

Acland Burghley Admissions Policy

Reviewed: April 2013
Key Person: Headteacher
Committee: Finance and Staffing

Admissions to Year 7 for September intake

1. Acland Burghley's published admission number is 178 in Year 7 (with 4 additional places in Acland Burghley's resource base for students on the autistic disorder spectrum).
2. Admissions to Years 7 are managed by Camden Local Authority (**LA**). The following information is extracted from Camden LA's booklet: *Secondary schools in Camden – Applying for a secondary school place for September 2013*. Applicants for places at Acland Burghley are referred to this booklet for full information and guidance.
3. The Camden system is part of the Pan-London co-ordinated admissions system. Applications to Acland Burghley can only be made on the Pan-London form directly to the LA within which the child is resident at the time of admission. All applications to Acland Burghley, from any London Borough, will be passed electronically to Camden LA.
4. Camden LA considers all applications for a Year 7 place at Acland Burghley at the same time. If Acland Burghley receives more applications than places available, then Camden LA will assess each applicant under its published admission criteria for community schools below to determine which pupils will be offered the available places.
5. The secondary transfer process is different for children with statements of special educational needs (SEN). Parents of a child with a statement of SEN should contact the Camden SEN Team for advice on how to apply for a secondary school.
6. Camden LA will continue to co-ordinate secondary transfer, admitting students into Acland Burghley's Year 7 and/or holding the waiting list, until the autumn term half term. From then on, the mid-year admissions process below applies.
7. An applicant to Year 7 when it is full (has reached the published admission number) will be placed on a waiting list held by Camden LA. The waiting lists are ordered according to the published admissions criteria below. Waiting lists are revised every time any relevant factors relating to any applicant changes and it is possible for applicants to go down as well as up the list. A place on the waiting list is not a guarantee of a place in the school.
8. Camden has a fair access protocol which is operated by a partnership of all Camden secondary schools. The protocol establishes a panel that can allocate school places above the published admission number for young people from specific high priority groups; these include: children who are in public care; who have been permanently excluded; who have exceptional medical or social need; who have been out of education for long periods. A copy of the protocol is available on request from Camden Council's Children, Schools and Families department.

Camden's admissions criteria for community schools

9. Below is the order in which Camden allocates places for its community schools when there are more applications than places available.
 - (a) Looked after children.
 - (b) Applicants who have a brother or sister* at the same school who will still be on roll when they join. This can include siblings in the sixth form as long as they are on roll at Acland Burghley, and will still be on roll when the other child joins.

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling.
 - (c) Applicants whom the Council accepts have an exceptional social or medical need for a place at the school.
 - (d) Applicants who live closest to the preferred school.

Proximity to schools is measured on a computerised mapping system of the area, measured in a straight line 'as the crow flies' between the property address to the centre of the school.

10. Camden uses the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria administered equally for all level (rank) of preference. The rank or order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered and the lower preferences will be automatically withdrawn.

11. *Notes*
 - Criterion (d) will be used as a 'tie-breaker' should any of the first three criteria be oversubscribed.
 - Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address may be sought and may be subject of further investigation.
 - Children with a statement of special educational need that specifies the school as a placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice. This includes children seeking a place at Acland Burghley's Resource Base for students with autistic spectrum disorder.
 - If there is only one place available at the school and the next child who qualifies for a place is one of multiple birth siblings we will ask the community schools to go over their published admission number in order to support the family where parents indicate a preference for siblings to be in the same school.
 - In the minority of cases when applicants' distance measurements are exactly the same, in blocks of flats for instance, the computer system will order the priority of applicants.
 - A claim for a place at Acland Burghley on the grounds of medical or social needs requires supporting evidence which sets out the particular reasons why Acland Burghley is the most suitable school, and the difficulties that could be caused if the child were to attend another school. This will normally be in the form of a report from a suitably qualified professional, such as a doctor or social worker for example.

In-year admissions to year 7 -11

12. The in-year admissions process has been devolved to schools from September 2013. The LA retains its statutory obligation to provide parents with vacancy information on request.
13. Applications for in-year admissions to Acland Burghley should be made directly to the school, using the school's application form. No application will be processed until a completed application form and all necessary documentation has been supplied to the school. The school will either make an offer or add the application to the school's waiting list. The outcome will be communicated to the parent within 20 working days of receipt of the application, in accordance with national guidance.
14. The Camden Admissions criteria for community schools above apply to in-year admissions to Acland Burghley. The school's waiting list is administered as in paragraph 7 and the Fair Access Protocol in paragraph 8 applies.
15. Should an offer be made the offer must be accepted or rejected within two weeks from the date of offer. If no reply is received then a letter will be sent stating that should there be no contact from the family within one week of the date of the letter, the offer will be withdrawn. Should an offer then be withdrawn, this will also be communicated in writing.
16. Should a family move or change any of their contact details whilst waiting for an offer of a place to be made, it is the responsibility of the family to notify the school of any changes. Where there has been a change of address, new proof of address must be supplied. Should a family relocate to another London Borough whilst on our waiting list, they will need to follow the application process of their residential borough, i.e. the local authority that they pay their Council Tax to. Should a family relocate, this may affect their position on our waiting list.
17. Any application placed on the school waiting list, will remain on the list until:
 - a. a school place is offered and accepted;
 - b. a school place is offered but no response is received and the offer is subsequently withdrawn;
 - c. a written request is received to be removed from our waiting list;
 - d. the school contacts a family to see if they wish to remain on the waiting list and no response is received (as part of an annual data clean-up).

Appeals

18. You may appeal for a place at Acland Burghley if you have applied and been refused a place. The responsibility for appeals rests with Camden LA and the appeal form should be submitted directly to them.

Admission to the sixth form

19. Please refer to the LaSwap admissions policy.