



Department  
for Education

## Ark Blake Academy admission arrangements for 2020/21

### Introductory statement

Ark Blake Academy is a co-educational, non-selective, non-denominational secondary school, opening in September 2020 in Croydon.

The school will welcome its first cohort of 180 Year 7 pupils in September 2020 and fill by a year group each year until reaching its full capacity of 1,200 pupils, including 300 sixth form places.

### Admission number(s)

The school has an admission number for entry in the following year groups:

#### **Year 7: 180**

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

### Application process

Ark Schools, supported by the LA, will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to **Ark Schools Projects Team** at the following address **projects@arkonline.org**.

The closing date for applications is **31/10/2019**

Offers will be made on **02/03/2020**. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from **www.arkblake.org**.

### Oversubscription criteria

The criteria in this section apply to entry at all phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. Children of staff at the school who occupy, or have been recruited to, a post where there is a demonstrable skill shortage. Ark Schools must approve the Principal's assessment process and designation of such posts to confirm the staff members' eligibility under this criterion. Priority will be limited to one place for each form of entry in any year group (i.e. 6 places in a 6-form year group).
3. Children who, at the time of admission, have a sibling who attends the school. For this purpose, "sibling" means a whole, half or step-sibling or an adopted child resident at the same address.
4. Children of staff in the school who have been employed at the school for two or more years at the time the application is submitted. Ark Schools must approve the Principal's decision to allocate places to staff under this criterion. Priority will be limited to one place for each form of entry in any year group (i.e. 6 places in each 6-form year group).
5. Distance measurement – Priority will be given to those children who live closest to the school.

The Local Authority measures distance on behalf of Ark Schools. Croydon use a Geographic Information System (GIS) to calculate straight line distance between the child's home and the main entrance to the school. Where a child resides in a block of flats, the distance will be measured to the main entrance of the building in which the flats are located.

A child's home will be the address at which the child normally resides and which has been notified to relevant agencies (e.g. the Local Authority) as being the child's normal place of residence. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

## **Tie-break**

If Ark Schools is unable to distinguish between applicants using the published oversubscription criteria, including those who live in blocks of flats within the same building,

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<sup>1</sup> 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).

places will be offered via a random draw which will be supervised by someone independent of the school.

In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

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

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## **Waiting lists**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the school 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Valerie Oldland at [admissions@arkonline.org](mailto:admissions@arkonline.org). The appeals process is outlined below and will be published on the school website site by 28<sup>th</sup> February 2020.

Applicants will be informed in writing of the school's decision to refuse their application. This letter will include;

- The reason a place was refused (e.g. no available places)
- Information about the waiting list
- Information about the right to appeal
- The deadline for submitting an appeal
- Contact details for making an appeal

The deadline for submitting an appeal is 20 school days from the date of notification that an application was refused. Exact deadlines will be provided in the letter from the school. This deadline applies to normal round and in-year applications.

Appeals are submitted to Ark Schools via an online form which is available through the school website or from the school.

The decision of the Independent Appeal Panel is binding on all parties.

## **In Year Application Process**

Applications for admission to the school outside the normal admissions round – in year applications - should be submitted to Croydon Council School Admission Team;

Email: [school.admissions@croydon.gov.uk](mailto:school.admissions@croydon.gov.uk)

If an in-year application is refused the child will be added to the waiting list for that year group. A child's position on the waiting list will be determined solely according to the oversubscription criteria in this policy. See 'Waiting lists' section above.

If an In-Year application has been refused, the parent/carer has the right to appeal the decision to an Independent Appeals Panel, see 'Appeals' section above.

Fair Access Protocol: Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school complies with Croydon Council's Fair Access Protocol. Admissions under Fair Access Protocol are discussed between the school and Local Authority on a case-by-case basis. This may mean admitting children above the PAN.