

## The UCL Academy's Admissions Policy for 2019/2020

### Foundation Level (Year 7)

The Academy Trust has agreed the following admission numbers for The UCL Academy for the year 2019/20 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- 180 pupils in Foundation Level (Year 7)
- 125 eligible pupils in Level 3 (Year 12)

Arrangements for applications for places in Foundation Level at the UCL Academy 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 Camden Local Authority.

#### **Oversubscription criteria**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. The arrangements for oversubscription are consistent with Camden Local Authority's current admissions arrangements. After the admission of pupils with a Statement of Special Educational Needs or an Education Health and Care Plan where The UCL Academy is named on the statement or plan, the criteria will be applied in the order in which they are set out below:

- 1) Looked after children<sup>1</sup>, and previously looked after children.<sup>2</sup>
- 2) Applicants with a brother or sister<sup>3</sup> at The UCL Academy who will still be on roll when they join. This can include siblings in the Sixth Form as long as they are on roll when the other child joins.
- 3) Applicants who can demonstrate an exceptional social or medical need for a place at The UCL Academy. There will have to be a very clear link between the child's exceptional need and the Academy. Parents will need to submit a case supported by appropriate professional evidence, for example, from a doctor, social worker or similar professional. That evidence will need to support the link between the need and The UCL Academy. Supporting statements from Camden

Children's Schools and Families staff, other than from social workers assigned to the child, should not be requested.

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<sup>1</sup> As per the 'School Admissions Code' (February 2012), 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) at the time of making an application to a school.

<sup>2</sup> 'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a special guardianship order).

<sup>3</sup> For this criterion, 'brother or sister' includes any whole or half-brother or sister by blood or by adoption, and any step or foster brother or sister who lives with the child for whom the application is being made at the date of the application.



- 4) Applicants who are children of staff in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school permanently for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, and has successfully completed the probationary period.
- 5) Other applicants by distance. Distance will be measured in a straight line from the eligible child's home address to the centre of the Academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving the higher priority. (The address given must be the one at which the child normally resides).

### **Tie-breaker**

If necessary, priority within groups 2 or 3 will be decided on by the distance criterion. Where there are multiple applicants who are of equal distance to the Academy, their position on the waiting list will be allocated by a random selection by an independent body.

### **In-Year admissions**

Admissions mid-year for any year group will be dealt with in accordance with The UCL Academy's Admissions Policy and will be administered by the Academy Trust. An In-Year application form can be downloaded from our website.

### **Children educated outside their chronological age group**

Any application for a child to be educated out of his/her age group will be considered by Governors on an individual basis and will only be granted in exceptional circumstances.

The Governing Body of The UCL Academy will follow the Admissions Code in reviewing an application for the admission of a child outside of their chronological age group, and will make the decision on the basis of 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 chronological age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body will also take into account the views of the Co-Principals of the Academy. When informing a parent on the decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for the decision.

If agreed then the oversubscription criteria will be followed accordingly.

## **Appeals**

The Academy Trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust.

Relevant children are:

- a) those who appeal for entry to a sixth form and;
- b) children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.

The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel is binding on all parties.

The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with Camden Local Authority or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

13 admission appeals were heard by an Independent Appeal Panel for Foundation Level entry in 2017/18. None of these were upheld.

### **Operation of waiting lists**

Subject to any provisions regarding waiting lists in the Local Authority’s co-ordinated admissions scheme, the Academy Trust will operate a waiting list for each year group. Where in any year The UCL Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year by Camden. Thereafter this will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The UCL Academy is in full agreement with the London Borough of Camden’s Fair Access Protocol.