

## **ANNEX 2**

### **THE ADMISSION OF STUDENTS TO ASHCROFT TECHNOLOGY ACADEMY**

1. This document sets out the admission arrangements for Ashcroft Technology Academy (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 Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions 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. In particular, the Academy will take part in the Admissions Forum set up by Wandsworth Local Authority (LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Wandsworth LA.
3. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a 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 the Academy for the year 2017-2018 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) Ashcroft Technology Academy has an agreed admission number of 210 students. Ashcroft Technology Academy will accordingly admit at least 210 students in the relevant age group each year if sufficient applications are received;
  - b) Ashcroft Technology 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, Ashcroft Technology Academy will consult those listed at paragraphs 18-19 below. 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.

#### **Process of application**

5. Applications for places at the Academy will be made in accordance with Wandsworth LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the Wandsworth LA (the LA). The Academy will also require its own form to be completed and returned directly for the purpose of administering the aptitude tests for those seeking a specialist place for technical aptitude. 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 Wandsworth Admissions Forum or the LA:
  - a) July - 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 open mornings other opportunities

for prospective students and their parents to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

- b) June to September – The Academy will provide opportunities for parents and prospective students to visit the Academy;
- c) September – The Academy Aptitude Test application form to be returned to the Academy. Aptitude tests held at the Academy for those prospective students who have applied for a specialist place. Non Verbal Reasoning Test (NVR) held in Wandsworth primary schools and test centres for all prospective students. It should be noted the aptitude test does not apply to in year admissions.
- d) October –Wandsworth’s Common Application Form (CAF) to be completed and returned to the LA to administer;
- e) LA sends details of applications to the Academy;
- f) January - The Academy sends list of students 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 March offers made to parents.

### **Consideration of applications**

- 6. The Academy will consider all applications for places. Where fewer than 210 applications are received, the Academy will offer places to all those who have applied.

### **Procedures where Ashcroft Technology Academy is oversubscribed**

- 7. With the exception of those with a Statement for Special Educational Needs (or Education, Health & Care Plan) where the Academy is the named school, all children applying for admission into Year 7 will be required to take the Wandsworth Year 6 Non-Verbal Reasoning (NVR) Test. All applicants who sit the NVR Test will then be placed in one of five ability bands (A-E), based on their performance in the NVR Test. In addition, those children wishing to be considered for admission under criterion 7(b) below will be required to take an Aptitude Test in the Academy’s specialist subjects of Information Technology and Design and Technology.

Children who have not taken the NVR Test will not be considered for a place at the Academy until offers have been made to those who have taken the NVR Test.

Once places have been allocated to those children with Statements for Special Educational Needs, Education, Health & Care Plans and to those for whom the criteria detailed under 7(b) applies, all remaining available places will be allocated from each of the five ability bands and on the basis of the criteria detailed under 7 (a), (c), (d) and (e) so that equal numbers are admitted from each band.

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 students with Statements of Special Educational Needs where the Academy is the named school in the Statement, the criteria will be applied in the order in which they are set out below:

- a) Children in public care (children looked after) and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order, receive priority for admission to school. A child looked after is a

child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989;

- b) 21 places will be offered to those students with the highest score in the aptitude test;
- c) children who have a sibling on roll at the Academy at the time the application is made (i.e. a full brother or sister, a step/half brother or sister living at the same address, a child living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority);
- d) children whose parent(s) has been directly employed by the Academy for a minimum period of two full years at the time of application;
- e) children who live nearest to the Academy, using a straight line measurement from home to the Academy as calculated by Wandsworth Council's Geographical Information System, from the child's home to the entrance of the Academy. Measurements produced by alternative measuring systems will not be taken into account in any circumstances.

#### **Operation of waiting lists**

- 8. Subject to any provisions regarding waiting lists in Wandsworth 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 a month after the admission date. This will be maintained by Wandsworth LA on behalf of 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.
- 9. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 7a - e of this Annex. Where places become vacant they will be allocated to children on the waiting list within the relevant ability band where appropriate, in accordance with the oversubscription criteria.

#### **Arrangements for appeals panels**

- 10. Parents will have the right of appeal to an Independent Appeal Panel if they believe any aspect of the admission process has been unfairly administered by the 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 Education) 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.

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

- 11. Students are admitted to the Academy Sixth Form courses on the basis of an assessment of their ability.

The assessment is carried out by the Academy and consists of: -

- predicted GCSE grades
- reference from their Academy tutor, or headteacher of current school as to the student's ability for the course for which he/she has applied

There will be the opportunity for discussion between student and Academy senior staff as to the student's subject choice.

The 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.

12. There will be a right of appeal to the Independent Appeals Panel for unsuccessful applicants.

### **Arrangements for admitting students to other year groups, including to replace any students who have left Ashcroft Technology Academy**

13. Subject to any provisions in Wandsworth 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 oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

### **Arrangements for admission of students as Ashcroft Technology Academy builds to its full capacity**

14. From 1 September 2008, the Academy has a Published Admission Number relating solely to students in Year 7 and, where relevant, Year 12 students.

16. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Academy and the efficient use of resources.

17. There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants.

## **II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

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

19. The Academy will consult by 1 March:

- a) Wandsworth LA;
- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- c) 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**

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

### **Publication of admission arrangements**

21. Ashcroft Technology Academy will publish its admission arrangements each year once these have been determined, by:
  - a) copies being sent to primary and secondary schools in Wandsworth LA;
  - b) copies being sent to the offices of Wandsworth LA;
  - c) copies being made available without charge on request from the Academy;
  - d) copies being sent to public libraries in the area of Wandsworth LA for the purposes of being made available at such libraries for reference by parents and other persons.
22. 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) numbers of places and applications for those places in the previous year; and
  - d) arrangements for hearing appeals.

### **Representations about admission arrangements**

23. Where any of those bodies that were consulted, or that should have been consulted, make representations to Ashcroft Technology Academy about its admission arrangements, the Academy 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 the Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.
24. Those consulted have the right to ask Ashcroft Technology Academy 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 Ashcroft Technology Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.
25. In addition to the provisions at paragraphs 34 and 35 above, the Secretary of State may direct changes to Ashcroft Technology Academy'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 Ashcroft Technology Academy after arrangements have been published**

26. Once the admission arrangements have been determined for a particular year and published, Ashcroft Technology Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 18 – 19 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**

- 27. The Secretary of State will consider applications from Ashcroft Technology Academy to change its admission arrangements only when the Academy has notified and consulted the proposed changes as outlined at 19 - 20 above.
- 28. Where Ashcroft Technology Academy has consulted on proposed changes, the Academy must 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 passing to him any comments or objections from other admission authorities/other persons.
- 29. The Secretary of State can approve, modify or reject proposals from Ashcroft Technology Academy to change its admission arrangements.
- 30. Records of applications and admissions shall be kept by Ashcroft Technology Academy for a minimum period of three years and shall be open for inspection by the Secretary of State.