

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 2022-23**

<b>Coordinator</b>	Anna Feltham
<b>Review Frequency</b>	Annual
<b>Policy First Issued</b>	2010
<b>Last Reviewed</b>	October 2019
<b>Date policy considered by HR Consultant</b>	n/a
<b><i>Date policy considered by Academy Solicitor</i></b>	TBC
<b>Agreed by LT on</b>	5 <sup>th</sup> November 2019
<b>Does this policy need to be agreed by Governors?</b>	Yes
<b>If yes, which committee?</b>	Engagement
<b>Agreed by Governors on</b>	30 <sup>th</sup> October 2019
<b>This policy is communicated by the following means:</b>	
<b>Governors</b>	Governor consultation by e-mail when policy reviewed and agreed
<b>Staff</b>	Policy folders on staff shared drive
<b>Parents</b>	Academy website
<b>Students</b>	Academy website

## **Contents**

1. INTRODUCTION .....	2
2. THE APPLICATION PROCESS – YEAR 7 .....	2
3. PUBLISHED ADMISSION NUMBER (PAN) .....	3
4. OVER-SUBSCRIPTION PROCEDURE .....	3
5. WAITING LISTS .....	3
6. IN-YEAR APPLICATIONS .....	4
7. ADMISSION OUT OF NORMAL AGE RANGE .....	4
8. SIXTH FORM ADMISSIONS .....	5
9. ADMISSION APPEALS .....	6

## **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 2014. 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. The academy admission arrangements will be displayed on the academy website for the whole of the offer year e.g. admission arrangements for 2022/23 will be displayed until 31 August 2023.

## **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 (EHCP), Looked After Children and previously Looked After Children who do not take the CAT will be allocated to an appropriate band on the basis of 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 on the basis of 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 2022, 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 children 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 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). A 'previously looked after child' is a child who was looked after and immediately thereafter became subject to an adoption, special guardianship or child arrangements order.

**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 step-sister, 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 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 Governors 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** If only one place is available for more than one child, who is one of twins or of a multiple birth within the same family, the academy will establish if it is able to admit above the PAN. If this is not possible lots will be drawn by a person independent of Clapton Girls' Academy to determine the allocation.

**4.4** In the event of parental responsibility for a child being equally shared between separated parents living at different addresses, the home address will be considered to be the one where the child is living for the majority of the week.

### **5. WAITING LISTS**

**5.1** If we receive more applications than there are places available, we will operate a waiting list until the end of the academic year for which admission is sought. Parents wishing their

child to remain on the waiting list beyond that date will need to make this request to the Local Authority.

**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** For the first term in Year 7, a student's position on the waiting list will be determined within bands in accordance with the over-subscription criteria detailed in Section 4 of this policy.

## **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 on the basis of the current over-subscription criteria described in Section 4 of this policy. The only exception to this will be during the first term of Year 7 when, in order to maintain a balanced intake, the academy will seek to fill vacancies with a student from the same band as the departing student. For example, if a Band B student leaves during the first term in Year 7, the academy will seek to fill their vacant place with another Band B student. Where no CATs/KS2 data is available to inform banding, teacher assessed data will be used.

**6.4** In Year Admissions will be managed by the Hackney Learning Trust 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 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 on the basis of 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 the Clapton Girls' Academy Sixth Form Application Form and submit this by the deadline date published in the Sixth Form Prospectus (usually January of each year).

**8.3** Internal applicants are required to complete progression forms expressing interest in their Level 3 options and guidance meetings are held from December to February. 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 is 285.

**8.5** External applicants will be 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 published in the Sixth Form prospectus, which is published and reviewed annually. Current requirements are:

### **8.6.1 Level 3 courses**

**8.6.1.1** Four A Levels - students are required to have a minimum of eight GCSEs Grade 6 and above including English and Maths.

**8.6.1.2** Three A Levels – students are required to have a minimum of five GCSEs grade 5 and above, including English and Maths which must be grade 4 or above.

**8.6.1.3** BTEC – students are required to have a minimum of four GCSEs grades 4 and above including English and Maths.

**8.6.1.4** Applicants must also meet any subject specific requirements as detailed in the course guide in the Sixth Form Prospectus.



**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 i.e. Looked After or Previously Looked After Children, siblings and distance from the academy.

## **9. ADMISSION APPEALS**

**9.1** If parents or students, in the case of Sixth Form, are unsuccessful in gaining a place for their daughter 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.