

## **ADMISSIONS POLICY- HARRIS ACADEMY PECKHAM 2017/18**

1 This document sets out the admission arrangements for Harris Academy Peckham.

2 The Academy will comply with all relevant provisions of the School Admissions Code and the School Admission Appeals Code. 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 co-ordinated admission arrangements operated by Southwark LA for Year 7.

3 Notwithstanding these arrangements, the Secretary of State may direct the Harris Academy Peckham to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

4. Throughout this document the following definitions apply:

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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002 (or became subject to a residence order under the terms of the Children Act 1989 or special guardianship order). Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5 The admission arrangements for Harris Academy Peckham for the year 2017/2018 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a) Harris Academy Peckham has an agreed admission number of 180 pupils in Year 7. The Academy will accordingly admit at least 180 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 (PAN) for any specific year. The Academy is not required to consult on any proposed increase to the PAN, however it must notify the Local Authority of the increase and specify the changes on the Academy website.

### **Process of application**

6 Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the respective home LA's of the applicants.

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 Southwark Admissions Forum or 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 2013 for admission in September 2014). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the school. 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/carers to visit the Academy;
- c). October - CAF to be completed and returned to the LA to administer
- d) November- LA sends applications to Academy;
- e) December – Academy tests applicants to allocate to ability groups;
- f). January- Academy sends list of pupils to be offered places to LA;
- g) February- LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents;
- h) 1<sup>st</sup> March offers made to parents/carers.

### **Consideration of applications**

7 Harris Academy Peckham, will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

### **Procedures where Harris Academy Peckham is oversubscribed**

8 The Academy will admit students representing all levels of ability among applicants for admission to the Academy. All applicants will take a standardised non-verbal reasoning test, which will be standardised against the national distribution of ability. Then students will be placed in rank order and will be allocated to one of nine groups. The number of places in these groups will represent the national distribution of abilities by applying national percentages in each group to the number of places available. There is no pass or fail to the assessment but the process produces valid and reliable scores so that places can be allocated from each of the nine groups to produce a balanced and equitable intake.

9 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 EHCs (Education, Health and Care Plans) where the Academy is named on this, the criteria will be applied in the order in which they are set out below to create the rank order in each group for offering places:

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- a). Looked after children and previously looked after children.;
- b). Students for whom it is essential that they be admitted to the Academy because of significant medical or social needs, supported by written medical evidence from a doctor or social worker, submitted in writing at the time of the application. Such a submission will need to offer specific evidence that supports the attendance of the child at this particular Academy. Any evidence offered without such focus is deemed inadmissible although the application will then be considered under other criteria. Therefore applicants should state clearly why the Academy is more suitable than any other school and what the difficulties would be if their child was not offered a place.
- c). Siblings (including half, step, foster and adopted siblings), on the roll of the Academy at the time of admission, not at the time of application, and who will be living with the student at the same permanent address on the date of their entry to the Academy. The student's 'permanent address' is defined where he/she normally lives, sleeps and goes to school. Proof of residence will be requested as part of the admissions process. Where parents share responsibility for a student, the address at which the student spends the majority of school nights (Sunday-Thursday) will be considered the 'home' address.
- d). Students who are in attendance at Harris Primary Academy Peckham Park and Harris Primary Free School Peckham;
- e). The remaining places will be offered to pupils on the basis of the proximity of their permanent address to the school - closest first. The Academy determines the distance using a computerised geographical information system. This system measures the distance from each applicant's home to the main entrance of the Academy by the shortest straight-line 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. *(The pupil's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and the application cancelled).* In the event of parental responsibility for a child being shared, the child's home address will be considered to be the address at which the student spends the majority of school nights (Sunday- Thursday).

This process of allocation using the criteria above will continue until reaching the correct number in each group as identified in (8) above;

If there are unallocated places in any group and applicants who have not been offered a place in an adjacent group or, if none in adjacent groups, have taken the tests and been placed in other groups these places will be allocated to them;

If at the end of this process there are unallocated places in any band these will be filled by unallocated applicants who have not sat the admission test, through random allocation and independently verified.

At all stages in the process children with Statements of Special Educational Needs

and Looked After or Previously Looked After children will be allocated a place before other applicants.

If at any stage in the process set out at criteria b. to e. above two or more children are tied for the last place in any group then the student to be offered the place will be determined by drawing lots, independently verified.

### **Admission of children outside their normal age group**

10 Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development, including their prior learning if recently admitted to the country from abroad;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

This applies to all admissions whether made in the normal admissions round through the CAF or in-year admissions. In the case of students joining in-year who have recently entered the country we will counsel parents on when it is in the best interest of the child to make an application for admission outside the normal age group.

### **Operation of waiting lists**

11 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term in the academic year of admission. This will be maintained by the Academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. If additional names are added to the waiting lists the criteria set out above

will be used to rank them and place them in rank order adjusting the rank of other children accordingly.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 9. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for appeals panels**

12 Parents/Carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

### **Arrangements for admission to Post 16 provision**

13 Harris Academy Peckham operates a sixth form for a total of 270 students. 120 places overall will be available in year 12 (the year 12 'capacity')

14 To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. Harris Academy Peckham will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and are attached at Annex 1.

15 Children failing to meet the grades for their preferred course option will be offered alternative courses if available. Children already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry.

If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs where Harris Academy Peckham is named on the statement, the criteria will be applied in the order in which they are set out below:

a. Looked after and former looked after young people (see definitions in admission criteria for Year 7).

b. Distance of the applicant's home from the Academy with those applicants living closest being given priority.(See para 8 e). for definition of measurement of distance)

If more than one candidate is tied for the last place then random allocation, independently verified, will be used to decide who is offered the place.

16 There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

**Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the Academy**

17 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. If more applications are received than there are places available, the place will be allocated using random allocation, independently verified. In the case of applications for such places in years 8-11 the Academy may refuse admission to pupils with challenging behaviour in cases where there are fewer students in a particular year group than the published admissions number. Such refusals will only occur where the student concerned has been previously excluded from two or more schools or where special circumstances apply as specified in the Admissions Code. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding. Parents/Carers whose application is turned down are entitled to appeal.

### Applications 2017/18 Sixth Form Entry requirements

Applicants applying to the Sixth Form will need to attain the required entry-level standard. They are:

| <b>Course Level</b>                       | <b>Requirement</b>  |
|---|---|
| <b>4 A Levels</b>                         | 7 A* - C grades in full course GCSE subjects including English and Maths  |
| <b>3 A Levels</b>                         | 5 A* - C grades in full course GCSE subjects including English and Maths  |
| <b>3 A Level/BTEC Level 3 Combination</b> | Combination of 5 A* - C grades at GCSE or Merit or above in BTEC subjects.<br><br>A Levels require a B grade in a relevant GCSE subject.  |
| <b>2 BTEC Level 3</b>                     | Combination of 5 A* - C grades at GCSE or Merit or above in BTEC subjects.  |
| <b>L2 English and maths</b>               | Any student that achieved a grade D in Year 11 in either English and/or maths will be required to resit the GCSE by the Summer of Year 12<br><br>Students who achieved a grade E-U will follow the most suitable course in English and/or maths |

**For all courses a good attendance report is essential.**