

ADMISSIONS POLICY

THE ADMISSION OF PUPILS TO BACON'S COLLEGE

1. This document sets out the admission arrangements for Bacon's College (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 Bacon's College 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 Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) 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. The Academy will participate in the co-ordinated admission arrangements operated by the Southwark LA.
3. Notwithstanding these arrangements, the Secretary of State may direct Bacon's College to admit a named pupil to Bacon's College on application from an LA. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for Bacon's College for the year 2016/2017 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a) Bacon's College has an agreed admission number of 180 pupils. Bacon's College will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received;
 - b) Bacon's College 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, Bacon's College will consult those listed at paragraphs 29-30 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 Southwark LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Southwark LA. Bacon's College 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 – Bacon's College will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg in September 2014 for admission in September 2015). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Bacon's College will also provide information to the LA for inclusion in the composite prospectus, as required;
 - b) September - Bacon's College will provide opportunities for parents 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 sends list of pupils to be offered places to LA
 - f) February - LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents.
 - g) 1st March offers made to parents.

Consideration of applications

6. Bacon's College will consider all applications for places. Where fewer than 180 applications are received, Bacon's College will offer places to all those who have applied.
7. All pupils with an Education, Health and Care Plan (EHC) that names Bacon's College will be admitted. Parents/Carers of children who have an EHC are required to apply for a school place separately through the Local Authority from whom advice is available. If a place/places are allocated to children with an EHC before the normal admission round, the number of places available to other applicants will be reduced.
8. All applications received will be considered on an 'equal preference' basis.

Children are normally educated with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/Carers must state clearly why

they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Parents/Carers must contact the College to request education outside the normal age group before making an application.

9. Late applications will be considered in line with the common timetable agreed by the Southwark admissions forum. Late applications added after the initial offer of places will be considered along with other applicants on the waiting list in accordance with the published oversubscription criteria. This will necessitate the carrying out of a random selection exercise each time a place becomes available.

Procedures where Bacon's College is oversubscribed

10. The area served by the college is divided into an inner (marked A on the attached map) and an outer catchment area (marked B on the attached map). 135 (75%) of the available places will be allocated to applicants living in the inner area and 45 (25%) to applicants living in the outer area.
11. In order to ensure that the intake to the college represents the full range of ability, the college will use pupil banding as part of its admissions arrangements if the college is oversubscribed. Banding will be applied separately to both the inner and outer catchment areas and the same test will be used to assess a pupil's ability. Other than to determine the ability band into which a pupil will be placed, the assessment of a pupil's ability plays no other part in the admission arrangements for Bacon's College.
12. If there are more applicants than the number of places available the following oversubscription criteria will be applied. The applicants within each part of the catchment area will be placed in one of 5 ability bands according to their test scores, including those with a Statement of Special Educational Needs that names the academy. After places have been allocated to children with a Statement of Special Educational Need that names Bacon's College, places within each band will be allocated in the following order of priority:
 - (i) Looked After Children and Previously Looked After Children. Looked after children are children who are in the care of the Local Authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residency order, (now termed child arrangement order under the Children and Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

- (ii) Random allocation within each ability band. This process will be supervised by a person independent of the college.
13. If places become vacant in a band, for example, because parents accept offers of places at other schools, and no applicants in those bands remain without a place, they will be evenly filled (by random allocation) by children falling into the next nearest bands (ie the bands on either side, or below or above, if the first child is selected by random allocation from the band above, the next will be selected by random allocation from the band below.)
 14. In the event that any places remain unfilled in either the inner or outer catchment areas, these will be allocated to the other area using the same banding and random allocation procedure.

Twins and in-year siblings

15. Where applications are received from twins, triplets or in year siblings (in the same academic year) the following procedure will be followed. If one child is selected by random allocation, the twin/triplet/same year sibling will be ranked in their band immediately below Looked After children.

Shared parental responsibility

16. In the event of parental responsibility for a child being shared, the child's home address will be considered to be that of the parent/guardian who receives the relevant Child Benefit Allowance.

Operation of waiting lists

17. Where in any year Bacon's College receives more applications for places than there are places available a waiting list will be maintained by Bacon's College from 1 September of the year to which the allocation applies. Separate waiting lists will be held for the Inner and Outer catchment areas and within these for each ability band. 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.
18. Children's position on the waiting lists will be determined solely in accordance with the oversubscription criteria set out in paragraphs 9 - 13 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the published oversubscription criteria, this will necessitate the carrying out of a random selection exercise each time a place becomes available.
19. Children who are the subject of a direction by a local authority to admit, or are allocated to the college in accordance with Southwark LA's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

Arrangements for appeals panels

20. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Bacon's College.

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 Education and Skills 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 is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

Arrangements for admission to post 16 provision

21. Bacon's College has an Admission Number of 50 for admissions to Year 12, in addition to the students who transfer from Year 11 of the College
22. Bacon's Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. These will apply to both transfers from Year 11 and new admissions to Year 12.
23. In the event of there being more than 50 applications for new admissions to Year 12, after the application of the criteria referred to in paragraph 19 the following factors will be taken into account in the allocation of places:
 - (i) The availability of courses which best suit the applicant's preferences
 - (ii) The effective use of staff resources
24. If more candidates fulfil the requirements of paragraphs 21 and 22, after allowing for transfers from Year 11, the available places will be allocated in the following order:
 - (i) Looked After Children and Previously Looked After Children who ceased to be so because they were adopted (or became subject to a residence or special guardianship order)
 - (ii) Random allocation
25. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left Bacon's College

26. Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and

if the year group applied for has a place available, a place will be offered. If a place is not available, the parent can ask for his or her child's name to be added to the waiting list, as described in paragraphs 16-18 above.

27. Parents whose application is turned down are entitled to appeal to appeal to an independent appeals panel.

II: PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

28. Bacon's College shall consult every seven years on its proposed admission arrangements.
29. Bacon's College will consult over a six week period between 1st October and 31st January in the academic year prior to the operation of the procedure under consultation:
 - a) Southwark LA;
 - b) Southwark Diocesan Board of Education
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph (b) located within the relevant area for consultation.

Determination and publication of admission arrangements

30. Following consultation, Bacon's College will consider comments made by those consulted. Bacon's College will then determine its admission arrangements by 28th February of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

31. Bacon's College will publish its admission arrangements each year once these have been determined, by:
 - a) Copies being sent to primary and secondary schools in Southwark LA;
 - b) Copies being sent to the offices of Southwark LA;
 - c) Copies being made available without charge on request from the Academy;
 - d) Copies being sent to public libraries in the area of Southwark LA for the purposes of being made available at such libraries for reference by parents and other persons.
32. The published arrangements will set out:
 - a) The name and address of the Academy and contact details;

- b) A summary of the admissions policy, including oversubscription criteria;
- c) A statement of any religious affiliation;
- d) Numbers of places and applications for those places in the previous year; and
- e) Arrangements for hearing appeals.

Representations about admission arrangements

33. Where any of those bodies that were consulted, or that should have been consulted, make representations to Bacon's College about its admission arrangements, Bacon's College will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Bacon's College. Where he judges it appropriate, the Secretary of State may direct Bacon's College to amend its admission arrangements.
34. Those consulted have the right to ask Bacon's College to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct Bacon's College to increase its proposed Published Admissions Number. The Secretary of State will consult Bacon's College and will then determine the Published Admission Number.
35. In addition to the provisions at paragraphs 33 and 34 above, the Secretary of State may direct changes to Bacon's College's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

Proposed changes to admission arrangements by Bacon's College after arrangements have been published

36. Once the admission arrangements have been determined for a particular year and published, Bacon's College will propose changes only if there is a major change of circumstances. In such cases, Bacon's College must notify those consulted under paragraph 29 above of the proposed variation 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

37. The Secretary of State will consider applications from Bacon's College to change its admission arrangements only when Bacon's College has notified and consulted the proposed changes as outlined at 28 - 32 above.
38. Where Bacon's College has consulted on proposed changes Bacon's College must secure the agreement of the Secretary of State before any such changes can be implemented. Bacon's College must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
39. The Secretary of State can approve, modify or reject proposals from Bacon's College to change its admission arrangements.
40. Records of applications and admissions shall be kept by Bacon's College for a minimum period of ten years and shall be open for inspection by the Secretary of State.