



# Harris City Academy Crystal Palace

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## ADMISSIONS POLICY

Reviewed February 2020 by Katherine Cumberbatch  
Next Review due February 2021

## **Admissions Policy**

**The following information is for admissions for the academic year 2021/22**

### **The admission of students to Harris City Academy Crystal Palace**

1. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) 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 participate in the co-ordinated admission arrangements operated by Croydon LA for Year 7.
2. Notwithstanding these arrangements, the Secretary of State may direct Harris City Academy Crystal Palace to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

### **Admission arrangements**

3. The admission arrangements for Harris City Academy Crystal Palace for the year 2019/20 and for subsequent years are:
  - a) Harris City Academy Crystal Palace has an agreed admission number of 180 students in Year 7. The Academy will accordingly admit 180 students into Year 7 if sufficient applications are received.
  - b) Harris City Academy Crystal Palace has an agreed admission number of 115 students in Year 12. The agreed capacity for Sixth Form (Years 12 and 13) at the Academy is 595 students.

### **Process of application for year 7**

4. Applications in the normal admission round are coordinated by the Local Authority for all schools in its area. This includes late applications (i.e. applications received before the first day of term in September, but not made in time to enable the Local Authority to offer a place on National Offer Day). Applications for Year 7 places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements, and will be made online via the eAdmissions website [www.eadmissions.org.uk](http://www.eadmissions.org.uk) administered by the respective home L.A.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 GL Assessment banding tests, it is recommended that an additional Harris City Academy Crystal Palace Supplementary Form is also completed. This form should be returned to the Academy after completion by 31<sup>st</sup> October each year but is separate to the eAdmissions online application process which MUST be completed in all cases.*

A place will be reassessed and may be withdrawn if false or incorrect information of address is given which could result in the child having lower priority for admission.

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 Croydon 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 2020 for admission in September 2021). This will include details of our open evening for prospective students and their parents to visit the Academy. 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 to visit the Academy.
- c) **October** – Deadline for the eAdmissions online application process to be completed and submitted to the Local Authority. *At the same time we ask that the Harris City Academy Crystal Palace Supplementary Form be completed and returned to the Academy.*
- d) **Early December** - The Local Authority informs the Academy of the names and addresses of students who have applied for a place at the Academy. When this information is received, the Academy makes arrangements for the Testing Day, and issues invitations to students for banding tests to the addresses supplied on the eAdmissions online application. Parents at this point are asked to provide proof of residence with the Harris City Academy Crystal Palace Supplementary Form in order for addresses to be checked prior to the testing day.

- e) **December** – Students attend Testing Day. A reserve day is provided for students unable to attend; however, as the main test is administered by an external organisation all tests **MUST** be sat before the end of the Autumn term. On Testing Day students sit two tests: A non-verbal reasoning test and a technology test.
- f) **January** – Test results received by the Academy and admission oversubscription applied, if necessary. Academy sends a ranked list of all students to Local Authority.
- g) **February** – Local Authority applies the co-ordinated admissions arrangements to all applicants. The Local Authority then liaises with the Academy to finalise the students who are offered places. Then the local Authority informs other LA's of offers to be made to students who live in their LA.
- h) **Late February** – When the Local Authority have informed the Academy of the students to be offered places, the Academy conducts a second thorough check of the proof of the address of each student to be offered a place. (See below).
- i) **March** – The Local Authority sends letters/email to parents offering a place at the Academy to parents.

### **Consideration of applications**

5. Harris City Academy Crystal Palace will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

*Late applications: Any application deemed late by the Local Authority (applications that are received by the Local Authority after the National Offer day) will be dealt with once all "on time" applications have been processed as per this Admissions Policy, which will involve the late applicant sitting the two Academy tests. After all "on time" applications have been dealt with, if spaces then remain, places will be offered. If there are more late applications than places available, the oversubscription criteria listed below will be used.*

### **Testing**

6. All applicants to the Academy will be required to sit two tests:
  1. A Non-Verbal Reasoning Test (NVRT). Applicants will be allocated to an ability band on the basis of their NVRT test score. There will be 9 ability bands with the percentage of places available in each band being determined by the profile of the distribution of ability of the applicants for the Academy. (Any student ill on the day of the test will be provided with an opportunity to sit the test on an alternative day, provided the illness is supported by an official medical note). Exceptions to this rule will only be made for children with Statements

of Special Educational Needs and looked after or former looked after children.

2. Technology Aptitude Test. This test is designed to produce an objective ranking of their aptitude for Technology as a subject. (As the Academy has a specialism in Technology).

*(The National Foundation for Education Research NVRT practice papers are produced by GL Assessment and are widely available at stationers. The unique nature of the Technology Test makes it difficult for students to prepare for the tests as they test technological capabilities. Past Technology Test papers are not available).*

- i. Students who make late applications and/or did not take the ability tests will only be considered if there are places remaining once allocations have been made to all those who applied on time and sat the tests. The only exception to this ruling would be looked after or former looked after children.
- ii. Students will be invited to take the ability tests by letter sent to the address stated on the eAdmissions online application. This letter of invitation will include a Test Registration Card (on which the following information is included: Student's Name, Test Session, Unique Child Number, Registration Desk number for the test). **This Test Registration Card MUST be brought by the student to the relevant test session. The student WILL NOT be allowed to sit the test without the Test Registration Card** as this is proof of the child's identity at the child's home address which was supplied to the Local Authority.
- iii. A student's home address is considered to be a residential property that is the child's only or main residence and not an address at which the child might sometimes stay or sleep due to the parent's or guardian's own domestic or special arrangements. **The address MUST BE the student's home address on the day the parent or guardian completed the application form, which is EITHER owned by the child's parent, parents or guardian OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.** (If parents live separately but share responsibility for their child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.) You may be asked for evidence of the arrangements.

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

7. Where the number of applications for admission is greater than the published admissions number, applications will be allocated to places as follows:

Aptitude in Technology: 10% of the places each year (18 places) will be allocated to the applicants who obtain the highest scores in the Technology Aptitude Test. If more than 18 applicants achieve the highest scores, and there are more children tied for the last place than places available, the successful applicants will be determined by random allocation. *The random allocation will be generated electronically and will be verified by an independent observer to guarantee fairness.*

For the remaining places (162) applications will then be considered for places in the ability band in which the applicant is placed by the NVRT test score. The number of places available in each ability band will be determined by GL Assessment by matching the percentage of places in each band to the ability profile of the applicants for places that year.

After the admission of students with an Education, Health & Care Plan (EHCP) where the Academy is named on the plan, who will be allocated to the band for which the test qualifies them. The following criteria will be applied to determine those children that will be offered the remaining places applying the criteria within each of the nine bands. Band one is high and band nine is low. The criteria are listed in priority order:

- a) 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (on behalf of the Trust) to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible [here](#)) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

After the admission of EHCP and LAC applicants, all remaining places **in each band** will be allocated as follows:

- b) Students who have an older sibling continuing in Years 7 to 11 at Harris City Academy Crystal Palace at the time of their admission. (If the sibling is staying on at the Academy in the year the applicant starts). *(The definition of a sibling in relation to this Admissions Policy means a whole, half, adopted, foster or stepbrother or -sister resident at the same address)*. If the allocated band is oversubscribed then any remaining places will be randomly allocated **within the band**.
- c) Children of staff at the Academy where the member of staff has been employed at the Academy for two or more years at the time at which the application for admissions to the Academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, if the allocated band is oversubscribed then places are randomly allocated **within the band**.

Students' residence in relation to 2 geographical zones:

- A. 90% of the remaining places after criteria a), b) and c) have been applied (rounded down to the nearest whole number) in each band will be allocated to Zone A - a zone up to 2 mile radius from the fixed point highlighted on the area map, if the allocated band is oversubscribed then places are randomly allocated **within the band**.





- B. 10% of the remaining places after criteria a), b) and c) is applied (rounded up to the nearest whole number) will be allocated to Zone B - a zone over 2 miles radius from the fixed point, if the allocated band is oversubscribed then places are randomly allocated within the band. The fixed point from which the zone is delineated is at the gate at the main Academy entrance on Maberley Road.

\*Any student who sits the test but has not provided acceptable proof of address will automatically be allocated to Zone B.

N. B. Harris City Academy Crystal Palace will allocate a place in advance for children of UK Armed Forces personnel, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area for considering the application against the oversubscription criteria. The Academy will not refuse a student who is a child of UK Armed Forces personnel based on the fact that they do not currently live in the area. In this case the address given as the posting address will be used to determine which Zone the child is in.

If the number of applications from a single Zone is exhausted then all applicants regardless of geographical Zone shall be included in the random allocation for the remaining places in that band or adjacent bands.

When random allocation is used it will be observed by someone independent of the Academy. This can happen at the stage of allocating siblings, or children of staff, or the geographical zones at d). above.

If a band is full at any stage of allocating siblings, or children of staff, or the geographical zones at d). above then places cannot be offered.

If at the end of this process there are unallocated places in any band these will be filled by unallocated applicants from the next nearest band(s) using the same allocation criteria set out above.

### **Notification of Places**

8. At the beginning of March preceding the intended admission date (September) the Local Authority sends letters/email to parents offering a place at the Academy. At this point the Academy will carry out a second proof of address check on all students offered a place at the Academy. **The Academy will only confirm the Local Authority offer on the basis that a valid proof of residency has been supplied.**

The proof of address checks will be done by checking the current council tax bill provided by parents. Where there are exceptional circumstances and the parent is unable to provide a council tax bill as proof of address, alternative official documentation may be used only through consultation with and the agreement of the Admissions Officer at the Academy.

As the Local Authority co-ordinates admissions they also make checks to verify the addresses of students.

A place will be reassessed and may be withdrawn if false or incorrect information of address is given which could result in the child having lower priority for admission.

### **Operation of waiting lists**

9. Subject to any provisions regarding waiting lists in the LA's coordinated 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 31<sup>st</sup> December of the first Year of admission. This will be maintained by the Academy and it will be open to any parent 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 random selection 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 8 of



this document. Where places become vacant they will be allocated to children on the waiting list in the band that now has a vacancy, in accordance with the oversubscription criteria. If there is no-one on the waiting list from the band that has a vacancy the place will be filled by a child from a neighbouring band on an even basis (i.e. if the first child is from a band above then the next will be from the band below). Looked after children and previously looked after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.

### **Arrangements for appeals panels**

11. Parents 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. When Parents appeal against the Academy's decision to refuse admission, the Academy will set out the decision to refuse admission, that there is a right of appeal and the process for hearing such appeals. **Appeal Packs must be returned to the Academy by 31<sup>st</sup> March each year.**

### **Arrangements for admission to Harris Sixth Form provision**

12. The Academy operates a Sixth Form for 595 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 Sixth Form). 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. The Harris Federation Sixth Form 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 Sixth Form 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.
13. Young people failing to meet the grades for their preferred course option will be offered alternative choices of courses if available. Students 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 Form if they meet the admission criteria.

14. 295 places overall will be available in Year 12 at Harris City Academy Crystal Palace  
(the Year 12 'capacity')

The admission number for Year 12 is 115.

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 pupils will be admitted until Year 12 meets its capacity of 295.

Where there is space within Year 13 (i.e. where there are fewer than 295 pupils in the year group) the Academy will admit additional pupils up to this number using the oversubscription criteria below.

15. If Year 12 is oversubscribed then, after the admission of students with 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 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 former looked after young people (see definitions in admission criteria for Year 7)
  - b. The distance of the applicant's home from the Academy with those applicants living closest being given priority.

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission to the Academy.

### **Arrangements for In Year Admissions**

16. An in-year admission application is one for admission to Year 7 submitted after the first day of term in September, or of admission to any other year group. This is also known as admission 'outside the normal admission round'.
17. Parents should note that the PAN set for Year 7 only applies for the duration of the school year entry (i.e. to applications both in and outside the normal admission round to Year 7 only). Such applications may be refused where there are no places remaining with the PAN set for that intake.

18. Where applications are made for Admission to any year group, the child will be admitted to the Academy unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources.
19. Where there are multiple applicants for a year group , and the Academy has determined that only a lower number of additional children can be admitted without prejudicing the efficient provision of education, and/or the efficient use of resources, the Academy will apply oversubscription criteria to determine which of the children are offered a place.
20. The admission arrangements that will apply will be those determined for Year 7 that school year.
21. For the avoidance of doubt, banding does not apply to in-year admission.
22. Applications for in-year admission must be made directly to the Academy, not the Local Authority, by completing an In-Year Admission Application Form and submitting it to the Academy marked for the attention of the Admission Officer. This form is available to download on the Academy's website or in hard copy from the Academy's main office.

#### **Admission of children outside their normal age group**

20. Although most children will be admitted to the Academy within their own age group, parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

At the time of their application, parents should write to the Academy requesting an Out of Year application form. On that form they will need to complete the details requesting that the child is admitted to another year group, state which one, and the reasons for their request. Parents will submit any evidence in support of their case with the Out of Year form, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include: 1) information about the child's academic, social and emotional development, including their prior learning if recently admitted to the country from abroad; 2) where relevant, their medical history and the views of a medical professional; 3) whether they have previously been educated out of their normal age group; and 4) whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

This applies to all admissions whether made in the normal admissions round through eAdmissions via the Local Authority or In-Year admissions. In the case of students joining In-Year who have recently entered the country we will counsel parents on when it is in the best interest of the child to make an application for admission outside the normal age group.

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group, the Academy will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible or it is an In Year admission, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

### **Fair Access Admissions**

21. Harris City Academy Crystal Palace will adhere to the Fair Access Protocol as determined by the LA to ensure that 'Hard to Place' students will receive a suitable school place. Managed Move requests for students from other Secondary Schools will also be given consideration as part of the adherence to the National Admissions Code.