

## **Policy Document**

### **ADMISSIONS**

1. This document sets out the admission arrangements for the Harris Falconwood Academy, hereinafter referred to as ‘the Academy’, in accordance with Annex 2 to the Funding Agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in Part 1 of this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.

2. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from a local authority (LA). Before doing so the Secretary of State will consult the Academy.

### **I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

#### **Arrangements for admission to 11-16 Provision**

3. The admission arrangements for the Academy are:
- a) The Academy has an agreed admission number of 180 students. The Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received, and no more than 180 students;
  - b) The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 30 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**

4. 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 Bexley local authority (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 Bexley Admissions Forum or LA.

- a) By September of the preceding year - The Academy will publish in its prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective students and their parents/carers 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/carers to visit the Academy;
- c) October/November - CAF to be completed and returned to the LA to administer;
- d) LA sends applications to the Academy;
- e) The Academy sends list of students to be offered places to the LA;
- f) February - LA applies agreed scheme for its own schools, informing other LAs of offers to be made to students for whom they are responsible;
- g) 1<sup>st</sup> March offers made to parents/carers.

### **Consideration of applications**

- 5. The Academy will consider all applications for places.
- 6. Subject to the provisions of paragraphs 27 to 29, where the number of applications received is fewer than the published admission number in any year group, the Academy may refuse admission to students who have been excluded from two or more schools. In year groups other than a relevant age group<sup>1</sup>, in addition to the special circumstances set out in paragraph 3.32 of the School Admissions Code 2010, the Academy may also refuse admission to a challenging student if:
  - a) the application is made outside arrangements covered by the in-year fair access protocol.

### **Ability Banding**

- 7. The Academy will operate an Ability Banding Admissions procedure with nine ability bands.
- 8. All applicants will be required to undertake a Non-Verbal Reasoning Test (NVRT) on a date to be published each year. Priority will be given to those applicants who have taken the test, and there will be arrangements for late tests for any applicants who are unable to take the test on the first specified date.

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<sup>1</sup> Relevant age groups for this Academy are years 7 and 12.

9. Applicants will be allocated to an ability band on the basis of their NVRT score. The percentage of places available in each of the nine bands will be determined by the distribution of the national ability profile.

### **Procedures where the Academy is oversubscribed**

10. Where the number of applications for admission is greater than the published admissions number, applications in each band will be considered against the criteria set out in paragraph 11, below, using inner and outer catchment areas (zones) with agreed allocations of places to each, as set out in Appendix A.

11. After the admission of students with statements 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:

- a) children in public care;
- b) 90% of the remaining places to children residing in priority zone A, selected by lottery in each zone as set out in Appendix A.
- c) Any remaining places to children residing in zone B, selected by lottery in each zone as set out in Appendix A.

Note: Priority Zone A will include all addresses falling within a radius of 1.75 miles from the main entrance to Harris Academy Falconwood as from time to time determined and published by the Governing Body.

### **Operation of waiting lists**

12. 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 the Published Admissions Number, a waiting list will operate until a month after the beginning of the Academy year. 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.

13. An applicant's position on the waiting list will be determined solely in accordance with the banding and oversubscription criteria set out in paragraph 7 – 11 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

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

14. The Academy will admit students into its co-educational sixth form, with a maximum capacity of 250 in years 12 and 13. After admitting students already on the roll of the Academy, the Academy will admit the required number of external students. If oversubscribed with those eligible to progress from its own Year 11, the Academy will not admit any external applicants.

15. The Academy will admit any stated students whose statement names the Academy and which the Academy has agreed.

16. The Academy will publish specific criteria in relation to minimum entrance requirements for the sixth form. It will also publish academic standards for acceptance on to the range of courses available. Both measures will be based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers and will be subject to consultation with those in paragraph 30.

17. Both internal and external students wishing to enter the sixth form will be expected to meet the minimum academic entry requirements.

18. In addition to the minimum academic entry requirements for the sixth form, students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. There will be an opportunity for discussion between students and Academy Senior staff as to the students' subject choice.

19. These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Academy's prospectus and in the LA composite admissions prospectus.

20. Details relating to the prior attainment requirements (for external applicants) will be required on a supplementary application form.

21. Where the sixth form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

22. Where fewer than the required number of external applications are received and satisfy any academic entry requirements, the Academy will offer places to all those who have applied.

23. Where more than the required number of external applications are received and satisfy any academic entry requirements, priority will be given to applicants in the following order:

- a) Looked after children;
- b) those living closest based on the distance of the applicant's home from the Academy, measured in a straight line from the applicant's home to the nearest entrance to the Academy.

24. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants and internal students refused transfer.

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

25. Subject to paragraphs 27 - 29 below, and 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 will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraphs 7 - 11 shall apply. Parents whose application is refused are entitled to appeal.

26. The Academy will participate in Bexley LA's In Year Fair Access Protocol.

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

27. During the period from 1 September 2009 to the admission of Year 7 in September 2013 to the Academy, there will not be a Published Admission Number against which to consider applications for admission to Years 8 to 11. Initially in September 2009 there will be four such Year groups reducing by one in each subsequent academic year.

28. 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.

29. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants

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

### **Consultation**

30. The Academy will consult by 1 March each year on its proposed admission arrangements:

- a) Bexley LA;
- b) The admission forum for Bexley LA;
- 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 sub-paragraph c) located within the relevant area for consultation;
- e) Affected admission authorities in neighbouring LA areas.

## **Publication of admission arrangements**

31. The Academy will determine its admissions arrangements each year by 15 April and will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in Bexley LA;
- b) copies being sent to the offices of Bexley LA;
- c) copies being made available without charge on request from the Academy;
- d) copies being sent to public libraries in the area of Bexley 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) numbers of places and applications for those places in the previous year; and
- d) arrangements for hearing appeals.

**Admissions Policy**  
**Reviewed May 2010 by Ms T Askew**  
**Revision due April 2011**

## **Appendix A**

### **Selection by lottery**

1. After the admission of students with statements of SEN and looked after children, the remaining places in each ability band will be allocated by the drawing of lots in two geographical zones.
2. Zone A is an area of a radius of 1.75 miles from the Academy, shown on the attached map, including all dwellings bisected or touched by the line: Zone B will be the area outside Zone A.
3. 90% of places in each ability band shall be allocated to applicants drawn by lot from Zone A. The remaining places in each ability band shall be allocated to applicants drawn by lot from Zone B, until all places in each ability band are allocated, or until all applicants in that ability band have been placed.
4. If there are insufficient Zone A applicants within any ability band to enable the Academy to admit 90% from Zone A then places will be allocated to applicants from Zone B.
5. If, at the end of this process, there are unallocated places in any band these will be filled by unallocated applicants from the next nearest band(s) using the same allocation process set out in paragraph 3 above. The places shall be filled evenly by children falling into the bands below or above. If the first applicant is taken from the next nearest band above, then the next should be from the next nearest band below and so on until all the places in the band are filled.