

City of London Academy (Southwark)

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The Admission of Pre 16 Year Old Students to the City of London Academy (Southwark) 2017-2018

1. This document sets out the admission arrangements for the City of London Academy. Any changes to the arrangements set out in this document, with the exception of setting a published admission number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.

2. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admissions 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 participate in the Pan London Co-ordinated Admissions System operated by Southwark LA. Applicants will be required to complete the Common Application Form (CAF) to be returned to the local authority the applicant resides in.

3. The Academy will admit children with Educational Health Care Plans (EHCP) of Special Educational Need where the Academy is named in the EHCP. The Academy makes particular provision for pupils on the Autistic Spectrum and therefore the Academy would be particularly suited to children needing this facility.

Where a local education authority proposes to name the Academy in a EHCP made in accordance with section 324 of the Education Act 1996, the Academy shall consent to being named, except where admitting the child would be incompatible with the provision of efficient education for other children; and where no reasonable steps may be made to secure compatibility.

In the event of any disagreement between the Academy and the local education authority over the proposed naming of the Academy in a EHCP the Academy may ask the Secretary of State to determine whether the Academy should be named. The Secretary of State's determination shall be final. However, this does not affect parents' rights to appeal against the refusal to name the Academy in an EHCP of SEN to the First Tier Tribunal.

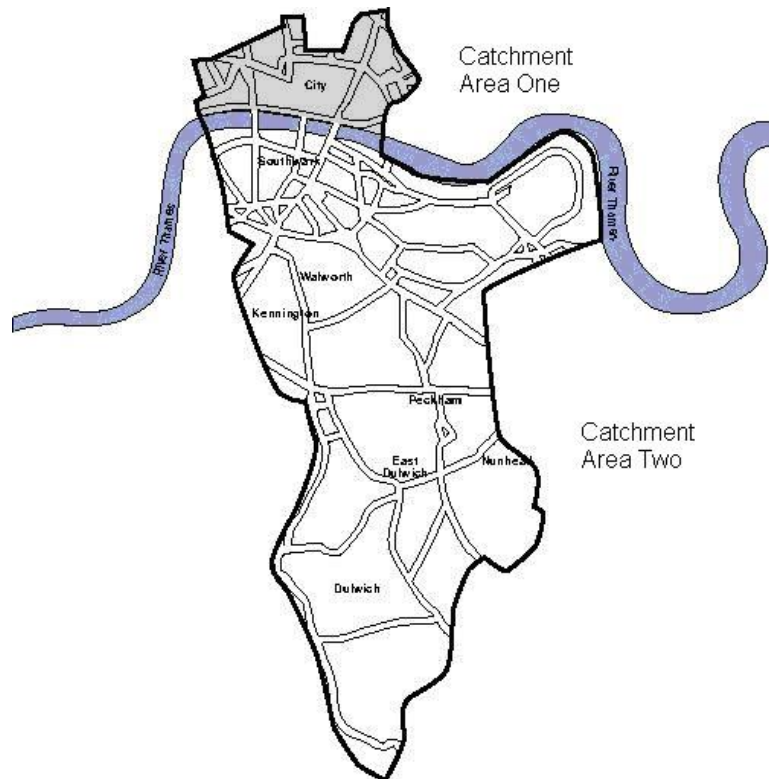
4. In deciding where a child's inclusion would be incompatible with the efficient education of other children, the Academy shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.

5. Admission Arrangements Approved by Secretary of State

The admission arrangements for the City of London Academy for the year 2017-2018 (Southwark) and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a) The City of London Academy has an agreed admission number of 240 pupils in Year 7. The Academy will admit 240 pupils in the relevant age group each year if sufficient applications are received.
- b) The City of London 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 City Academy will consult the Secretary of State. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State;

- c) The Academy will give priority to children who live within the two catchment areas shown as catchment areas one, the City of London, and two, the London Borough of Southwark, on the attached map.
- d) The Academy admits up to 10% of students on the basis of an Information Technology Aptitude Test.
- e) The Academy is committed to achieving the admission of students from the full range of academic ability by the use of Banding. This is explained in more detail under the over-subscription criteria listed below.



Process of application

6. The City of London Academy will use the following time-table for applications each year (exact dates may vary from year to year):

- a) **September** – the City of London Academy will publish in its prospectus information about the arrangements for admission, including over subscription criteria, in 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 students and their parents to visit the Academy. It will publish the date by which applications must be received by the Southwark LA under the co-ordinated admission arrangements. The City of London Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
- b) **September**– the City of London Academy will hold Open Evenings/opportunities for parents to visit the City of London Academy.
- c) **October** – closing date for application forms.
- d) **November**- LA sends applications to the Academy.

- e) **December-** Prospective students can sit a Information Technology test if they wish and an application form is available from the Academy.
- f) **January** – the City of London Academy returns the list of students to be offered places to the Southwark LA in September
- g) **March** – Southwark LA informs parents and schools about the KS3 student allocations for September.

Consideration of applications

7. The City of London Academy will consider all applications for places. Where fewer than 240 applications are received, the City of London Academy will offer places to all those who have applied.

Procedures where the City of London Academy is oversubscribed

8. In the event of over-subscription the following arrangements will apply:

8.1 Applicants who are “looked-after” or a “previously looked after child.” ‘Previously looked after’ children are children who were looked after, but ceased to be so because they were adopted i (or became subject to a child arrangements order ii or special guardianship order iii). 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.

8.2 Each applicant will be required to take a non-verbal reasoning test which would place applicants in a rank order. Those (maximum 10%) selected on the basis of assessed aptitude for Information Technology will be included.

8.3 Applicants will then be placed in one of 5 bands based on their performance in the test. As far as is possible, each band will contain the same number of applicants so that it represents 20% of the remaining applicants. The remaining places will be allocated so that an equivalent number of applicants are admitted from each band. Applicants will be admitted according to the criteria listed below in the order listed:

8.4 Applicants residing in catchment area one, the City of London, shown on the attached map (this is currently estimated as a maximum of 30 applicants).

8.5 Applicants residing in catchment area two, the London Borough of Southwark, shown on the attached map, and where there are more such applicants than places, according to the following criteria listed in priority order:

8.6 Siblings of pupils in attendance at the Academy in Years 7 to 11 only. "Brothers and sisters include half brothers and sisters and step brothers and sisters who share the same home. It also includes adopted and foster brothers and sisters who share the same home." Siblings of students in Years 12 and 13, who have progressed through the Academy.

8.7 Children with special medical or social needs which the Academy is best placed to meet (this will be supported by professional advice from the Health Authority, an Educational Psychologist, CAMHS or a GP on why the Academy is necessary and a statement from the parent giving “the difficulties that would be caused if their child had to attend another school”.) Special medical or social needs will include priority for vulnerable groups (after children with EHCP and children in public care who have recently come into care or moved into the area) such as: Children whose names are either on or at risk of being placed on the Child Protection Register; Children whose social or personal circumstances are seriously limiting their capacity to gain access to education without the support of the local authority.

8.8 Children attending Redriff Primary Academy: City of London Academy (Southwark) and Redriff share the same ethos and values and are federating to secure a closer working relationship and provide a foundation for joint development. The shared vision is to develop an integrated and aspirational structure of education from early years to 19 for children of all abilities and naming Redriff as a feeder primary school is a key part of the strategy to achieve this outcome. Our aim is to secure lifelong learning for all students.

8.9 Children who live nearest to the Academy measured by the shortest safe walking distance from their normal family home to the corner of Lynton Road and St James Road by the main Academy Building

"Our measurements are performed using Hometrack software that calculates the shortest, safest walking route in metres"

A centroid (centre point), supplied by Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the Academy, lower door numbers will take priority." Where a child spends time with both parents/carers in separate homes and both have parental responsibility, "their normal family home" is where the majority of school nights (Sunday to Thursday) are spent.

8.10 Applicants residing outside of the catchment areas shown on the attached map and where there are more such applicants than available places, children attending the Sir John Cass's VA Foundation Primary School in the City of London will be given priority.

8.11 Where the Distance Tie-Break does not produce a clear outcome (i.e. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

9. Notwithstanding the provisions of paragraphs 8 above, the Secretary of State may direct the City of London Academy to admit a named pupil to the Academy on application from an LA.

Operation of Waiting Lists and Appeals

10. After 240 applicants have been offered a place for admission, others will be offered a place on a waiting list for the relevant band. Places for admission which are declined or otherwise become vacant will be offered, as far as possible, to those on the waiting list who are in the same band as that vacated, priority being determined by the oversubscription criteria set out in 2.2 as appropriate. There will be an independent Appeals Panel appointed in accordance with the provisions of the Schools Admissions Code on the School Admission Appeals Code. Waiting lists for Year 7 pupils will be maintained until the end of the Autumn term of the Academic Year. Additions to the waiting list will be ranked in line with the published oversubscription criteria with first consideration given to those who have completed the Banding Test.

10.a) Notwithstanding the provisions of paragraph 10, above, the Secretary of State may direct the City Academy to admit a pupil on an application from the London Borough of Southwark in accordance with the terms of the Fair Access Protocol.

11 Late Applications

Late applications will be considered following the criteria set down in the Pan London Admissions System procedure.

12. Proof of Identification

Following the offer of a place at the Academy parents/carers must provide their child's proof of identification and main residence to comply with the Academy's admissions criteria. The forms of identification may include:

Short birth certificate
NHS registration
Council tax bill
Two current utility bills

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the City of London Academy

13. Students who leave will be replaced from those on the relevant waiting list, or by casual mid-year entry, if all waiting list demand has been met, from those who are in the same band as the place vacated, priority being determined by the provisions of paragraph 8, above, and subject to the provisions of paragraph 10A.

Annual Procedures for Determining Admission Arrangements

Consultation

14. The Academy shall consult each year on its proposed admission arrangements.

Determination and publication of admission arrangements

15. Following consultation, the Academy must consider comments made by those consulted. The Academy shall then determine its admission arrangements by April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

16. The Academy will provide information for any composite prospectus, this will be published on our website by 1st May the relevant year.

17. The published arrangements will set out:

- a) the name and address of the school and contact details;
- b) a summary of the admissions policy, including over-subscription criteria;
- c) a statement which makes clear that religious affiliation is not part of the admissions process;
- d) numbers of places and applications for those places in the previous year;
- e) arrangements for hearing appeals.

Representations about admission arrangements

18. Where other admissions authorities in the relevant area make representations to the City of London Academy about its admission arrangements, the Academy will consider such representations. Where the Academy and other admission authorities cannot reach agreement locally, any admission authority in the relevant area may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy. Where s/he judges it appropriate, the Secretary of State may direct the City Academy to amend its admission arrangements.

19. Other admission authorities in the Southwark area have the right to ask the City Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask the Secretary of State to direct the City Academy to increase its proposed published admissions number. The Secretary of State will consult the City Academy and will then determine the published admission number.

20. In addition to the provisions at paragraph 17 above, the Secretary of State may direct changes to the City Academy's proposed admission arrangements.

Proposed changes to admission arrangements by City Academy after arrangements have been published

21. Once the admission arrangements have been determined and published, the Academy should propose changes only if there is a major change of circumstances. In such cases, the City of London Academy must consult those consulted under paragraph 17 above and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

22. The Secretary of State will [usually] consider applications from an Academy to change its admission arrangements only when the said Academy has consulted on the proposed changes as outlined at 18 above.

23. Where the Academy has consulted on proposed changes and there have been no objections from other admissions authorities the Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and forwarding any comments or objections from other admission authorities/other persons.

24. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.