions Arrangements for the Year groups, 10 and 12, intake 2026 are set out below.

Space Studio West London will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Aspirations Academies Trust, which governs Space Studio West London.

Space Studio West London will manage their own admissions for 2026 and applications should be made directly to the school. There is no requirement for Hounslow LA to co-ordinate in-year applications but they **must** provide information in the composite prospectus on how in-year applications can be made and will be dealt with. Local authorities **must,** on request, provide information to a parent about the places still available in all schools within its area. The Aspirations Academies Trust will on receipt of an application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

Notwithstanding these arrangements, the Secretary of State may direct Space Studio West London to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

A rationale for the admission arrangements across the Aspirations Academies trust can we found on the Trust website: www.aspirationsacademies.org

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

The admission arrangements for Space Studio West London for the year 2026/27 and for subsequent years are:

- Space Studio West London has an agreed admission number of 75 students in Year 10. The Academy will accordingly admit 75 students into Year 10 if sufficient applications are received.
- Space Studio West London has an agreed admission number of 75 students in Year 12**.**
- Space Studio West London may set a higher admission number as its Published Admission Number for any specific year. The Academy is not required to consult on any proposed increase to the PAN; however it must notify the Local Authority of the increase and specify the changes on the Academy website.
- Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

PROCESS OF APPLICATION FOR YEAR 10

- The Space Studio West London Application Form must be completed and returned to the school for all admissions to Space Studio West London by 31st October 2025, although late applications will also be accepted if places are still available. Offers for places will be made on March 1st 2026.

- All applicants* to the Space Studio will be required to sit a Numeracy Test. Space Studio West London's aim is to provide an education rich in science and mathematics and so a balanced distribution of students based on mathematical ability is essential both to ensure a true comprehensive intake and to provide the appropriate level of education for each student. This is achieved through the use of three ability bands - high, middle and low. To allocate Year 10 students to the appropriate band all applicants to the Academy are required to sit a Numeracy Test. As these tests are conducted before the students join the academy this also allows the academy to provide an individually appropriate education for each student from the moment they arrive in September. Students are allocated to an ability band on the basis of their Numeracy Test score. There will be 25 student places in each ability band.

**It is not compulsory for the following children to sit the Numeracy Test:*

- *Children whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school*
- *Looked after children (Note 1) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (Note 2) (or became subject to a child arrangements order (Note 3) or special guardianship order (Note 4).*

(However, it is strongly recommended that these students do sit the test as the test will enable appropriate interventions and support to be readily available from the start of term, as well as enabling placement in the correct band).

- The Test will be sat in the September of the year that applications for places are made. There will be a choice of two Test days. This means that Year 9 pupils who are considering applying for a place at the Space Studio in September 2026 will sit the test in October 2025. Any student ill on the day of the test will be provided with an opportunity to sit the test on an alternative day, provided the illness is supported by an official medical note.

- Any student who applies for a place at the Space Studio without having sat the Numeracy Test will sit the test before the final place allocations are made in March 2026. *As the test is administered on-line it is relatively easy to arrange a suitable test date.*

- Any student with identified Special Educational Needs, who chooses to sit the test, will take the test without additional support as the test is designed to pick up on any learning issues.

- The Numeracy Test is not a pass or fail test. It is used to allocate each applicant to an ability band on the basis of their test score. Parents will be informed of the test result by the end of October 2025.

- Invitations to all interested Year 9 pupils to apply to sit the Numeracy Test will be made available on the academy website, at open days and given to all students who express and interest in joining the Space Studio. Students who apply but have not yet sat the test will be invited to take the ability tests by letter sent to the address stated on the Application Form.

- Notification of Offer of Places: Parents will be informed by the Space Studio of the offer of a place in writing by a letter posted on 1st March 2026. Parents are asked to confirm their acceptance of the offer with the Space Studio by 16th March 2026.

- If after the 1st March 2026 the school is not full, additional applications will be accepted and pupils will be admitted until Year 10 meets its capacity of 75.

- Parents and students will then be offered an opportunity to visit the academy before September 2026 and meet staff as part of preparing them to give them the best possible start in the Space Studio.

PROCEDURES WHERE THE SPACE STUDIO IS OVERSUBSCRIBED FOR PLACES IN YEAR 10

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:

Applications will be considered against the ability band in which the applicant is placed by the Numeracy Test score. After the admission of students whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school, the following criteria will be applied to determine those children who will be offered places within each band.

The criteria are listed in priority order:

1. Looked after children *(Note 1)*, all previously looked after children and internationally previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, *(Note 2)* (or became subject to a child arrangements order *(Note 3)* or special guardianship order *(Note 4)*). Such students will be given top priority in each band before the oversubscription criteria is applied.
2. Children with a sibling already at the Space Studio. *(see Note 5)*
3. Children who currently attend an Aspirations Academy*, currently Rivers Academy West London. ***The philosophy of the Aspirations Academies Trust considers all-through, age 2-19 education to be very effective practice and brings many educational benefits to our young people and their parents. Space Studio West London works very closely with the staff and pupils at Rivers Academy West London with many shared staff and joint initiatives in place. Pupils from Rivers Academy West London already attend Space Studio West London, this number will increase as the philosophical, educational and operational ties between the academies***

strengthens further. The Aspirations Academies Trust publicises to parents the advantages to them of choosing and all-through age education in Feltham.

4. Children of staff in the following circumstances *(see Note 6)*:
    a. where the member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and
    b. children of newly appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2012)

If at the end of this process there are unallocated places in any band these will be filled by unallocated applicants from the next nearest band(s) using the same allocation criteria set out above. Where there are two applications that cannot be separated a fair tie-breaker process shall be used. This process will be conducted randomly through the use of an electronic random sorter. This random allocation will be made/done using an electronic random sorter managed by appointed person drawing the names. The appointed person will be an independent Space Studio administrator who has no involvement in the school admission process.

Notes:

1. *A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, 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. 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 Section 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).*
2. *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).*
3. *Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*
4. *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individual to be a child's special guardian (or special guardians).*
5. *In all categories, priority will be given to those who have a brother or sister attending Space Studio West London at the time of admission but not application. This means that there will be no sibling connection for admission purposes as follows:*
    a) applicants for entry to Year 10 if they have a brother or sister in Year 11 unless the CAPF records an expressed intention of the sibling staying on into Year 12
    b) applicants for entry to Year 10 if they have a brother or sister in Year 13

The definition of a brother or sister is:

- *A brother or sister sharing the same parents*
- *Half-brother or half-sister, where two children share one common parent*
- *Step-brother or step-sister, where two children are related by a parent's marriage*
- *Adopted or foster children*

Where the final place in a year group is offered to one of twins or triplets or other children from multiple births living at a single address, a random electronic allocation will be used to determine who will be offered a place at Space Studio West London.

6. *Under the oversubscription criteria the word staff will mean: All staff who have been continuously employed by the school for a period of at least 2 years for the purpose or working in the school as follows:*
   - *All full time teaching staff*
   - *All part time teaching staff with a 45% and above timetable*

   The 2 year qualification period may be waived if a post is hard to fill.
   The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children or staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff

APPEALS PROCESS

Unsuccessful applicants may appeal for a place in the Space Studio. Parents wishing to appeal should write to the academy to request appeals papers. The letter should be addressed to the Principal, Space Studio West London, Letchworth Avenue, Feltham, TW14 9RY. Appeals will be heard by a panel which is independent of the Space Studio and the Governors.

Late Applications

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family was unable to complete an application form before the closing date because they moved into the area after the issue of application forms.
  OR
- The family was unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (i.e. after places have been offered) will be added to the list of continued interest in admission criteria order. The list of continued interest for Year 10 will be kept until the last day of December 2026. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list. This means that a child's position on any waiting list can move down as well as up.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL YEAR GROUP

The Aspirations Academies Trust as a general rule does not recommend the admission of children outside of their normal year group. However, the decision to admit a child outside of their normal Year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's 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. In each case, a meeting will take place between the Principal and the parent(s)/carer(s) prior to a decision being made. The Principal of the Space Studio will discuss the issue with either the Executive Principal or Chief Executive before making a decision. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **will** set out clearly the reasons for their decision.

WITHDRAWING AN OFFER OR A PLACE

The admission authority, The Aspirations Academies Trust, **will not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **will** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **will** be considered afresh, and a right of appeal offered if an offer is refused.

ADMISSION TO POST 16 PROVISION

Every student in Year 11 at Space Studio West London is entitled to a place in the Sixth Form providing there is a course suitable for him/her and the student meets the entry requirements. Course requirements are published annually on the school's website in the post-16 prospectus. The post 16 PAN at Space Studio West London is 75. After the transfer of Year 11 pupils into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 75. After the admission of students whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school, the following criteria will be applied:

Over-subscription Admissions Criteria:

1. Looked after children *(Note 1)*, all previously looked after children and internationally previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, *(Note 2)* (or became subject to a child arrangements order *(Note 3)* or special guardianship order *(Note 4)*). Such students will be given top priority in each band before the oversubscription criteria is applied.
2. Children with a sibling already at the Space Studio. *(see Note 5)*
3. Children who currently attend an Aspirations Academy*, currently Rivers Academy West London. ***The philosophy of the Aspirations Academies Trust considers all-through, age 2-19 education to be very effective practice and brings many educational benefits to our young people and their parents. Space Studio West London works very closely with the staff and pupils at Rivers Academy West London with many shared staff and joint initiatives in place. Pupils from Rivers Academy West London already attend Space Studio West London, this number will increase as the philosophical, educational and operational ties between the academies strengthens further. The Aspirations Academies Trust publicises to parents the advantages to them of choosing and all-through age education in Feltham.***
4. Children of staff in the following circumstances *(see Note 6)*:

a. where the member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and

b. children of newly appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2012)

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break. This random allocation will be made using an electronic random sorter with an appointed person drawing the names. The appointed person will be an independent Space Studio administrator who has no involvement in the school admission process.

SIXTH FORM APPLICATION PROCEDURE

All external students interested in a place at Space Studio West London Sixth Form for 2026 should complete an application form available directly from Admissions Team at Space Studio West London (Contact: office@spacestudiowestlondon.org) or online at www.spacestudiowestlondon.org

The application form should be returned to the school by 31st January 2026, although late applications will also be accepted until the end of August 2026. Offers for places will be made on March 1st 2026 based on forecast grades.

Late Applications

Late applications will be considered, although it will be more difficult to comply with subject preferences. Applications received after the notification date (after places have been offered) will be added to the list of continued interest in admission criteria order. The list of continued interest for Year 12 will be kept until the last day of December 2026.

ARRANGEMENTS FOR IN YEAR ADMISSIONS

- All applications made during the academic year (in year admissions) must be made to the Space Studio (the application form is available on the academy website). All such applications will be considered and if the year group applied for has a place available in the appropriate band the Academy will admit the child unless the applicant has significant behavioral issues, in which case the child will be referred to the Local Authority Fair Access panel. (Such refusals will only occur where the student concerned has been previously excluded from two or more schools or where special circumstances apply as specified in the Admissions Code of Practice. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding.) If more applications are received than there are places available, the oversubscription criteria above for Year 10 or for post-16 places shall apply. If applying for a place in Year 10 or 11 this will require the applicant sitting the cognitive ability test.
- Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.
- A waiting list will not be held by the Academy for In Year Admissions in Year 11 or for In Year admissions for Year 10 after 31st December of the first year. All In Year applications will need to be made to the Academy and will be allocated under the admissions criteria, according to their ability band, (This will require the applicant sitting the cognitive ability test), when a place becomes available. Any places allocated under in-year admissions will be notified to the LA to allow it to update its records.

- Although most children will be admitted to the Academy within their own age group, the Academy will make decisions on the year group of entry on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

FAIR ACCESS ADMISSIONS

Space Studio West London will adhere to the Fair Access Protocol as determined by the LA to ensure that 'Hard to Place' students will receive a suitable school place. Managed Move requests for students from other Secondary Schools will also be given consideration as part of the adherence to the National Admissions Code.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

Space Studio West London will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.