



# **Admissions Policy and Procedures 2024/25**

***For consultation***

## **Admission Criteria 2024/25**

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

We admit at least 180 pupils in the relevant age group year if sufficient applications are received.

### **Process of application**

Admissions to Skinners' Academy will be co-ordinated through Hackney Council's co-ordinated admission arrangements and we use the timetable published by Hackney Council. Applications for places at the Academy must be made using the Common Application Form for the relevant local authority where the applicant resides.

### **Consideration of applications**

- We consider all applications for places. Where fewer than the published admission number for any relevant age group are received, we offer places to all those who have applied.
- All applicants are required to take a Cognitive Ability Test (CAT4 Level C) designed by GL Assessments, and are placed in one of 5 bands according to their test scores. As far as possible the same number of pupils is admitted to each band, so each band represents a fifth of the applicants.
- Pupils with an EHC plan naming the Academy, and pupils who are Looked After/Previously Looked after/Internationally Adopted Previously Looked After Children, are included in the band allocations.

If they are unable to take the tests, their allocation is based on their primary school teachers' assessments or such other assessment as shall be appropriate in the reasonable view of the Academy.

- In the case of other pupils who have not sat the test, in order to place such pupils in a band the Academy may seek other evidence of the applicant's academic ability if (for acceptable reasons) the child is not able to take the test. If such evidence is not sought, such pupils will be considered after those who sit the test.
- In the case of applications from multiple births (e.g. twins or triplets), if one sibling gains a place through the banding allocations, then the second or third siblings will automatically be given a place.

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

After places have been allocated to pupils with EHC plans naming the Academy, places within each band are allocated in the following order of priority:

- a) Looked After and all Previously Looked After Children, including those children who appear (to the Academy) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- 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). All references to Previously Looked After children are those children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the Academy) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- 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.

- For Internationally Adopted Previously Looked After Children (IAPLAC), the Academy will follow the guidance issued by the Department for Education on IAPLAC.

a) Pupils whose siblings attend the Academy at the date of application in national curriculum Years 7-13.

b) Pupils with an acute medical or social need (see note 2) for admission to the Academy. Applications must be supported by a written statement from an appropriately qualified professional with responsibility for treating the pupil's condition.

c) Pupils whose parent is a full-time member of staff at the Academy and either (i) the parent has at least 2 years' continuous full time employment at the Academy or (ii) in the reasonable view of the Academy the parent has been recruited for a position for which there is a demonstrable skill shortage.

d) Pupils who live nearest to the main entrance of the Academy using a straight line measurement using a map or a computerised mapping system from the main entrance of Skinners' Academy, Woodberry Grove, London N4 1SY (see note 3).

Note 1: Siblings must live permanently at the same address as the pupil for whom the application is made. This includes adopted brothers and sisters, half-brothers and sisters, step-brothers and sisters and foster brothers and sisters who live permanently as a family unit at the same address.

Note 2: Applications must be supported by a written statement from an appropriately qualified professional with professional responsibility for the pupil or treatment of the pupil's condition. The statement must confirm that the condition or need is acute and long-term and how admission to the Skinners' Academy will be beneficial compared with any other school.

Note 3: For the purpose of calculating distances, the address is identified by using the property geographical references determined by the Borough/County Council in which the pupil lives. Where more than one applicant lives the same distance away, any "tie-breaker" decision required will be made by random allocation either by lots drawn by a person independent of the Academy or by random computer lottery.

In the event of parental responsibility for a pupil being shared, the pupil's home address will be considered to be that of the parent/guardian who receives the relevant Child Benefit Allowance, but should such benefit not be received by either parent/guardian, the home address will be considered to be the one where the pupil is living for the majority of the week.

If within any band the total number of applicants meeting oversubscription criteria a) to d) plus the number of EHCP children in that band exceeds the number of places available for allocation then, to that extent, places for those applicants will be allocated from the next adjacent band in which places remain (after allocation to applicants within that band who have an EHCP and those who satisfy criteria a) to d)) alternating firstly between the band above and then the band below (except for Band A where places will be taken from a lower band only, and Band E where places will be taken from a higher band only).

The Admissions Policy will be reviewed each year.

### **Operation of waiting lists**

The Academy operates a waiting list. If we receive more applications for places than there are places available, we maintain a waiting list for one term after the admission date. Parents can ask for their child's name to be added to the list if their application was unsuccessful and it will be placed on the waiting list according to their band up to 31st August 2022.

From 1st September 2022, banded waiting lists (using pupils' band positions from the original allocations) will be maintained until the end of autumn term in December 2022. During that period pupils who haven't taken the banding test will be allocated to a band on the basis of an alternative assessment or on the basis of Key Stage 2 SATs results.

Pupils who must be admitted under the local council's rules, or those allocated to the Academy in accordance with the In-Year Fair Access Protocol, will be given priority over pupils on the waiting list.

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

We consider all applications for places outside the normal year of entry and, if there are places available, we admit the child unless one of the permitted reliefs applies i.e. the Academy refuses the applicant on the grounds of challenging behaviour under Section 3.10 of the School Admissions Code 2021 (and only in accordance with Hackney Council's Fair Access Protocol). If more applications are received than there are places available, the oversubscription criteria shall apply, but without banding.

### **Applicants out of normal age group**

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 information and any 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) Provide a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

As recommended by government guidance parents should, wherever possible, make their application for their child's normal age group at the usual time and in the normal way, but submit a request for admission outside the normal age group at the same time.

The Academy will make decision on a request for admission outside the pupil's normal age group 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 Academy must also take into account the views of the Principal.

### **Appeals**

Any parent whose application is turned down can appeal.

This statutory right of appeal doesn't apply to parents whose request for delayed or early entry is refused. This is because the purpose of the appeals procedure is to consider whether a child should be admitted to the Academy, not the year group into which they should be admitted.

### **Contact Information**

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Principal: Shereka James

Transport

BUS Woodberry Grove 253 / 254 / 259 / 279

Nearby 29 / 141 / 341

RAIL Stamford Hill Then bus 253 / 254 TUBE Manor House

