



The First London
Co-operative
Academy

Official Policy Documentation

Admissions Policy

For more information, contact the college on
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Corelli College Admissions Policy and Mid-Year Entrants

Aims

- to include high numbers of mid-year entries rapidly and effectively.
- to have an induction process and to give the student a proper welcome
- to have a procedure which generates all necessary background data

Objectives

- to provide parent(s)/carer(s) and student with the necessary information about the college.
- to ensure that CDs have as much information as possible to place the student as carefully as possible.
- to ensure that all relevant staff have as much information as possible re a new student.
- To ensure that students are distributed fairly across the Communities.

REQUIREMENTS FOR THE ADMISSION OF PUPILS TO CORELLI COLLEGE

General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) [laid before Parliament in December, to come into force in February 2012 for implementation in Sept 13] 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. For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this policy, the Academy Trust will take part in any mandatory Admissions Forum set up by the local authority (“LA”) in which they are situated and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.
4. Notwithstanding any provision in this Annex, the Secretary of State may:
 - a) direct the Academy Trust to admit a named pupil to Corelli College on application from an LA. This will include complying with a School Attendance Order. Before doing so the Secretary of State will consult the Academy Trust.
 - b) direct the Academy Trust to admit a named pupil to Corelli College if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
 - c) direct the Academy Trust to amend its admission arrangements where they fail to comply with the School Admissions Code or the Admission Appeals Code.
5. 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. 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 as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

Relevant Area

6. Subject to paragraph 7, the meaning of “Relevant Area” for the purposes of consultation requirements in relation to admission arrangements is that determined by the local authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

7. If the Academy does not consider the relevant area determined by the local authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for the Academy, setting out the reasons for this view. The Secretary of State will consult the Academy and the LA in which the Academy is situated in reaching a decision.

Requirement to admit pupils

8. Pupils on roll in any predecessor maintained or independent school will transfer automatically to the Academy on opening. All children already offered a place at any predecessor school will be admitted.
9. The Academy will:
 - a) subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a statement of special educational needs naming the Academy; and
 - b) adopt admission oversubscription criteria that give highest priority to looked after children, adopted children and those subject to a residence order or special guardianship in accordance with the relevant provisions of the School Admissions Code.
 - c) Procedures for late applications and mid-year admissions will be in accordance with the Royal Borough of Greenwich's scheme for the co-ordination of planned admissions and Fair Access Protocol.

Oversubscription criteria, admission number, consultation, determination and objections.

10. The Academy admission arrangements will include oversubscription criteria, and an admission number for each relevant age group. The Academy will consult on its admission arrangements and determine them in line with the requirements within the School Admissions Code.
11. The Young People's Learning Agency (YPLA) may consider objections on the Secretary of State's behalf. The Academy Trust should therefore make it clear, when determining the Academy's admission arrangements, that objections should be submitted to the YPLA.
12. A determination of an objection by the YPLA on behalf of the Secretary of State, or by the Secretary of State will be binding upon the Academy.

* 'relevant children' means:

- a) in the case of appeals for entry to a sixth form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Mid-Year Entrants

Procedure for KS3/KS4

- The Admissions Officer will follow up any information provided by the LA, by contacting parent(s)/carer(s), previous school(s) and any agency that has dealt with the student.
- Students will be allocated to a Community on according to the two following categories:
 - (i) Straightforward admissions will be allocated on a formula basis by number of students in each community in that year group, by ability and by gender.
 - (ii) Students from the FAP will be allocated on a rotational basis to each community in turn (TIDES). The CDs and AHT Inclusion and Student Leadership will review this and inform the AO of changes to the rotation as necessary to ensure equity across the communities.
- Any indication of support issues (FAP referral, other agency involvement, exclusion on record, attendance below 90%) and the AO should refer to the Assistant Head Inclusion and head of Learning Development so that support can be arranged in a timely manner.
- All referrals from the FAP should be forwarded to the AH Inclusion from the AO promptly.

- The College's Admissions Officer will contact the parent(s)/carer(s) to invite the student to sit an initial test, this will include an initial reading test and a first numeracy test. It may also include language assessments from the EAL department. Information concerning the school's expectations and procedures will be given to parent(s)/carer(s) at this point.
- The College's Admissions Officer will then pass all information to the relevant CD.
- The CD and CA if available will interview the student and parent/carer and, where necessary, with representatives of relevant agencies. A preliminary meeting may be necessary or a PSP. Where appropriate, the Principal, Assistant Principal line managing the relevant community and/or the Assistant Principal Inclusion will be part of the interview.
- Any student on a managed move may have their place at the college withdrawn with immediate effect if they are in breach of college expectations regarding behaviour, attendance or academic engagement. This will be effective during the integration process, or over a longer period as defined by a PSP in negotiation with the LA.
- The student will have an induction at a fixed time in the week of entry. The student will be given a timetable and a Planner. A student 'buddy' will be assigned to look after the new entrant. The student will be met by the CA/CD on the first morning and the tutor as available. Their first day should be gone through to ensure they are supported at lesson change, break and lunch before their first tutor period.
- If additional support is considered necessary, then the CD or Deputy will make a referral to the AEN team.
- If the student has a local authority integration plan or PSP then reviews will be carried out regularly as scheduled.
- If the student is on a managed move then the proper reviews must be carried out on schedule with a member of the leadership team and the local authority present.

Procedure for Sixth Form

Other than full-time ESOL, students cannot usually be accepted on to any Sixth Form course after the October half term. We can sometimes admit Level 1 / 2 students to a single course in January.

- On receipt of application form, the Admin Officer will contact student to arrange interview.
- Vice Principal (Sixth Form) will interview the student (with parents/carers if wished) to identify appropriate available courses
- The student will have an induction with their tutor focusing on Sixth Form procedures and the College's expectations. The student will be given a timetable and planner. A student in the same tutor group will look after the new entrant.

MID-YEAR ENTRIES

- At Corelli College there is a high level of mid-year entry. Students who join in the middle of the year can be particularly vulnerable to stress and associated attendance and achievement issues if it is not handled well. The flow chart below gives the procedure for KS3/4.

