

# DETERMINED ADMISSION POLICY AS FROM SEPTEMBER 2015/16

---

## Haberdashers' Askes' Knights Academy

### GENERAL

The Academy agrees to act in accordance with the School Admissions and Appeals codes as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools.

The Academy will consult the relevant organisations that may be affected by the admissions policy every 7 years or sooner if any changes are made as per the School Admission code.

### Procedure for admitting pupils to the Academy

#### Admission Number(s)

##### 1. Nursery provision

For the year 2015/2016 and, subject to any changes approved or required by the Secretary of State, for subsequent years, the Academy has an agreed admission number of 40 pupils. The Academy will accordingly admit 40 pupils (aged 3 – 4 years) each year if sufficient applications are received. The nursery school day will be split into 2 sessions (morning & afternoon) – 20 applicants will be accommodated in each session.

##### 2. 5-11 Provision

For the year 2015/2016 and, subject to any changes approved or required by the Secretary of State, for subsequent years, the Academy has an agreed admission number of 60 pupils (2FE). The Academy will accordingly admit 60 pupils (age rising 5) into reception each year if sufficient applications are received.

##### 3. 11-16 Provision

For the year 2015/2016 and, subject to any changes approved or required by the Secretary of State, for subsequent years, the Academy has an agreed admission number of 148 pupils. The Academy will accordingly admit 148 pupils in the relevant age group (year 7) each year if sufficient applications are received.

The admission number applies only to those being admitted from outside of the Academy. Pupils in the Academy's year 6 progress to year 7 without further application. If fewer than 60 pupils intend to transfer from year 6, the Academy will admit over the admission number up to the overall size of the year 7 group (i.e. 208).

##### 4. Post 16 Provision

a. For the years 2015/2016 and subject to any changes approved or required by the Secretary of State, for subsequent years, the Academy has an agreed admission No of 10 pupils. The admission number applies only to those being admitted from outside of the Academy. If fewer pupils intend to transfer from year 11, the Academy will admit over the admission number up to the overall size of the Sixth Form (i.e. 300).

5. In any specific year, the Academy Trust may set a higher admission number than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult the relevant organisations as per the School Admissions code. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

## 6. Process of application

- a. Nursery school applications will be made directly to the Academy and the timetable will be published yearly.
- b. Applications for places in the primary and secondary school will be made in accordance with the local authority's co-ordinated admission arrangements and will be made on the common application form provided and administered by the relevant LA. The Academy will also ask parents to complete a supplementary information form, where sufficient information for the consideration of the application by the Academy is not available from the information supplied in the common application form. The Academy will use, the common co-ordinated admissions scheme timetable agreed by Lewisham Admissions Forum.
- c. A supplementary information form must be completed if a parent would like their child to be considered for a sporting aptitude place, the closing date will be published in the Academy prospectus. The Academy will aim to advise parents of the outcome of the sporting aptitude assessment before the secondary transfer admission closing date 31 October.

## 7. Procedures where the Academy is oversubscribed (nursery school)

Where the number of applications for admission is greater than the published admission number, applications for the nursery school will be considered against the criteria set out below, in priority order:-

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, 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.
- b) Pupils for whom it is essential to be admitted to the nursery school because of special circumstances to do with significant medical or social needs. The application will need to

be supported by a letter from a hospital consultant, social worker or similar professional. "The information should demonstrate why the nursery school is the only school able to meet the child's specific needs."

- c) Pupils who, 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) on the roll of the nursery or primary school. Pupils will be considered under this criterion if they have a sibling who attends the nursery or primary school and who will continue to be on roll when the pupils joins the nursery or the primary school. Proof of the sibling relationship will be required if a place is offered.
  - d) 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 to the Academy's main building entrance of the primary school on Ballamore Road. Proof of residency will be required of a place is offered.
8. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.
  9. Nursery education is not statutory and children in the nursery school class, cannot therefore, be guaranteed a place in the reception class. Parents will need to apply for a place in the reception class of the primary school on their local authority common application form if they wish their child to be considered for a place. All applicants will be considered as per the admission criteria.

#### 10. Procedures where the Academy is oversubscribed (primary school)

Where the number of applications for admission is greater than the published admission number, and after the admission of pupils with a statement of special educational needs or an education, health & care plan (**EHC**) where the primary school is named in the statement/EHC, priority for admission will be given to those children who meet the criteria set out below, in priority order:-

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, 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.
- b) Pupils for whom it is essential to be admitted to the primary school because of special circumstances to do with significant medical or social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. "The information should demonstrate why the primary school is the only school able to meet the child's specific needs".
- c) Pupils who, 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) 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 starts in the primary school. Proof of the sibling relationship will be required if a place is offered.

b.

- d) 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 to the Academy's main building entrance of the primary school on Ballamore Road. Proof of residency will be required of a place is offered.

11. The Academy is required to comply with Infant Class Size requirement which means that it can teach no more than 30 infants per school teacher. Our admission number therefore reflects this position. However, if one child of a multiple birth can be accommodated within the published admission number, the Academy will accommodate the other child/children as an exception to the Infant Class Size requirement as per the School Admissions code.

12. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

13. Children in year 6 of the primary school are entitled to transfer to the secondary school without applying further.

#### 14. Procedures where the Academy is oversubscribed (secondary school)

The Academy operates a banding policy and will offer places as per the admission criteria with each band.

The secondary school offers the National Curriculum to all pupils and there are places for specialism in sport.

When the secondary school is oversubscribed, after the admission of pupils in year 6 of the primary school and pupils with a statement of special educational needs or an education, health & care plan (EHC) where the secondary school has consented to be named in the statement/EHC; priority for admission will be given to those children who meet the criteria set out below, in priority order:-

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, 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.

c.

- b) 10% of the agreed admission number of pupils will be admitted on the basis of aptitude in sport, using a specified assessment process, which will be published in the Academy prospectus (year 7 secondary transfer only).

- d.
  - c) Pupils for whom it is essential to be admitted to the secondary school because of special circumstances to do with significant medical or social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. "The information should demonstrate why the secondary school is the only school able to meet the child's specific needs".
  - e.
  - d) Pupils who, 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) on the roll of the secondary school. Pupils will be considered under this criterion if they have a sibling who attends the secondary school and who will continue to be on roll when the pupils join the secondary school. Proof of the sibling relationship will be required if a place is offered.
  - e) The remaining places will be offered to pupils living nearest to the secondary school on the basis of proximity. Home to Academy distance will be measured as the direct line distance between the pupil's home address to the Academy's main building entrance on Launcelot road. Proof of residency will be required if a place is offered.
15. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

## 16. Banding

- a) Banding will be applied to secondary transfer applications.
- b) All applicants will be placed into 1 of 9 ability bands based on the score achieved in the GL Assessment non-verbal reasoning test, which will be taken by all year 7 secondary transfer applicants to the secondary school.
- c) Applicants applying will be placed in bands which are based on the national ability range.
- d) Places will be allocated based on the percentage of applicants in each band.
- e) Banding will enable the secondary school to achieve an intake representative of the ability range of applicants to the school.

## 17. Tie Break

### a) Sibling (nursery and primary school)

If there are more siblings than there are places available, the places will be offered to the siblings living the nearest straight line distance to the primary school (clauses 7d and 10d).

### b) Sibling (secondary school)

If there are more siblings than places available in the band, the places will be offered to the siblings living the nearest straight line distance to the secondary school (clause 14e).

**c) Distance**

In the event of a tie break under the distance criterion for the 3 – 18 Academy random allocation will be used.

## **Operation of nursery, reception entry and secondary transfer waiting lists**

- 18.** 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 which is normally the third week in October 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 request to be put on the waiting list will have a lower priority unless there are exceptional circumstances.
- 19.** A nursery position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in clause 7 for the nursery school.
- 20.** Nursery and primary applicants who wish to remain on the waiting list after the end of the first Askean term of the new academic year will need to confirm in writing, in order to remain on the nursery or reception waiting list; this will be open for the whole academic year. If more applications are received than there are places available, the oversubscription criteria for nursery clause 7 or primary clause 10 shall apply.
- 21.** The assessed banding will apply to children on the secondary school's year 7 secondary transfer waiting list. Applicants who sat the banding test (clause 16) and have not been offered a place at the Academy or a higher preference will be held on the waiting list until the end of the first Askean Term. Where a place becomes available it will be allocated to a child on the waiting list in the vacated band in accordance with the oversubscription criteria set out in (clause 14). Secondary transfer applicants who have not sat the banding test (clause 16) or have been offered a higher preference will have a lower priority unless there are exceptional circumstances.
- 22.** Secondary transfer applicants who wish to remain on the waiting list after the end of the first Askean term will need to confirm in writing, in order to remain on the year 7 waiting list which will be open for the whole academic year. Banding will not be applied to this list as it will be open to all applicants. If more applications are received than there are places available, the oversubscription criteria in (clause 14 excluding sport) shall apply.

### **23. Entry to the Haberdashers' Aske's Knights Academy Sixth Form**

Post 16 applications will be made directly to the Academy and the timetable will be published yearly.

The Academy will publish, at the beginning of the academic year prior to admission, academic entry criteria for the Academy sixth form based upon GCSE grades or other measures of prior attainment. Applicants who have met this criterion will be eligible for entry (unless they are external applicants and the sixth form is oversubscribed). At the same time it will publish specific criteria in relation to minimum academic entrance requirements for each course available in the Academy sixth form. Students will only normally be allowed to pursue courses for which they have met the minimum entry requirements. Where a course is over-subscribed places will be allocated by taking in to consideration the grade the applicant is predicted to achieve in the subject (or related subjects) they are studying at GCSE. These criteria are the same for internal and external transfers.

After the admission of internal students and where the Academy is over-subscribed, external applicants who meet the entry criteria and can be offered all of their chosen courses will be considered in the first instance for any places available.

#### **24. Tie Break – Sixth Form Admission**

In the event of a tie break the admission criteria used for secondary transfer admission to the Academy (clause 14 excluding sporting aptitude) will be used.

#### **25. Arrangements for admitting pupils to other year groups by replacing any pupils who have left the Academy**

The Academy will operate a waiting list for applications submitted for years other than the normal year of entry. The Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs applies. If more applications are received than there are places available, the oversubscription criteria for nursery school (clause 7), primary school (clause 10) and secondary school (clause 14, excluding sport) shall apply. Banding will not apply to the secondary school waiting list. The waiting list will operate until the end of the academic year. If, at the end of the academic year parents wish their children to be considered for entry to the subsequent year group, they will be required to apply afresh.

**26.** The Academy will participate in Lewisham LA's In Year Fair Access Protocol and children may be prioritised over those children on the waiting list for admission under this protocol.

**27.** The Academy will participate in the Lewisham LA in year co-ordinated admissions scheme.

#### **28. Appeals**

Where an application to the Academy is declined, parents are entitled to appeal to an independent appeal panel except when applying to the nursery school.