



CITY OF LONDON ACADEMY  
ISLINGTON

WHERE STUDENTS SUCCEED

# Admissions Policy and Procedures 2016/2017

## THE ADMISSION OF PUPILS TO THE CITY OF LONDON ACADEMY, ISLINGTON

1. This document sets out the admission arrangements for the City of London Academy, Islington (“the Academy”). These arrangements are without prejudice to the provisions of Annex 3 to this agreement. The document forms an Annex to the Funding Agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will act in accordance with, and will ensure that the Independent Appeals Panel acts in accordance with, all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by London Borough of Islington Local Authority (“the LA”) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA.
3. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from any Local Authority. Before doing so the Secretary of State will consult the Academy.

### ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for the Academy for the year 2016/2017 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) The Academy has an agreed admission number of 125 pupils. The Academy will accordingly admit 125 pupils in the relevant age group each year if sufficient applications are received;
  - b) The Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 14 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### PROCESS OF APPLICATION

5. Applications for places at the Academy will be made in accordance with the London Borough of Islington’s (“the LA”) co-ordinated admission arrangements and will be made on the Common Application Form (“the CAF”) provided and administered by the LA. 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 London Borough of Islington Admissions Forum or the LA:
  - 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 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective

pupils and their parents to visit the Academy. The 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;
- c) October - the CAF to be completed and returned to the home LA to administer;
- d) November - LA sends applications to Academy;
- e) December/January - banding tests are held;
- f) January - Academy sends list of pupils to be offered places to Islington LA;
- g) February - LA applies agreed scheme informing other LA's of offers to be made to their residents;
- h) March - offers made to parents.

### **CONSIDERATION OF APPLICATIONS**

- 6. Children applying to the Academy will be required to take a non-verbal reasoning test. They will be given up to two opportunities to do so.
  - Applicants will be placed in one of four bands, based on their performance in the test.
  - Approximately the same number of children will be admitted in each of the four bands so that each band represents 25% of the applicants.
  - Children admitted with Special Needs Statements are included in the band allocations.
- 7. The Academy will consider all applications for places. Where fewer than 125 applications are received, the Academy will offer places to all those who have applied.

### **ADMISSIONS**

- 8. The total number of places available at the Academy is published annually in accordance with Section 93 of the School Standards & Framework Act 1998 and Annex 2 of the Academy's funding agreement.

The number of students it is intended to admit is determined with regard to the need to ensure that:-

- (i) there are sufficient secondary school places within the Borough;
- (ii) the planned number of children admitted is appropriate to provide for efficient education at the Academy;
- (iii) the Published Admissions Limit complies with the requirement to admit students to the physical capacity of the Academy (School Standards & Framework Act 1998).

The staffing level for the Academy is determined on the basis of its Published Admissions Limit for the 2016/17 academic year.

### **ADMISSIONS ARRANGEMENTS**

Admissions are determined by 'fair banding' and distance. We use a similar testing and banding procedure currently used by two other secondary schools in Islington. Applicants are required to take a non-verbal reasoning test and will be placed into one of four bands, according to their performance.

The Academy will consider all applications for places. Where fewer than 125 applications are received, the Academy will offer places to all those who have applied. Where more than 125 applications are received students will be considered against the following criteria .

After the admission of pupils with a Statement of Special Educational Needs (where the Academy is named on the statement), the criteria will be applied in the order in which they are set out below, subject to the application of fair banding :

- a) Looked after children and children who have been adopted (or made subject to residence or special guardianship orders) immediately after being looked after; (see footnote 1).
- b) Admission of pupils whose siblings currently attend the Academy and will continue to do so on the date of admission; (see footnote 2).
- c) Admission of pupils whose siblings currently attend Richard Cloudesley School and who will continue to do so on the date of admission; (see footnote 2).
- d) Up to ten children resident in the City of London. If more than ten pupils apply, selection within fair bands to be determined by drawing lots.
- e) Were considered to have exceptional special educational, medical or social needs for priority admission; (see footnote 3).
- f) Admission of pupils on the basis of proximity to the Academy. This will be determined by a computerised mapping system using a straight line distance measurement. Routes are calculated from the child's home address (as defined by the Land and Property Gazetteer) to the main entrance of the Academy.

### **OPERATION OF WAITING LIST**

9. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. This will be maintained by the 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.
10. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 8 a - f of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **City of London Academy - Post 16 Admissions Policy**

1. All students who apply before the published deadline will be contacted by the Academy to attend a consultation meeting regarding their application at which they will be provided with advice on options and entry requirements for particular courses. Applications are made directly to the Academy.
2. Following the consultation meeting, offers of a place on a specific course will be conditional on GCSE results and attendance at enrolment in August.

### **Oversubscription criteria:**

In the event that there are more applications than places available, the following criteria will apply;

1. Looked after children and children who have been adopted (or made subject to a residence orders or special guardianship orders) immediately after being looked after (see footnote 2)
2. Students in Year 11 who attend the City of London Academy who meet the entry requirements for their chosen course of study.
3. External students who meet the entry requirements for their chosen course of study.

In the event of more applications than places available within any given criteria, preference will be given to students who are nearest to the Academy. This will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the child's home address (as defined by the Land and Property Gazetteer) to the main entrance of the Academy.

### **Proposed admission numbers for September 2016:**

A maximum of 110 students in Year 12 ; with a maximum of 90 students in Year 13 will be offered places for September 2015.

The Admissions policy is reviewed annually.

## **FOOT NOTES :**

1. A child who is looked after for these purposes is a child who is in the care of the local authority and placed with foster carers, adoptive parents or other family members.
2. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address, who is on the roll of the Academy \*Years 7 – 14) or of co-located Special School (Richard Cloudseley) at the time of proposed admission in the new academic year.
3. The Academy's Panel, on an individual basis, may give priority to the applicants who can demonstrate that admission to the Academy is necessary on the grounds of professionally supported medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered
4. If only one place is available at the Academy and the next child who qualifies for a place is one of multiple birth siblings, the Academy will go over its published admission number to support the family and accommodate the multiple birth sibling(s).