

Policy Document

ADMISSIONS POLICY FOR SEPTEMBER 2014 INTAKE

1. This document sets out the admission arrangements for Harris Academy Falconwood. 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. Any changes to this policy will be consulted on fully in line with the timescales laid down by the regulations
2. The Academy will comply 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. In particular, the Academy will take part in the Admissions Forum set up by Bexley LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Bexley LA.
3. Notwithstanding these arrangements, the Secretary of State may direct Harris Academy Falconwood to admit a named pupil to the Academy 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 Harris Academy Falconwood for the year 2013/2014 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a) Harris Academy Falconwood 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

5. 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. If there are applicants with special needs that will require different arrangements for the non-verbal reasoning banding test, the Academy asks them to complete a form to allow for these to be considered and, if accepted, the arrangements made. This form will be advertised in the prospectus and brochure and will be

available from the Academy. 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) 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 2008 for admission in September 2009). 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 – Deadline for form asking for special arrangements in the tests to be submitted;
- d) October - CAF to be completed and returned to the LA to administer; Academy makes arrangements, and issues invitations, for fair banding tests;
- e) November - LA sends applications to Academy;
- 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) 1st March offers made to parents/carers.

Consideration of applications

6. Harris Academy Falconwood 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 Falconwood is oversubscribed

7. 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. 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. The Academy requires applicants with special needs that will require different arrangements for the test to complete a form to allow for these to be considered and if accepted the arrangements made. See 5 (c) above – the form is available from the Academy.
8. 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 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 to create the rank order in each group for offering places:

- a) Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Such students will be given top priority in each band before the oversubscription criteria is applied;
- 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.

This process of allocation using the criteria above will continue until reaching the correct number in each group as identified in (7) above; If at the end of this process there are unallocated places in any band these will be filled by unallocated applicants, alternating between the band above and below, using the same allocation criteria set out above and continuing the sequence of the allocation of places;

Children who apply via the CAF and then do not turn up for the test, unless they have statements of Special Educational Needs or are Looked After Children, will be considered for a place after all those children who have sat the test.

Operation of waiting lists

9. 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 a term after the admission date. 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. There will be no rank order in the waiting list.
10. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria set out in paragraph 8 including a new lottery draw for the place.

Arrangements for appeals panels

11. 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 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. The Academy should 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

12. Harris Academy Falconwood operates a sixth form for a total of 250 students. 125 places overall will be available in Year 12 (the year 12 ‘capacity’)

The admission number for Year 12 is 40.

This is the number of places which will be offered on an annual basis to eligible external applicants.

If fewer than 85 of the Academy’s own Year 11 pupils transfer into Year 12 additional external pupils will be admitted until Year 12 meets its capacity of 125.

13. 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 Falconwood 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 will be published in its prospectus and on its website.
14. 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 Falconwood 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
15. 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

16. 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 to the applicant who is in the same ability band as the pupil who has left - applying the criteria set out in Para 7 above. 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 of Practice. 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.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

17. Harris Academy Falconwood shall consult on any changes to its proposed admission arrangements. Otherwise the arrangements will be consulted on at least every 7 years.

18. In such circumstances the Academy will consult by 1st March:

- a) all relevant LAs;
- 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. For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

Determination and publication of admission arrangements

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

Publication of admission arrangements

20. Harris Academy Falconwood will publish its admission arrangements on its website each year (with a copy to the Local Authority by 1st May).

21. 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 arrangements for hearing appeals.

Representations about admission arrangements

22. Where any of those bodies that were consulted, or that should have been consulted, make representations to the 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 Schools Adjudicator by 30th June. The Schools Adjudicator will consider the representation and in so doing will consult the Academy. The Academy will provide all the information that the Local Authority needs to compile the composite prospectus no later than 8th August, unless agreed otherwise.

23. Those consulted have the right to ask the 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 the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.
24. In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and may direct changes to the proposed Published Admissions Number.

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

25. Once the admission arrangements have been determined for a particular year and published, the 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 above of the proposed variation and must then apply to the Schools Adjudicator 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

26. Where the 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.
27. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.
28. Records of applications and admissions shall be kept by the Academy for a minimum period of one year and shall be open for inspection by the Secretary of State.

**Admissions Policy
Reviewed February 2013 by T Askew
Revision due February 2014**