



## The Admission of Students to the City of London Academy 2020-2021

This document sets out the admission arrangements for the City of London Academy. Any changes to the arrangements set out in this document, with the exception of setting a published admission number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.

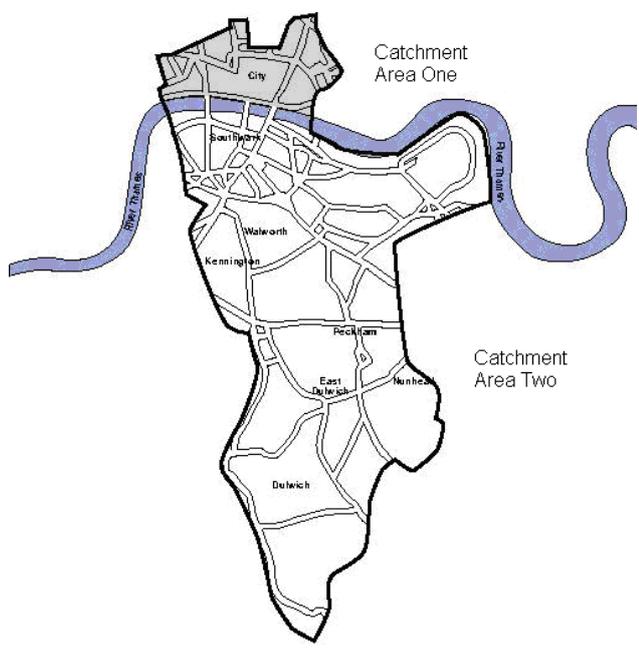
The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admissions Appeals Code as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. The Academy will participate in the Pan London Co-ordinated Admissions Scheme operated by Southwark LA. Applicants will be required to complete and submit an online application form at [www.southwark.gov.uk/schooladmission](http://www.southwark.gov.uk/schooladmission).

- 1.1 The City of London Academy has a published admission number of 240 pupils in year 7 and will admit this number.
- 1.2 The Academy admits up to 10% of pupils on the basis of assessed aptitude in Information Technology. A pupil with aptitude is one who we identify as being able to benefit from teaching in a specific area or who demonstrates a particular capacity to succeed in that area.
- 1.3 Applicants residing in catchment area one, the City up to 30 places.
- 1.4 The Academy will admit children with Statements of Special Educational Need where the Academy is named in the Educational Health Care Plan. The Academy makes particular provision for pupils on the Autistic Spectrum.
- 1.5 In order to ensure that the intake to the School represents the full range of ability, the School will use Banding as part of its admission arrangements. Other than to determine the ability band into which a pupil will be placed, the assessment of a pupil's ability plays no other part in the admission arrangements for City of London Academy (Southwark). Ability bands will be adjusted to make sure they are identical in size where possible i.e. numerically equal or to the nearest whole number; so that there is no material advantage or disadvantage in random allocation rankings between different ability bands.

## 2 Admission and Oversubscription Criteria

- 2.1 If there are more applicants than the number of places available the following oversubscription criteria will be applied:
- 2.2 After places have been allocated to children with a Statement of Special Educational Needs or EHCP that names the academy in accordance with the Code of Practice, and to children who have met our Information Aptitude Assessment criteria based on aptitude for Information and Technology, places within each band will be allocated in the following order of priority:

- a) "Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to residence orders or special guardianship orders immediately following having been looked after. A looked after child who is (a) in 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) at the time of making an application to a school."
- b) Siblings of pupils in attendance at the Academy in Years 7 to 11 only. "Brothers and sisters include half brothers and sisters and step brothers and sisters who share the same home. It also includes adopted and foster brothers and sisters who share the same home." Siblings of students who are currently in Years 12 and 13, and who moved through the lower school.
- c) Children attending Redriff Primary.
- d) Applicants residing in catchment area one, the City of London, shown on the map overleaf (maximum of 30 applicants).
- e) Applicants residing in catchment area two, the Borough of Southwark.
- f) Applicants residing outside of the catchment areas shown on the map, children attending the Sir John Cass's VA Foundation Primary School in the City of London will be given priority.
- g) Where the Distance Tie-Break does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.
- h) Where professional evidence indicates that there are particular psychological, medical or social needs which the School's Learning Support Faculty agrees only The City of London Academy (Southwark) has the capability of addressing or meeting and significant difficulties would arise were the applicant to attend a different school.
- i) Children who live nearest to the Academy measured by the shortest safe walking distance from the child's home to the corner of Lynton Road and St James Road by the main Academy Building. Our measurements are performed using Hometrack software that calculates the shortest, safest walking route in metres. A centroid (centre point), supplied by Ordnance Survey (OS), ) "When dealing with multiple applications from a block of flats to the Academy, lower door numbers will take priority."



- 2.3 Where places become vacant in a band, for example, because parents accept offers of places at independent schools, and no applicants in those bands remain without a place, they will be filled in rank order by children falling into the next nearest band(s) i.e. the band(s) on either side, below or above.
- 2.4 Late applications will be dealt with in accordance with the procedures set down by Southwark Local Authority within the Pan London Co-ordinated *Admissions System*.

### **3 Admission of Children Outside of their Normal Age Range**

- 3.1 Prospective parents/guardians/carers who wish their child to be admitted to City of London Academy (Southwark) outside of their normal age range, for any reason e.g. because their child is gifted and talented, summer born, premature or experienced ill health, may do so by attaching their written request to their application for admission. They must set out in detail their reasons for making the request attaching current relevant documentation from at least two medical, health or educational professionals who support the request.
- 3.2 Where the School agrees to the request to admit the applicant outside of their normal age group, there can be no guarantee of a School place being available at City of London Academy (Southwark). This is dependent on whether the applicant fulfils our admissions criteria including oversubscription criteria and their ranking position as determined by our Admission Policy.
- 3.4 Prospective parents/guardians/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. The right to appeal does not apply if the child is offered a place at the academy but the place offered is not within the applicants preferred age group.

### **4 Waiting Lists**

- 4.1 The City of London Academy (Southwark) will operate separate waiting lists for each ability band. Where in any year The City of London Academy (Southwark) receives more applications for places than there are places available, waiting lists will be maintained indefinitely by The City of London Academy (Southwark) from 1<sup>st</sup> September of the year to which the application applied in accordance with Local Authority guidelines.
- 4.2 An applicant's position on the waiting list(s) will be determined in accordance with our oversubscription criteria, taking into account late applicants, in accordance with the School Admissions Code. Any prospective parent may ask for an applicant's name to be placed on a waiting list for The City of London Academy (Southwark). The addition of an applicant to a waiting list will require the waiting list to be ranked again in line with the published oversubscription criteria.
- 4.3 Children considered for a place via the Local Authority's Fair Access Protocol must take precedence over those on a waiting list determined solely by random allocation.
- 4.4 Children who are the subject of a direction by the Secretary of State to admit will be given precedence for admission over children on the waiting lists.

### **5 In-year Admissions**

- 5.1 Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the School will consider all such applications and if the year group applied for has a place available, a

place will be offered. If a place is not available, the parent can ask for his or her child's name to be added to the appropriate waiting list, as described in Section 4. Parents whose application is turned down are entitled to appeal to an independent appeals panel.

- 5.2 Students who leave will be replaced from those on the relevant waiting list, or by casual mid-year entry, if all waiting list demand has been met, from those who are in the same band as the place vacated.

## 6 Appeals

- 6.1 Parents/Guardians/Carers whose children are not offered a place have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain the appropriate appeal form from the school. Independent appeal forms should be sent to reach the Clerk to the Appeal Panel, care of The City of London Academy (Southwark), within 30 working days of receipt of the Appeal Form or before our published deadline to receive appeals (whichever is earlier). Appeals information is also accessible via our website as appropriate. Every effort is made to hear appeals during the same period of time. Should an independent appeal be unsuccessful, the Governing Body will not arrange to be considered further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

## 7 Process of application

- 7.1 The City of London Academy will use the following time-table for applications each year (exact dates may vary from year to year):
- a) **September** – the City of London Academy will publish in its prospectus information about the arrangements for admission, including over subscription criteria, in the following September (e.g. in September 2020 for admission in September 2021). This will include details of Open Evenings and other opportunities for prospective students and their parents to visit the Academy. It will publish the date by which applications must be received by the Southwark LA under the co-ordinated admission arrangements. The City of London Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
  - b) **September**– the City of London Academy will hold Open Evenings/opportunities for parents to visit the City of London Academy.
  - c) **October** – closing date for application forms.
  - d) **November**- LA sends applications to the Academy.
  - e) **October** – Prospective students will sit a Banding Test and can sit an Information and Technology Aptitude Test, if they wish.
  - f) **January** – the City of London Academy returns the list of students to be offered places to the Southwark LA in September
  - g) **March** – Southwark LA informs parents and schools about the KS3 student allocations for September.

## **8 Proof of Identification**

- 8.1 Following the offer of a place at the Academy parents/carers must provide their child's proof of identification and main residence to comply with the Academy's admissions criteria. The forms of identification may include:
- Short birth certificate
  - NHS registration
  - Council tax bill
  - Two current utility bills.

## **Consultation**

- 9 The Academy shall consult each year on its proposed admission arrangements.

## **Determination and publication of admission arrangements**

- 10 Following consultation, the Academy must consider comments made by those consulted. The Academy shall then determine its admission arrangements by April of the relevant year and notify those consulted what has been determined.

## **11 Publication of admission arrangements**

- 11.1 The Academy will provide information for any composite prospectus; this will be published on our website by May.
- 11.2 The published arrangements will set out:
- a) the name and address of the school and contact details;
  - b) a summary of the admissions policy, including over-subscription criteria;
  - c) a statement which makes clear that religious affiliation is not part of the admissions process;
  - d) numbers of places and applications for those places in the previous year;
  - e) arrangements for hearing appeals.

## **Representations about admission arrangements**

- 12 Where other admissions authorities in the relevant area make representations to the City of London Academy about its admission arrangements, the Academy will consider such representations. Where the Academy and other admission authorities cannot reach agreement locally, any admission authority in the relevant area may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy. Where s/he judges it appropriate, the Secretary of State may direct the City Academy to amend its admission arrangements.
- 13 Other admission authorities in the Southwark area have the right to ask the City Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask the Secretary of State to direct the City Academy to increase its proposed published admissions

number. The Secretary of State will consult the City Academy and will then determine the published admission number.

- 14 The Secretary of State may direct changes to the City Academy's proposed admission arrangements.

#### **Proposed changes to admission arrangements by City of London Academy after arrangements have been published**

- 15 Once the admission arrangements have been determined and published, the Academy should propose changes only if there is a major change of circumstances. In such cases, the City of London Academy must consult those consulted and must then apply to the Secretary of State setting out:
  - a) the proposed changes;
  - b) reasons for wishing to make such changes;
  - c) any comments or objections from those entitled to object.

#### **Need to secure Secretary of State's approval for changes to admission arrangements**

- 16 The Secretary of State will [usually] consider applications from an Academy to change its admission arrangements only when the said Academy has consulted on the proposed changes as outlined.
- 17 Where the Academy has consulted on proposed changes and there have been no objections from other admissions authorities the Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and forwarding any comments or objections from other admission authorities/other persons.
- 18 The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.