**ADMISSIONS POLICY – HARRIS ACADEMY PURLEY 2020/2021**

1. This document sets out the admission arrangements for the Harris Academy Purley.

2. The Academy will comply with all relevant provisions of the statutory codes of practice (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. The Academy will participate in the co-ordinated admission arrangements operated by Croydon LA for Year 7 entry.

3. Notwithstanding these arrangements, the Secretary of State may direct the Harris Academy Purley to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

4. The admission arrangements for the Harris Academy Purley for the year 2020/2021 are:

a) Harris Academy Purley has an agreed admission number of 190 students in Year 7. The Academy will accordingly admit at least 190 students to Year 7 if sufficient applications are received;

b) The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. The Academy is not required to consult on any proposed increase to the PAN. However it must notify the Local Authority of the increase and specify the changes on the Academy website.

**Process of application**

5. Applications for places at the Academy will be made in accordance with the LA’s co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the respective home LA’s of the applicants. The Academy will also require the submission of its own supplementary information form which will be used only to make the administration arrangements for the sitting of the banding tests for children with special educational needs or medical needs (to be submitted by 31st October). 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 Croydon 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 2019 for admission in September 2020). This will include details of Open Evenings and other opportunities for prospective students and their parents/carers to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

b) September/October - The Academy will provide opportunities for parents/carers to visit the Academy;

c) October – Deadline for Academy supplementary information form to be submitted;

d) October - CAF to be completed and returned to the LA to administer; Academy makes arrangements, and issues invitations, for fair banding tests;

e) November - LA sends applications to Academy;

f) January - Academy sends list of students to be offered places to LA;

g) February - LA applies agreed scheme for own schools, informing other LA’s of offers to be made to their residents;

h) 1st March offers made to parents/carers.

**Please note that at all stages the Academy is only permitted to use the correspondence address, email address and contact phone number given by the parent on the CAF form. Any changes in address need to be notified to the LA so the Academy can be updated.**

**Consideration of applications**

6. The Harris Academy Purley will consider all applications for places. Where fewer than 190 applications are received, the Academy will offer places to all those who have applied.

**Procedures where Harris Academy Purley is oversubscribed**

7. The Academy will admit students representing all levels of ability among applicants for admission to the Academy. All applicants will take a standardised non-verbal reasoning test, which will be standardised against the national distribution of ability. Then students will be placed in rank order and will be allocated to one of nine groups. The number of places in these groups will represent the national distribution of abilities by applying national percentages in each group to the number of places available. There is no pass or fail to the assessment but the process produces valid and reliable scores so that places can be allocated from each of the nine groups to produce a balanced and equitable intake. The Academy requires applicants to complete a supplementary Academy information form – which is available from the Academy – to enable it to organise the tests and allow for any special considerations. See 5 (c) above.

8. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below, within each band, to determine who will be offered places in that band. After the admission of students with Education Health Care Plans where the Academy is named on the Plan, who will be allocated to bands, the criteria will be applied in the order in which they are set out below to create the rank order in each group for offering places:

a. **Looked After Children 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) at the time of making an application to a school.

Previously looked after children are children who were looked after, but immediately after being looked after became subject to an adoption order under the Adoption Act 1976, and children who were adopted under the terms of the Adoption and Children Act 2002 (or became subject to a child arrangements order under the terms of the Children Act 1989 or special guardianship order). Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

b. **Siblings** – Students who, on the date of admission, will have an older sibling (i.e. a natural sister/brother, or a half-sister/brother, or a legally adopted sister/brother or half-sister/brother, or step sister/brother who will be living with them at the same address at the date of their entry to the Academy) who will be in Year 8 to Year 11 of the Academy at the date of entry of their younger sibling. Proof of the sibling relationship will be required (short birth certificates).

c. **Children from feeder school** – up to 60 places will be available (allocated to bands in accordance with the national distribution of abilities at 7 above) to children attending Harris Primary Academy Purley Way. If more than 60 children apply then the successful applicants will be chosen using random allocation, which will be independently verified. Any applicants not so chosen will then be included with other applicants using criteria d. below.

d. **Nearness to the Academy**, as calculated by straight line distance from the pupil’s home to the Academy front gate, with the pupil living closest being given priority. Where a student lives for part of each week at different addresses, the ‘home’ address shall be that address where the student spends the majority of the week.

This process of allocation using the criteria above will continue until reaching the correct number in each group as identified in (7) above; If at the end of this process there are unallocated places in any band these will be filled by unallocated applicants, alternating between the band above and below, using the same allocation criteria set out above and continuing the sequence of the allocation of places.

If at any stage in applying the criteria above two or more applicants are tied for the last place, the successful applicant will be determined by random allocation, which will be independently verified.

Children who apply via the CAF and then do not turn up for the test, unless they have Education Health Care Plans or are Looked After Children, will be considered for a place after all those children who have sat the test.

**Operation of waiting lists**

9. Subject to any provisions regarding waiting lists in the LA’s co-ordinated 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 the end of term after the admission date. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7 and 8 of this document. This will be maintained by the Academy and it will be open to any parent/carer 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 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. If an offer is made to the parent, and then declined, the child will be removed from the waiting list.

**Arrangements for appeals panels**

10. Parents/Carers 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 on School Admission Appeals. The determination of the appeal panel will be made in accordance with the Code on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

**Arrangements for admission to Post 16 provision**

11. The Academy operates a Sixth Form for 420 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 Post 16 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.

12. Young people failing to meet the grades for their preferred course option will be offered alternative choices of courses if available. Children 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 Forms if they meet the admission criteria.

13. 210 places overall will be available in Year 12 at Harris Academy Purley (the Year 12

‘capacity’)

The admission number for Year 12 is 30.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 students will be admitted until Year 12 meets its capacity of 210.

14. If Year 12 is oversubscribed then, after the admission of students with Education Health Care Plans or 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:

1. Looked After and former looked after young people (see definitions in admission criteria for Year 7).

2. The distance of the applicant’s home from the Academy with those applicants living closest being given priority.

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

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

16. If it receives an application for in-year entry, (that is after the first term of Year 7) the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the place will be offered to the child who has the highest priority using the following priorities in order:

a. Looked after and previously looked after children;

b. Siblings - see definition in 8b). above;

c. Distance of the applicants home from the Academy front gate.

If any two or more applicants are tied for the last place then the successful applicant will be determined by random allocation, independently verified.

In the case of applications for such places in Years 8-11 the Academy may refuse admission to challenging students in cases where there are fewer students in a particular year group than the published admissions number. Such refusals will only occur where the student concerned has been previously excluded from two or more schools or where special circumstances apply as specified in the Admissions Code of Practice. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding. Parents/Carers whose application is turned down are entitled to appeal.

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

17. 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.

18. The process for requesting such an admission is as follows:

At the same time as completing the application form, parents should submit a letter to the Principal of Harris Academy Purley, at the Academy address, requesting that the child is admitted to another year group (they should state which one), and the reasons for that request. Parents must submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

• information about the child’s academic, social and emotional development, including their prior learning if recently admitted to the country from abroad;

• where relevant, their medical history and the views of a medical professional;

• whether they have previously been educated out of their normal age group; and

• whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

19. The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child’s best interests. The Academy 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.

20. 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.

**Need to secure Secretary of State’s approval for changes to admission arrangements**

27. Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The

Academy must seek the Secretary of State’s approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

28. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

29. Records of applications and admissions shall be kept by the Academy for a minimum period of one year and shall be open for inspection by the Secretary of State.