



**HABERDASHERS' ASKE'S
FEDERATION TRUST
2016 ADMISSIONS POLICIES
CONSULTATION
REPORT
APRIL 2015**

1: Summary

The Haberdashers' Aske's Federation Trust (**HAFT**) has consulted on the proposed Hatcham College, Knights Academy and Crayford Academy admissions policies for 2016/17 onwards in accordance with the requirements of the school admissions code, which has been revised in 2014.

The main proposed changes were to the Hatcham College sibling criterion, which would enable the College to include a 2 mile distance restriction for siblings and an age limit on sibling applications to year 7 (so that siblings in the VI form would not be considered). For Crayford Academy the policy proposed the removal of banding and giving reception entry parents the opportunity to state a preference for their preferred primary campus. At Knights Academy the proposal was to change the number of places allocated to each band.

There were a few relatively minor statutory amendments made to all the Federation admission policies which were due to the school admissions code being revised in 2014. In addition the London Borough of Lewisham has amended the way they measure straight-line distance from home to school. This affects the admissions policies for Knights Academy, Hatcham College and Hatcham Temple Grove Free School (the policy for HTGFS was not otherwise changing and was not part of the consultation).

Sixteen responses were received for the Hatcham College consultation, which gave a range of views; no responses were received for Crayford & Knights Academy.

Having considered the response, HAFT has decided to determine the Crayford Academy and Knights Academy policies in line with the consultation versions. For Hatcham College, HAFT has decided to implement some of the proposed changes according to a modified timetable. For the primary admissions policy, the modification is that the restriction on distance should only affect the younger siblings of children admitted from September 2016 onwards. For the secondary admissions policy HAFT has decided not to proceed with a restriction on the distance from which siblings can be admitted, but to proceed as planned with the proposal that older siblings must be in years 7-10 at the time of application.

2. The Consultation process

HAFT consulted on the proposed admissions policies for 2016/17 onwards from 5 January 2015 to 1 March 2015. A copy of the policy was placed on the HAFT website www.haaf.org.uk with information about where to send comments. A letter was sent to all Hatcham and Crayford parents and an email was sent to all to the recipients below advising them of the consultation with a link to the HAFT website;

- All the primary and secondary schools in the boroughs of Lewisham, and Bexley.
- Primary schools in the parts of Kent, Southwark, & Bromley close to Academy sites
- The LAs of Bexley, Kent and Greenwich, Bromley, Lewisham and Southwark

The responsibility to determine admissions policy rests with the Haberdashers' Aske's Federation Trust Board. The law requires this to be done by 15 April 2015. The policies must then be placed on

the HAFT website and sent to the recipients mentioned above. Anyone can challenge the determined policy, by referring it to the schools adjudicator, until 30 June 2015.

3. Proposed changes to the policy

The admissions policy areas that the Federation schools were consulting are as follows:

Crayford Academy:

1. Amend the primary admissions criteria at Crayford Temple Grove in order to allow parents to apply for their preferred campus.
2. Remove the banding process for secondary admission to Crayford Academy, to reduce costs and inconvenience to applicants.

N.B. Due to some confusion in the local community about the difference between the Slade Green Campus of Crayford Academy and the neighbouring Slade Green Infants School, the Academy has decided to change its primary campus names to South and North.

Amend the primary admissions criteria at Crayford Temple Grove in order to allow parents to choose which campus they would like their child to be considered for.

Some parents found the Crayford Temple Grove reception entry admissions policy difficult to understand due to the two campuses, which are over a mile from each other, being part of a single school. Under the school's 2014 policy parents were considered for admission to both campuses on distance. In 2014 there were a large number of applications from families living near to the Crayford campus (which has 30 places) and fewer from families living near to the Slade Green campus (which has 60 places). This meant that a number of families who lived close to the Crayford campus, but not close enough to be offered a place, were offered a place at the Slade Green campus instead. Some families were very unhappy about this, for example because they would have to travel past the Crayford campus on their way to the Slade Green campus, or because they would have preferred a place at another school as their alternative to a place at the Crayford campus.

Under the school's 2014 policy a parent cannot give a preference stating the campus that they would like their child to be considered for. The proposed amendment to the admissions policy would allow parents to express a campus preference or to indicate that they would like to be considered for both campuses.

Removal of banding for Crayford Academy

Until now, the banding process has been used to ensure a comprehensive intake to year 7, which reflected the ability profile of applicants who apply to the school. It required all applicants to be tested, but the outcome of the test only affected the chances of a small number of applicants. Those who were already in the primary phase, those who had statements of SEN, who were in care or who had particular medical and social needs, those who were admitted under the music specialism and those who had older siblings in the school were offered places regardless of their test outcome. The remaining places were then allocated to other applicants based on their distance from the Academy and the band they had been allocated which was based on the score achieved in the NVR test. The number of external places in year 7 at Crayford is small and they are a declining proportion of the total because of:

- a) The increase in the size of the Academy's primary phase from one form to four forms following the incorporation of Slade Green Junior School.
- b) The increasing number of children admitted as siblings: as the secondary school grows there are more applicants to year 7 with older siblings in the school.

Using banding for a relatively small number of the total places has resulted in some applicants who live very close to the school (200m) not getting places.

Hatcham College

The proposed change was to amend the sibling criterion definition for Hatcham College primary and secondary siblings, in order to reduce the number of siblings who get in to Hatcham College despite living further away than successful applicants considered under the distance criterion. The proposed amendment was to consider siblings who:

- a. live within a two mile radius of the school
- b. for the secondary school have a sibling in years 7 – 10 (but changed to exclude the VI form) at the time of application.

The proposed policy criterion was as follows:

Primary Phase

Pupils who live within a 2 mile radius (measured as per clause 10d) and on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address) who is on the roll of the primary school. Pupils will be considered under this criterion if they have an older sibling who attends the primary school and who will continue to be on roll when the pupil joins the primary school. Proof of the sibling relationship will be required if a place is offered.

Secondary phase

Pupils who live within a 2 mile radius (measured as per clause 15) and on the date of admission will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address) who is on the roll of the secondary school in years 7 – 10. Pupils will be considered under this criterion if they have a sibling who meets the above definition and who will continue to be on roll when the pupil joins the secondary school.

Correction to the policy wording

On the 11 February a parent responding to the consultation asked for clarity as to whether to count as an older sibling a student had to be in year 10 at the time of application to year 7 or at the time of admission to year 7. The original consultation policy document said “date of admission” which was a typing error. This was amended on the 12 February and the new policy uploaded to the website. The change was as follows.

*Pupils who live within a 2 mile radius (measured as per clause 15) and on the date of ~~admission~~ **application**, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address) who is on the roll of the secondary school in years 7 – 10. Pupils will be*

considered under this criterion if they have a sibling who meets the above definition and who will continue to be on roll when the pupil joins the secondary school.

The wording of the proposed primary admissions policy was correct, because it referred to the sibling being on roll of the primary school at the time of admission. This part of the policy was not changed during the consultation. However, to ensure that it is explained in a consistent way, the wording in the determined policy should be amended as below, to refer to the date of application rather than the date of admission. This does not alter the meaning from the consultation version.

*Pupils who live within a 2 mile radius (measured as per clause 10d) and on the date of ~~admission~~ **application**, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address) who is on the roll of the primary school **in reception or years 1-5**. Pupils will be considered under this criterion if they have a sibling who attends the primary school and who will continue to be on roll when the pupil joins the primary school. Proof of the sibling relationship will be required if a place is offered.*

Knights Academy

Knights Academy uses the national ability profile when assessing applicants and the size of each band is based on the applicants applying for a year 7 place.

The Academy is proposing to as far as possible to allocate places equally across the bands instead of the same percentage as there are applicants in the band, thus ensuring a comprehensive intake in year 7 if the school is oversubscribed.

4. Responses to the Consultation

HAFT received 16 on time responses to the Hatcham College consultation from parents of children already on roll and one response from Lewisham LA which was received on the 4 March after the 1 March deadline. Only one response was received for Crayford from a potential reception 2015 parent, who asked for her campus preference to be considered. No responses were received with regards to the proposed change being made to the Knights Academy policy.

Responses from parents about the Hatcham policy

The main comments made by parents to the consultation were as follows:

- Some parents felt that the proposed sibling policy should not include siblings of students who are on roll now, as this was one of the reasons for applying and accepting a place at the College.
- Other parents felt that the 2 mile radius was a good idea and some suggested that it should be reduced to ½ mile or 1 mile.
- Those suggesting a smaller distance felt that the year group definition of 7 – 10 was not fair, as how far apart in age siblings were was not always a parental choice.

- Parents of music applicants felt that their children were being treated unfairly as many music students live outside the 2 mile radius.
- A year 9 parent queried whether a student had to be in year 10 at the time of application or admissions. This was a typo and was amended: it should have read the time of application.
- One Southwark resident parent felt that the policy would further increase the property price of houses with a half mile radius of the school, which would discriminate against parents who couldn't afford to buy a house in the area.
- Some parents were concerned that their siblings would not now be in the same school said that different term and holiday dates were a concern as were possible clashing parent's evenings.

The main points made in the response from Lewisham are below. The letter says it was sent on behalf of the admissions forum, a group of local head teachers and local authority officers.

- The proposal to restrict the distance of sibling applicants was more tenable for primary aged children but that it would not work for secondary age.
- The Forum felt that all schools in Lewisham should adopt the same definition of sibling and that this would change that. They suggested that if the Board of governors determine a change of definition of sibling, it should not apply to those existing families, therefore not restricting those families who have moved address after their older child(ren) have been admitted to the school.
- Given the current housing situation, many families are moved out of the area due to temporary accommodation and usually with little choice. The Forum particularly noted that some families may move beyond 2 miles but still be in the Borough and suggested that those families may be in a different position to those who are moved outside of the Borough.

5. Other changes required to the admissions policy

Statutory changes due to the revised School Admissions Code

The school admission code has been revised in December 2014 after consultation. The revised code requires schools to make some statutory amendments to their admissions policies. These apply to all of HAFT's schools. The amendments made to the policies are as follows

Looked after children criterion

A reference to a child arrangements order has replaced residence orders. This change was in the version of the policy that was consulted upon. For example

*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 residence** or special guardianship order. A looked after child is a child who is looked after by a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989 at the date of the relevant application for admission is made.*

Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.

This change to HAFT's policies was not consulted on. As a statutory requirement, a consultation is not required. To comply with the requirements of the admissions code the following addition to the admissions policy could be made.

Admission of children outside their normal age group

The Academy will consider applications received for a place in a year group that would not be the child's normal age group on a case by case basis.

How long the Academy must hold a reserve List

This change to HAFT's policies was not consulted on. As a statutory requirement, a consultation is not required. The reserve list wording will need to be amended to say that the school will hold a reserve list of unsuccessful applicants until the 31 December of the new academic year. It currently says the school will hold this list until the end of the first Askean term. For example the wording would change as follows:

*The Academy will operate a waiting list where in reception and year 7 the Academy receives more applications for places than there are places available. A waiting list will operate from the day after national offer day until ~~the end of the first Askean Term of~~ **31 December of** the new academic year. The Academy will allocate a place on the waiting list to applicants who have not been offered a place by the Academy or a higher preference from their local authority common application form preferences. Applications received after the national offer day or those who have received a higher preference but requested to go on waiting list will have a lower priority unless there are exceptional circumstances*

Changes to the wording about distance measurements at schools in Lewisham

Lewisham LA has made a technical change to the way the distance measurements are calculated and this should be reflected in the proposed policies for Hatcham College, HTGFS, and Knights Academy.

HAFT used the following form of words in the consultation version of the policies for its schools in Lewisham. This was based on a suggestion from the London Borough of Lewisham, who make the distance measurements for us.

The remaining places will be offered to pupils who live nearest to the primary school on the basis of proximity. Home to Academy distance will be measured as the direct line distance between the pupil's home address and the Ordnance Survey designated feed point for the primary school site in XXXX road.

However, this is not the form of words Lewisham have ultimately decided to use in the admissions policies for their community schools. The wording in those policies makes clear how the policy would work for a multi-occupancy building, so HAFT will use this wording instead. It describes more accurately the practice that will be followed. For example

The remaining places will be offered to pupils who live nearest to the primary school on the basis of proximity. Home to Academy distance will be measured to a central nodal point in the primary school site in XXX Road in a straight line, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address. If more than one applicant lives in a multi-occupancy building, such as a block of flats, priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

6. Conclusion

The Haberdashers' Aske's Federation Trust Board has considered the responses received and made the following decision about the determined admissions policies for its schools.

Decisions

1. All the admissions policies will be amended to comply with the requirements set out in section 5, including the admissions policy for Hatcham Temple Grove Free School, which was not consulted on as there were no other proposed changes.
2. The changes to the Crayford Academy admissions policies proposed in the consultation will be made, with the addition of a sentence to clarify that if an applicant to the primary school does not indicate which campus they prefer, they will be considered for both campuses.
3. The changes to the Knights Academy admissions policies proposed in the consultation will be made.

Hatcham College primary phase

4. The proposed 2 miles distance limit will be determined but amended to only affect pupils admitted to the College from September 2016 onwards. Additionally the criterion definition will be amended to make clear the intention that an applicant must have a sibling on roll in years Reception to year 5 at the time of application. The wording below will be used in the proposed Hatcham College policy for the primary school sibling criterion to clarify the difference between older siblings admitted before September 2016.

a) Pupils on the date of application, who have an older sibling who was admitted before September 2016 (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address) who is on the roll of the primary school in reception - year 5. Pupils will be considered under this criterion if they have a sibling who attends the primary school and who will continue to be on roll when the pupil joins primary school. Proof of the sibling relationship will be required if a place is offered.

b) Pupils who live within a 2 mile radius (measured as per clause 7d) and on the date of application, who have an older sibling who was admitted in September 2016 onwards (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address) who is on the roll of the primary school in years reception - year 5. Pupils will be considered under this criterion if they have a sibling who attends the primary school and who will continue to be on roll when the pupil joins primary school. Proof of the sibling relationship will be required if a place is offered.

Hatcham College Secondary phase

5. The proposed 2 mile distance limit for siblings will not be implemented, because of its effect on the younger siblings of children admitted through music places.
6. The proposed redefinition of siblings to exclude those who will be in the VI form will be implemented, as per the consultation. Although this will affect a small number of families already in the school who have a significant age gap between their siblings, it is necessary to achieve the intended effect which is to stop external entrants to the VI form, who may live some distance away, from being able to guarantee places in year 7 to their younger siblings.

These decisions were taken by the Haberdashers' Aske's Federation Trust Board at its meeting on 26th March 2015. The determined policies were published on the HAFT website before 15th April 2015.