



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

Admissions Policy for 2027-2028

Coordinator	Anna Feltham
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Agreed by Trustees on	5 th February 2026
This policy is communicated by the following means:	
Trustees	Trustee consultation when policy reviewed, GovernorHub
Staff	Policy folders on staff SharePoint
Parents	Academy website
Students	Academy website

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1. INTRODUCTION

The Academy Trust is the Admissions Authority for Clapton Girls' Academy.

This policy will be administered fairly and impartially and accords with the School Admissions Code 2021. The admissions policy for Clapton Girls' Academy is reviewed annually in line with requirements laid down in the Admissions Code and full consultation occurs at least every seven years. Full consultation last took place for this policy in January 2025. The Academy admission arrangements will be displayed on the Academy website for the whole of the offer year e.g. admission arrangements for 2027/28 will be displayed until 31 August 2028.

2. THE APPLICATION PROCESS – YEAR 7

2.1 Clapton Girls' Academy participates in the co-ordinated admissions procedure, provided and administered by the Local Authority, for all schools and academies in Hackney. The Local Authority coordinates the application process on behalf of Clapton Girls' Academy according to the scheme which they publish in their annual Admissions Booklet which is in accordance with Government legislation.

2.2 Parents must use the Common Application Form (CAF) of the Local Authority in which they are resident to apply for a place for their daughter at Clapton Girls' Academy. The CAF must be submitted to the Local Authority by the deadline date published in the Local Authority Admissions Booklet.

2.3 The Local Authority Admissions Booklet will include clear guidance on:

- 2.3.1 how to complete the CAF on-line;
- 2.3.2 dates for notification to parents of admissions decisions; and
- 2.3.3 the closing dates for accepting places or lodging appeals.

In case of any doubt on these dates, please contact the Local Authority.

2.4 Children applying for a place at Clapton Girls' Academy will be required to take the Cognitive Ability Tests (Cognitive Ability Tests - CAT4 Level C - designed by GL Assessments) arranged by Hackney as part of their coordinated admissions procedure. Applicants will be placed in one of five bands of equal size based on their performance in the non-verbal, verbal and quantitative tests. Where possible, the same number of children will be admitted in each of the five bands (36 in each band) to ensure a balanced in-take reflecting the full ability range. Children with Education, Health and Care Plans (EHCPs), Looked After Children and previously Looked After Children who do not take the CAT will be allocated to an appropriate band based on an alternative assessment (for example KS2 Teacher Assessment results for English and Maths). In addition to these groups, any other students with a specific reason for not having taken the CAT will be assigned to the appropriate band based on an alternative assessment (for example KS2 Teacher Assessment results for English and Maths).

2.5 Children with Education, Health and Care Plans, where Clapton Girls' Academy is named on the Plan, are admitted ahead of other applicants but will be included in the banding allocation.



3. PUBLISHED ADMISSION NUMBER (PAN)

In the 2027/2028 academic year, Clapton Girls' Academy will admit 180 girls into Year 7.

4. OVER-SUBSCRIPTION PROCEDURE

4.1 Where there are more places available than applications, all girls seeking a place will be admitted.

4.2 Where the number of applicants for admission is greater than the PAN, applications will be considered within each band against the criteria set out below, using the following order of priority:

4.2.1 Looked After and all Previously Looked After Children

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 (or became subject to a child arrangements' order or special guardianship order). Previously looked after children also includes those who appear to the admission authority to have been in state care outside of England and ceased to be in state care because of being adopted.

4.2.2 Children whose siblings currently attend Clapton Girls' Academy and Sixth Form and who will continue to do so on the date of admission. Siblings must live permanently at the same address as the child for whom the application is being made. (Sibling refers to a sister, a half-sister, an adopted sister, a stepsister, a foster sister or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address).

4.2.3 Children whose siblings have attended Clapton Girls' Academy and Sixth Form in the previous five academic years. Siblings must have lived together with the student at the same address for a minimum of 12 consecutive months within the previous 5 years. (Sibling refers to a sister, a half-sister, an adopted sister, a stepsister, a foster sister or the child of the parent/carer's partner.)

4.2.4 Children of staff employed at the academy, where a member of staff has been employed for two or more years at the time at which the application is being made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

4.2.5 Children who live closest to the school: Distance will be measured in a straight line by Hackney's computerised measuring system from the child's home address to the school. If distances are equal (for example within a block of flats), lots will be drawn by a person independent of Clapton Girls' Academy to determine the allocation. The Trustees will consider all applications received. Distance will be measured from the applicant's permanent home address e.g. where they are living with one or both parents for the majority of the school week (Monday-Friday). Proof



of this may be required. A place may be withdrawn if it has been offered based on fraudulent or misleading information.

- 4.3** All children from multiple births will be offered a place if one meets the criteria for admission in any of the five bands.

5. WAITING LISTS

5.1 If the Academy receive more applications than there are places available for entry into Year 7, a waiting list will be maintained using the current over-subscription criteria described in Section 4 of this policy. Hackney Education is responsible for the reallocation of places that become available between the offer day of 1 March and the end of the summer term of the admission year.

5.2 Any parent can ask for their child's name to be added to the waiting list if their application is unsuccessful. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

5.3 If you would like your child to remain on the waiting list after the end of the summer term, you must make an In Year application using Hackney's In-year Common Admission Form.

6. IN-YEAR APPLICATIONS

6.1 Any parent can apply for a place at Clapton Girls' Academy at any time during the school year – there are no deadline dates for in-year applications.

6.2 Applications must be made using Hackney's In-year Common Admission Form.

6.3 The allocation of any places which may become available during the year will be made based on the current over-subscription criteria described in Section 4 of this policy. Banding will not apply to In Year applications.

6.4 In Year Admissions will be managed by Hackney Education in liaison with Clapton Girls' Academy.

6.5 Clapton Girls' Academy participates in the Local Authority in-Year Fair Access Protocol to ensure provision across the borough for hard-to-place students.

6.6 Clapton Girls' Academy reserves the right to refuse applications from students with challenging behaviour outside the normal admissions round even though places may be available if it is felt that the admission of the student would have a significant negative impact on the Academy's resources and/or the attainment of other students. In such cases, the Academy will refer the case to Hackney Education for action and review under the Fair Access Protocol.

7. ADMISSION OUT OF NORMAL AGE RANGE



Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the Local Authority Common Application Form or the in-year admission form as appropriate.
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Clapton Girls' Academy will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parents' views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Headteacher.

8. SIXTH FORM ADMISSIONS

8.1 Applications for a place at Clapton Girls' Academy Sixth Form are welcomed from students who are not already on roll at the Academy, or from parents on behalf of their child/ren.

8.2 External applicants must complete applications online using Applica. and submit this by the deadline date published in the Sixth Form Prospectus (usually February of each year). A paper application form can also be requested and collected from the academy's main reception.

8.3 Internal applicants are required to complete online progression forms expressing interest in their Level 3 options and guidance meetings are held by the Careers, Education, Information, Advice and Guidance officer between October and January. All students in the current Year 11 at Clapton Girls' Academy who meet the academic entry criteria (see below) will continue into the Sixth Form if they wish.

8.4 The PAN for the sixth form is 30. This number indicates the places reserved for applicants who have not attended Clapton Girls' Academy in Year 11. The capacity of the sixth form (Year 12 and 13) is 300.

8.5 Due to volume of applications, we do not offer all external applicants a progress review meeting. If external applicants are offered a progress review meeting to discuss course options available at the Academy, this meeting will not form part of the decision-making process on whether to offer a place.



8.6 Clapton Girls' Academy **Entry Requirements** are reviewed annually and are published on the CGA Sixth Form website and in the Sixth Form prospectus, which are reviewed annually.

8.7 Students with an EHCP that names the Academy will be admitted.

8.8 Over-subscription criteria for eligible external candidates will be the same as that outlined in section 4 of this policy.

9. ADMISSION APPEALS

9.1 If parents or students are unsuccessful in gaining a place for their child/themselves at Clapton Girls' Academy, they will be informed of their right to an independent appeal against this decision.

9.2 All Admission Appeals are considered by an Independent Appeal Panel.

9.3 The decision of the Independent Appeal Panel is binding on Clapton Girls' Academy.