**ADMISSIONS POLICY HARRIS ACADEMY SOUTH NORWOOD**

1 This document sets out the admission arrangements for the Harris Academy South Norwood. The document forms an Annex to the Funding Agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Any changes to this policy will be consulted on fully in line with the timescales laid down by the regulations.

2 The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) 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 take part in the Admissions Forum set up by Croydon LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Croydon LA in respect of Year 7 admissions.

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

**ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

4 The admission arrangements for the Harris Academy South Norwood for the year 2020/2021 and, subject to any changes approved by the Secretary of State, for subsequent years are:

a) The Harris Academy South Norwood has an agreed admission number of 390 pupils in Year 7. The Academy will accordingly admit at least 390 pupils in the relevant age group each year 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 also offers the opportunity to parents who feel their child needs concessions in the assessment test to submit a supplementary information form (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 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 2008 for admission in September 2009). This will include details of open evenings and other opportunities for prospective pupils 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 admissions application form to be submitted if the parent feels the child needs a concession in the assessment test;

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 pupils 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.

**Consideration of applications**

6 The Harris Academy South Norwood, will consider all applications for places. Where fewer than 390 applications are received, the Academy will offer places to all those who have applied.

**Procedures where the Harris Academy South Norwood** **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 allows applicants to complete a supplementary information form – which is available from the Academy – if the parent feels the child needs a concession in the assessment test. 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. After the admission of pupils with statements of 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 create the rank order in each group for offering places:

a). Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Such students will be given top priority in each band before the oversubscription criteria is applied.

b) Nearness to the Academy, as calculated by straight line distance from the pupil’s home to the front gates of the two sites of the Academy, with those living closest having priority. 54% of the places in each band ( rounded to the nearest whole number) will be offered to those who live closest to the South Norwood site and 46% of the places in each band ( rounded to the nearest whole number) will be offered to those who live closest to the Upper Norwood site. Whilst maintaining the correct number in each group as identified in (7) above. 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 two or more applicants are tied for the final place in any group or at the end of the whole process of allocation, then the place will be decided using 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 statements of Special Educational Needs 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. 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.

10 Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7 of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Arrangements for appeals panels**

11 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 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. The Academy should 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.

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

12 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:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will 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.

The school 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 the CAF 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.

**Admission of Students In-Year**

HASN accepts students on its roll throughout the year if there are spaces in that Year Group and in the banded arrangement. HASN wishes to provide clear information on how in-year applications by parents to the academy can be made and how they will be dealt with.

HASN on request, will provide information to the local authority and / or a parent about the places still available. An ordinary In-Year Admission form for parents to complete when applying for a place for their child is available from Mrs Rose Harris, the academy Admissions Officer. Any parent can apply for a place for their child at any time to any school outside the normal admissions round. Parents can do this by applying directly to the academy. On receipt of a completed in-year application form, the academy will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. We will also inform parents of their right to appeal against the refusal of a place if that is the outcome. On receipt of an application form a child will be invited to sit the banded admissions test at the next available sitting. A sitting is usually held once each term.

The protocol in the academy is that any and all admission In-Year are authorised by the Executive Principal and signed off by the Chair of Governors or the Chair of the Finance Committee. This is to ensure fairness of access and proper due process. The banding arrangements for Year 7 admissions remains for access to and admission to all other In-Year admissions.

HASN also participates in the Croydon Fair Access Protocol. This is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures and in order to ensure that unplaced children are allocated a school place quickly. Whilst there is no duty for our academy to comply with parental preference when allocating places through the Fair Access Protocol the academy’s vision is to play its part in the wider system and how it looks after children in all circumstances and backgrounds.

**Arrangements for admission to Post 16 provision**

13 The Academy operates a sixth form for 500 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 Post 16). 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 Post 16 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.

14 Young people failing to meet the grades for their preferred course option will be offered alternative choices of courses if available. Pupils 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.

15 300 places overall will be available in year 12 at Harris South Norwood (the year 12 ‘capacity’)

The admission number for year 12 is 80

This is the number of places which will be offered on an annual basis to eligible external applicants.

If fewer than 220 of the Academy’s own year 11 pupils, transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 300.

16 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 give 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.

17 There will be a right of appeal to an Independent Appeals Panel for internal pupils

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

18 The Academy is not part of the LA’s co-ordinated admission arrangements for in-year and other year group admissions. If a parent applies for a place outside the normal admissions round for Year 7 they should apply direct to the Academy. 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 allocated to the applicant who is in the same ability band as the pupil who has left - applying the criteria set out in Para 7 and 8 above. In the case of applications for such places in years 8-11 the Academy may refuse admission to challenging pupils 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.

**II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

**Consultation**

19 Harris Academy South Norwood shall consult on any changes to its proposed admission arrangements. Otherwise the arrangements will be consulted on at least every 7 years.

20 In such circumstances the Academy will consult by 31 January:

a) all relevant LAs;

b) any other admission authorities for primary and secondary schools located within

the relevant area for consultation set by the LA;

c) any other governing body for primary and secondary schools (as far as not falling within paragraph (b) located within the relevant area for consultation. For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

**Determination and publication of admission arrangements**

21 Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 28 February of the relevant year and notify those consulted what has been determined.

**Publication of admission arrangements**

22 The Harris Academy South Norwood will publish its admission arrangements on its website each year (with a copy to the Local Authority by 15 March.

23 The published arrangements will set out:

a) the name and address of the Academy and contact details;

b) a summary of the admissions policy, including oversubscription criteria;

c) a statement of any religious affiliation;

d) numbers of places and applications for those places in the previous year; and

e) arrangements for hearing appeals.

**Representations about admission arrangements**

24 Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy’s admission arrangements they can make representations to the Schools Adjudicator by 15 May. The Schools Adjudicator will consider the representation and in so doing will consult the Academy. The Academy will provide all the information that the Local Authority needs to compile the composite prospectus no later than 8th August, unless agreed otherwise.

25 Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State

will consult the Academy and will then determine the Published Admission Number.

26 In addition to the provisions above, the Secretary of State may direct changes to the Academy’s proposed admission arrangements and may direct changes to the proposed Published Admissions Number.

**Proposed changes to admission arrangements by the Academy after arrangements have been published**

27 Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 19 above of the proposed variation and must then apply to the Schools Adjudicator setting out:

a) the proposed changes;

b) reasons for wishing to make such changes;

c) any comments or objections from those entitled to object.

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

28 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.

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

30 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.

**Reviewed January 2019**

**Approved Governing Body February 26th 2019**

**Next review November 2019**



**Signed:**

**Chair of Governing Body**

**Tuesday 26th February 2019**