

ADMISSIONS POLICY HARRIS ACADEMY BROMLEY - 2016/17

- 1 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 Bromley LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Bromley LA for admission to Year 7 in the normal admissions round.
- 2 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).
- 3 Notwithstanding these arrangements, the Secretary of State may direct the Harris Academy Bromley 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

- 4 The admission arrangements for the Harris Academy Bromley for the year 2016/2017 and for subsequent years are:
 - a) The Harris Academy Bromley has an agreed admission number of 180 pupils. The Academy is a Girls School at 11 – 16 and only admits female students to Year 7. The Academy will accordingly admit at least 180 girls in the relevant age group each year if sufficient applications are received; Boys as well as Girls are admitted to the sixth form – see paras 12 – 15 below;
 - 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. Students will not be admitted above the PAN 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 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. In order to provide additional information to assist with the application of the oversubscription criteria and allow for the arrangement of the NFER banding tests, an additional Harris Academy Bromley Supplementary Form should also be completed. This form should be returned to the Academy after completion by 31st October each year. 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 Bromley 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 year and 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 an opportunity for parents/carers to visit the Academy;
- c) 31 October – Deadline for Academy admissions application form to be submitted;
- d) 31 October - CAF to be completed by parents/carers and returned to the LA to administer;
- e) November - LA sends applications to Academy. Academy makes arrangements, and issues invitations, for fair banding tests;
- f) November/December - Fair banding test completed by all applicants at a specified Harris site;
- g) January - Academy sends list of pupils to be offered places to LA;
- h) February - LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents;
- i) March - offers made to parents/carers.

Consideration of applications

6 The Harris Academy Bromley will consider all applications for places from female students. Where fewer than 180 applications from female students are received, the Academy will offer places to all those who have applied.

Procedures where the Harris Academy Bromley 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. 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. The Academy requires applicants to complete a supplementary Academy application form – which is available from the Academy – to enable it to organise the tests and allow for any special considerations. See 5 (c) above.

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 to create the rank order in each group for offering places. After the admission of pupils with EHC Plans (Education, Health and Care Plans), where the Academy is named on the Plan, the criteria will be applied in the order in which they are set out below:

- a) Looked after children and previously looked after children. Such students will be given top priority in each band before the rest of the oversubscription criteria is applied.
- b) Nearness to the Academy, as calculated by straight line distance from the main gate, with the pupil living closest being given priority. Where a student lives for part of each week at different addresses, the 'home' address shall be that address where the student spends the majority of the week.

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.

If two or more students are tied for the last place in any band with the same distance of their home from the Academy (including when they come from flats in the same block with a shared entrance) the place will be allocated by drawing lots, independently verified.

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, 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 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. 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 within the appropriate band adjusting the rank of other children accordingly.

10 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7 and 8 of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels

11 Parents/Carers will have the right of appeal to an Independent Appeals 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 will prepare guidance for parents/carers about how the appeals process will work and how to make an appeal and will publish this on the Academy website.

Arrangements for admission to Post 16 provision

12 The Academy operates a sixth form for 420 students. Admissions are co-ordinated within a scheme published by the Harris Federation for those Academies within its sixth form Federation (details available from the Harris Federation website and known as the Harris Federation Post 16). This includes a common application form which allows students to rank choices of course and enables the Federation to offer a place at the highest available choice of course and Academy site.

13 The Harris Federation Post 16 will publish specific criteria each year in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. The Harris Federation Post 16 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 a prospectus and on each participating academy's website. Year 11 students internal to the Academy will be given an application form and counselling by post 16 staff.

14 Young people failing to meet the grades for their preferred course option will be offered alternative choices of courses if available. Children already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry and there is one of their chosen courses available at their Academy. If there is not, they will be considered alongside and equally with external applicants offered a suitable course at another of the federated academy sixth forms if they meet the admission criteria.

15 210 places overall will be available in year 12 (the year 12 'capacity').

The admission number for year 12 is 30. Boys and Girls are equally eligible for places. This is the number of places which will be offered on an annual basis to eligible external applicants.

If fewer than 180 of the Academy's own year 11 students transfer into year 12, additional external students will be admitted until year 12 meets its capacity of 210.

16 If Year 12 is oversubscribed then, after the admission of students with EHC Plans (Education, Health and Care Plans) where the Academy is named on the Plan, the criteria will be applied in the order in which they are set out below to determine which student should be given priority for the places available on chosen courses, providing they have met the sixth form entry and course requirements:

- a. Looked after and previously looked after young people (see definitions in para 2).
- b. The distance of the applicant's home from the Academy with those applicants living closest being given priority.

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

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

18 The Academy is not part of the LA's co-ordinated admission arrangements for in-year and other year group admissions. If a parent applies for a place outside the normal admissions round for Year 7 they should apply direct to the Academy. 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 challenging pupils 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.

**Policy Created by C English.
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