



The Petchey Academy
Inspiring & supporting every child

Admissions Policy

Agreed Admissions Arrangements from
Academic Year 2017-18

Document Owner:	Olivia Cole
Learning Centre:	Whole Academy
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Policy history:	This policy replaces the Agreed Admissions Arrangements from 2016-2017.
Related policies:	N/A

Distribution:

Name	Department/Organisation
Petchey Academy Board of Governors	Directly for approval
All Petchey Academy Employees	Via the eXchange
All external stakeholders	Via the Website

(The academy can make this policy available in Turkish also, on request.)

Change history:

Version	Name	Date	Changes	Committee Sign Off	Date
1.0	A Henderson	25/09/12	2014-15 version	Full Board	
1.1	A Henderson	12/11/12	2014-15 version	Full Board	
1.2	A Henderson	27/03/13	2014-15 final version – post consultation amendments	Full Board	
2.0	J Rainey	10/10/13	2014-16 final version – clarification of UG admissions wording	Full Board	
3.0	A Henderson	05/12/14	2016-17 version – minor wording corrections no changes to policy	Full Board	
4.0	A Henderson	01/09/16	2017-18 No Changes proposed for 2017 entry. Version for review by governors.	Full Board	
4.1	J Rainey	02/02/16	2017-18 – clarification of UG admissions	Full Board	

Policy Review:**Review of impact against the aims of policy:**

This policy is in line with all statutory guidance and aims to provide comprehensive guidance to parents in regards to the academy's admissions criteria and student allocation process. It has been approved by governors and reviewed and approved by The Hackney Learning Trust who administer the application process on behalf of the academy. The academy changed its policy in 2014 to a random allocation process which has resulted in a fair spread of successful applications across the borough rather than restricting entry as before to siblings and a small radius of local streets. The academy is pleased that this change in policy has now proven to be a success.

Does there appear to be any patterns of equality related issues:

The academy is confident that its admissions criteria supports our ethos of inclusivity and the academy's student population represents as fair a representation of the borough and protected characteristics as per Equality Act 2010 as can be expected from a truly anonymous process. The academy's cohort has become less disadvantaged over the last two years, however, this is in line with the increase in economic fortunes of the borough. Otherwise there currently there does not seem to be any pattern of equality related issues.

Reviewed by: J Rainey

Date: 02/02/2016

Next Review Date:

September 2016 for 2018-2019 entry.

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1. INTRODUCTION

The Petchey Academy Trust is the admissions authority for the Petchey Academy and its admission arrangements is part of The Hackney Learning Trust's co-ordinated admission scheme. The academy's published admissions number (PAN) is 180 for each year group (allowing for 6 mainstream class/house groups of 30 students) in years 7 to 11 and a maximum of 300 students educated onsite in University Gateway (an average of 150 in each year group, years 12 and 13).

The academy is committed to administering a fair and impartial process and its admissions policy is reviewed annually by the governing body in line with current legislation.

This policy is subject to annual review by governors and any changes made are subject to public consultation and EFA (Education Funding Agency) approval.

1.1. Purpose

This document outlines the policy behind and strict admissions procedures that must be followed by the academy, before a student place can be allocated at the academy.

1.2. Scope

This policy is relevant for all children and their parent/carers who wish to join The Petchey Academy in and from September 2017.

1.3. Equality Analysis

The academy is committed to administering a fair and impartial process and its admissions policy is reviewed annually by the governing body in line with current legislation and the expectations of the Equality Act 2010. The academy is an inclusive school than can cater for the needs of nearly all learners in the borough with modern facilities that are fully Disability Discrimination Act (DDA) compliant.

1.4. Definitions

All acronyms in this document have been expanded fully on first use in this document, however, the following key definitions should be noted:

- The Hackney Learning Trust's co-ordinated admission scheme – works with all London boroughs via a centralised system to administer and manage the preferences of children and their parent/carers across boroughs.
- Published admissions number (PAN) – the academy has the right under delegated powers from the EFA to set its own PAN number which must be published for each year group as part of its stated admissions policy.

1.5. Legislative context

The legal requirement for this policy centre around the strict guidance of the following acts of legislation; The School Admissions Code 2014, Equality Act 2010, DDA 1995 and the [Children and Families Act 2014](#).

1.6. Health & Safety Implications

There are no health & safety implications of this policy unless the PAN is exceeded when classrooms would require additional resources (i.e. chairs/desks etc.) to conduct lessons safely.

2. YEAR 7: PRIMARY/SECONDARY TRANSITION ADMISSIONS POLICY

2.1. Principles

Applications for places at The Petchey Academy will be made in accordance with the Local Authority's (LA) co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by The Hackney Learning Trust.

2.2. Procedures

2.2.1. Process of application

The academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by The Hackney Learning Trust Admissions Forum:

- a) September - The academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September for admission in the following September). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Petchey Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b) September/October - The academy will provide opportunities for parents to visit the academy in addition to weekly Principal's tours available throughout the year;
- c) November - CAF to be completed and returned to The Hackney Learning Trust to administer;
- d) Each applicant to the academy must sit a non-verbal, a verbal reasoning and quantitative Cognitive Abilities Test (CAT);
- e) February - The Hackney Learning Trust applies agreed scheme for own schools, informing other Local Authorities of offers to be made to their residents.
- f) 1st March offers made to parents by The Hackney Learning Trust via email or letter.

2.2.2. Consideration of applications and testing

The Petchey Academy will consider all applications for places. A banding system will operate as follows:

- a) Each applicant to the academy will be required to take a non-verbal, verbal reasoning and quantitative CAT test which will place applicants in a rank order. The CATS testing will be facilitated within Hackney Primary schools or during specific testing days hosted by the LA for out of borough students. The assessment is not a pass or fail test. It is designed to ensure that students of all abilities have a chance of gaining a place at the academy. The tests will last for approximately three hours.

- b) Each applicant will be placed in one of 4 bands based on their performance in the test. As far as possible, each band will contain the same number of applicants so that it represents 25% of the applications. Places will be allocated so that an equivalent number of applicants are admitted from each band.

Note: Children with statements of Special Educational Needs (SEN)/or the new Educational Health Care Plans (EHC Plans) and Children in Public Care (see below) who cannot take the test will be placed in an appropriate band based on an alternative assessment.

2.2.3. **Procedures where The Petchey Academy is undersubscribed**

Where fewer than 180 applications are received the academy will offer places to all those who have applied.

2.2.4. **Procedures where The Petchey Academy is oversubscribed**

Where the number of applications for admission is greater than the Published Admissions Number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs/EHC Plan where The Petchey Academy is named on their plan, the criteria will be applied in the order in which they are set out below for each band: -

- a) Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2012.
- b) Children with a brother or sister on roll at the academy in Years 7-13 at the time of the proposed admission in accordance with the banding criteria.

Brothers and sisters must live permanently at the same address and must have a parent in common.

- c) The academy will operate a 2 zone (inner and outer) random computerised allocation system for the remaining places in line with its banding system.

Having received a band allocation on the basis of their CAT score each pupil will then be allocated to the inner or outer zone based on proximity of their home address to the academy using a GIS system.

Definition of inner zone: the area defined as being within a radius of 1 km of the academy.

Definition of outer zone: the area defined as being between 1 km and 2.3 km of the academy.

Remaining available places within each band will then be divided equally between the inner and outer zones using a random computerised allocation. Places will be filled in order, working from band A to band D.

If insufficient applications exist within the zone and band required, places will be allocated in the first instance from the alternate zone within the same band. If places still remain within a band, these will then be allocated from the equivalent zone in the nearest band, looking first at remaining applicants in the band above (where applicable).

Any places remaining after the above process has been applied will be allocated to pupils living outside both zones, again using a random computerised allocation programme, which will be independently verified.

- d) In the case children from multiple births, the following will apply: At the point at which the first child is allocated a place through the lottery the second and subsequent siblings will automatically qualify as siblings and will be allocated the next available space in that band and zone before any further allocations are made.

2.2.5. Arrangements for Primary/Secondary transition appeals

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Petchey Academy. The Appeal Panel will be independent of the academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals, published by the Department for Children Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties. The academy will provide parents with a named contact who can answer any enquiries parents may have about the process.

3. POLICY FOR ADMITTING PUPILS TO OTHER YEAR GROUPS, INCLUDING REPLACING ANY PUPILS WHO HAVE LEFT THE ACADEMY

3.1. Principles

Subject to any provisions regarding waiting lists in The Hackney Learning Trust's co-ordinated admission scheme, the academy will operate a waiting list for Mid-Year Admissions.

3.2. Procedures

3.2.1. Operation of waiting lists

Where in any year The Petchey Academy receives more applications for places than there are places available, a waiting list will operate in accordance with the oversubscription criteria above, however, applicants within a band will no longer be classified according to a zone. This will be maintained by The Hackney Learning Trust on behalf of The Petchey Academy 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.

Where places become vacant they will be allocated to children on the waiting list best matching the band vacancy according to the academy's banding criteria.

3.2.2. Further consideration of applications

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the academy must consider all such applications and if the year group applied for has a place available, admit the child. However, the governing body reserves the right to refuse applications from students with challenging behaviour (the definition of which is defined and agreed by The Hackney Learning Trust and other Hackney schools) outside the normal admission round even though places may be available; if it is felt that the admission of the student would have a significant negative impact on the academy's resources and attainment of other students. In such cases the academy will refer the case to the local authority for action and review subject to conditions set out under the Fair Access Protocol.

Parents seeking a place for their child outside the normal age group at transfer from year 6 to 7 or at any other time of the school year (In-Year transfer) and wish this to continue, should read the guidance on out of normal age group admissions in the "Hackney's Secondary Schools" Admissions Guide for Parents. The booklet is available at www.learningtrust.co.uk . Please note: such requests will only be agreed in very exceptional circumstances.

3.2.3. Arrangements for Mid-Year appeals

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Petchey Academy. The Appeal Panel will be independent of the academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals, published by the Department for Children Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties. The academy will provide parents with a named contact who can answer any enquiries parents may have about the process.

4. ACADEMY SIXTH FORM ADMISSIONS POLICY – UNIVERSITY GATEWAY (UG) ADMISSIONS

4.1. Principles

The academy has capacity in its Sixth Form for 300 students across two year groups and so the admission number for entry to year 12 is 150 minus those students eligible to transfer from Petchey's own year 11. The sixth form will offer both academic and vocational modes of study. To facilitate a wider range of courses, for minority subjects the academy may collaborate with other post 16 institutions in the consortium (Central Partnership) and in the wider areas of Hackney and where appropriate beyond the boundaries of Hackney.

4.2. Procedures

All students must meet the minimum entry requirements for their chosen route unless they can demonstrate exceptional evidence for further consideration.

4.2.1. Special Educational Needs and Looked after Children

1. Looked after children will be allocated places in the Sixth Form if they meet the minimum criteria and course requirements and where the academy can best meet the needs of the pupil.
2. Students with Statements of Special Educational Needs will be allocated places where the Petchey Academy Sixth Form is named on the Statement, and where the academy can best meet the needs of the pupil.

4.2.2. Other applicants

3. Petchey Year 11 students and external applicants who have met the minimum academic standards for entry set out in the academic entry requirements below:

In all cases eligible Petchey students will be allocated places in the sixth form before external applicants are considered. When there are more applications than places available, external applicants, will be admitted according to the following criteria:

Students with the highest Average Points Score (APS) at GCSE (Best 8) taken in rank order and able to satisfy the specific subject criteria.

4.2.3. **Applications**

The deadline for external student applications is the 14th of January of the year of admission.

Application forms for external applicants should be completed online via the academy's website. All external applicants will be notified within 10 working days of the deadline as to whether they will be invited to the academy's Taster Day and for interview.

Applicants will be notified no later than 30th January of the year of admission as to whether the academy has offered a conditional place based on their performance in their GCSEs and their reference. Each applicant offered a conditional place and will be provided information in regards to the induction days in the Summer Term.

Students, both internal and external will be required to have a meeting with a senior member of staff before deciding their options.

The Governing Body will allocate places on oversubscribed courses, in priority order, to those students (both internal and external) with the highest point score through the appropriate entry route 1 or 2) set out below.

Students meeting the minimum academic entry requirements who we are not able to offer places on their chosen courses, will be offered alternatives where possible. Where there is over subscription to any course the overall criteria for admission will apply.

Entry in to year 13 A2 GCE level courses or alternative is not automatic. This is assessed on the basis of the successful completion of the first year of study based on formal academy or external assessment.

Late applicants will only be admitted if a space remains in the sixth form. All candidates should be aware that spaces may only be available on a limited number of courses.

4.2.4. **Academic entry requirements**

There are two routes of entry to the sixth form at Petchey. Both internal and external students will be expected to meet these academic entry requirements as stated below:

Route one: Level 3 Qualifications

Applicants will require a minimum of 8 A*-C grades (Equivalent Grade = 5+) including English & Maths with an average grade of a B/6. Students without a B/6 in the subject of study may be encouraged to study a more vocational pathway.

Route 2: Level 3 Vocational Qualifications

Applicants will have gained 6 or more GCSEs at grades A*-C (Equivalent Grade = 9 to 5) including English and Maths.

4.2.5. Appeals at UG

In the event of a place not being offered at The Petchey Academy, the applicant as well as a parent/carer has the right of appeal to The Principal and subsequently to the Governing Body Appeals Panel if the parent/carer does not feel proper process has been followed in line with this policy. Appeals should be addressed to the Principal and the Chair of the Governing Body Appeals Panel respectively, care of the Principal's PA at The Petchey Academy.

All appeals should be received by 15th September and will be heard by the end of September each year.

4.2.6. In-year applications to UG

In-year applications will be considered in line with the late applications process in 4.2.3.

4.2.7 Applications outside the normal age range

Parents can seek a place in University Gateway outside their normal age group for their child if there is compelling evidence that their child is gifted and talented or has missed part of an academic year due to extenuating circumstances such as ill health. All applicants should be under the age of 18 on 31st August of the year of application.

5. GOVERNANCE REQUIREMENTS

5.1. Responsibility

5.1.1. The Governing Body

The board of governors has overarching responsibility for this policy and ensuring that it is in line with the strategic aims of the academy and the academy's funding agreement. The governing body ensures that the policy is reviewed annually as part of its policy review cycle.

5.1.2. The Principal

The Principal may wish to make changes to the policy in response to borough wide initiatives, new school developments or changing demographics in the area. The principal will liaise and consult with all stakeholder groups to ensure that change would not be detrimental to the provision of education to current or potential Petchey Academy students.

5.1.3. The Finance & Operations Director

The Finance & Operations Director with the Admissions Officer is responsible for ensuring the policy is effectively implemented and students and their parents are supported through the transition process at each phase of their education.

5.2. Implementation / Communication Plan

The academy will ensure the necessary arrangements to effectively communicate, disseminate and implement the policy in line with statutory admissions guidance publishing a full timeline of events on the website.

The academy will utilise the services of the Hackney Learning Trust to ensure a full consultation process with the community is carried out for any significant changes and ensure all DfE/EFA deadlines are met.

5.3. **Exceptions to this Policy**

This policy is required to comply with legislation and the academy cannot deviate from the procedures as laid out in this document, apart from in the following circumstances;

Years 7-11: The only exception to this policy is where the academy is forced to take a student above PAN numbers by the Fair Access Panel or the DfE/EFA due to exceptional circumstances.

UG: The Governing Body reserves the right to consider applications from students who have not met the precise conditions for entry but can demonstrate specific expertise in relevant subject areas. This consideration does not affect the right of any student to make an appeal as indicated above.

5.4. **Supporting documentation**

- The standard appeals form for Year 7 2017-2018 entry will be available on the academy website once places have been allocated by the local boroughs for September 2017 entry.
- The standard appeals form for all other year groups is available on the academy website at all times.