

Draft Admissions Arrangements for Edenham High School - 2018

Preamble

The admissions authority for Edenham High School is the Greenshaw Learning Trust.

The admissions process is administered by the school in accordance with the arrangements described below.

Where discretion is exercised in the application of the admissions criteria, the decision on whether or not to offer a place will be made by a committee of the Board of Trustees established for this purpose.

THE ADMISSION OF STUDENTS TO EDENHAM HIGH SCHOOL

1. This document sets out the admission arrangements for Edenham High school.

The document forms an Annex to the Funding Agreement between Edenham as an Academy within the Greenshaw Learning Trust 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.

2. 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 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 the Croydon Local Authority and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Croydon Local Authority.

3. Notwithstanding these arrangements, the Secretary of State may allow Edenham High School to admit a named student to the Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Academy.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for Edenham High School for the year 2018/19 and, subject to any changes approved by the Secretary of State, for subsequent years are:

Edenham High School 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.

Edenham High School 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. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

PROCESS OF APPLICATION FOR YEAR 7

5. Applications for Year 7 places at the Academy will be made in accordance with the Local Authority's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the respective home Local Authority of the applicant. This form should be returned to the relevant Local Authority.

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, all students must complete a Supplementary Information Form (SIF). This form must be returned to the school by 31st October each year, but is supplementary to the Common Application Form 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 Local Authority:

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 2017 for admission in September 2018). 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 Local Authority 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 Common Application Form to be completed and returned to the Local Authority. The SIF (Supplementary Information Form) must be returned to Edenham High School.

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 Common Application Form. Parents at this point are asked to provide proof of residence with the Edenham High School Supplementary Information Form in order for addresses to be checked prior to the testing day.

e) December – Students attend Testing Day. On Testing Day students sit two tests; a verbal reasoning and a non-verbal reasoning set by GL Assessment (formerly National Foundation for Educational Research).

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 Local Authorities of offers to be made to students who live in their Local Authority.

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

6. Edenham High School 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 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 will be used.

Banding Test

7. All applicants to the Academy will be required to sit the tests: A Non-Verbal Reasoning Test (NVRT) and a VRT.

The parents of all applicants must complete an application form obtained from their home Local Authority. Applicants will then sit a compulsory ability banding test at the school. Edenham High School will admit pupils representing all levels of ability from admission applicants. They will be tested and placed in one of nine bands.

a. Applicants will be allocated to an ability band on the basis of their VRT test score. There will be nine 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 dated on the day of the test). Exceptions to this rule will only be made for children with Statements of Special Educational Needs and looked after or former looked after children.

The National Foundation for Education Research- NVRT practice papers are produced by GL Assessment and are widely available at stationers.

b. 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.

c. Students will be invited to take the ability tests by email/letter sent to the address stated on the Common Application Form. 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.

d. 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 resides for the majority of weekdays.) You may be asked for evidence of the arrangements.

Procedures where the Academy is oversubscribed

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.

Pupils with a statement of Special Education Needs or an Education, Health and Care Plan that names the school will be allocated a place before other applicants are considered. The number of places available in each band as set out below will be reduced by the number of children with a statement that has named the school falling into that band. Applications will be considered against the ability band in which the applicant is placed by the 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. Those percentages will be applied to the number of places for the year available.

The following criteria will be applied to determine those children that will be offered places within each band. Within each band the criteria will be applied in the following order:

Priority One: Looked After Children

Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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).

Such students will be given top priority in each band before subsequent oversubscription criteria are applied.

Priority Two: exceptional medical or social reasons

Children with exceptional medical reasons or exceptional social reasons for attendance at this school rather than at any other, and where applicants can show that this school is the most suitable to meet their stated needs, why no other local school could meet those needs, and what the difficulties would be if they had to attend other schools. Applications must be supported by written evidence from a Doctor, Social Worker or Borough School Attendance Officer, which will be assessed against a set of criteria and determined by a committee of the Board of Trustees established for this purpose. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.)

Priority Three: Children of permanent staff where:

The member of staff has been employed at Edenham High School for two or more consecutive years; **or** The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

In order of the proximity of their home address to Edenham High School, with the closest having the highest priority.

Priority Four: proximity to the school

Distance from the school as calculated by straight line distance from the main 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.

Note: Home address is the address at which the child lives with a parent or registered guardian who is the main carer, defined as the parent eligible to receive Child Benefit and Child Tax Credit or if this does not apply the address where the child spends the majority of the school week (Monday-Friday).

Tie-break

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

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.

Notification of Places

9. 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

10. Subject to any provisions regarding waiting lists in the Local Authority'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 31st December of the first Year of admission. This will be maintained by the Admission Secretary at 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.

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 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

12. 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 Greenshaw Learning Trust by 31st March each year.

Arrangements for In Year Admissions

13. All applications made during the academic year (in year admissions) including applications in and outside of the normal year of entry for Years 7, 8, 9, 10 and 11, must be made to the Local Authority. The Academy is not part of the Local Authority's coordinated admissions process for children who are applying outside the normal admission round for Year 7. 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 student who has left - applying the criteria set out in Paragraph 8 above.

14. Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.

15. A waiting list will not be held by the Academy for In Year Admissions in Year 8, 9, 10 or 11 or for In Year admissions for Year 7 after 31st December of the first year. All In Year Applications should be completed by the parent and submitted to the borough, the borough then notify the academy of the application and notify the parent directly of the outcome. The school then advises the borough of the outcome.

All applications will be allocated under the admissions criteria, according to their ability band, when a place becomes available. Any places allocated under In Year admissions will be notified to the Local Authority to allow it to update its records.

16. Although most children will be admitted to the Academy within their own age group, the Academy will make decisions on the year group of entry on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

Fair Access Admissions

17. Edenham High School will adhere to the Fair Access Protocol as determined by the Local Authority 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.

Annual procedures for determining admission arrangements

Consultation

19. Edenham High School will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.

20. The Consultation Period will last for a minimum period of six weeks, between 1st October and 31st January of the year before the arrangements are to apply.

The Academy will publish a copy of the proposed admission arrangements on the Academy and Trust website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will consult primary and secondary schools and all other admission authorities for primary and secondary schools located within the school's normal catchment area.

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. The Greenshaw Learning Trust will determine its admission arrangements by 15th March every year, even if they have not changed from previous years.

22. Greenshaw Learning Trust will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy and Trust website for the whole offer year (the academic year in which offers for places are made). The Trust will also send a copy of the full, determined arrangements to the Local Authority as soon as possible before 1st May.

Representations about admission arrangements

24. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Trust about its admission arrangements, the Trust will consider such representations before determining the admission arrangements. Where the Trust has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements they can make representations to the Schools Adjudicator by 30th June. The Schools Adjudicator will consider the representation and in so doing will consult the Trust. The Trust 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 Trust 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 Trust to increase its proposed Published Admissions Number. The Secretary of State will consult the Trust and will then determine the Published Admission Number.

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

Proposed changes to admission arrangements by the Trust after arrangements have been published

27. Once the admission arrangements have been determined for a particular year and published, the Trust will propose changes only if there is a major change of circumstances. In such cases, the Trust must notify those consulted under paragraph 21 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.

28. Where the Trust has consulted on proposed changes it must secure the agreement of the Secretary of State before any such changes can be implemented. The Trust 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 Trust to change its admission arrangements.

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

Admission to the Sixth Form

The Sixth Form has 100 places available.

Year 11 students currently studying at Edenham High School and students in the appropriate age range currently studying elsewhere may apply to join the Sixth Form.

All prospective candidates will be given, on request, the appropriate information related to courses and the process of application. Where assistance is requested regarding the completion of the application it will be provided.

All candidates both internal and external will be invited to discuss course options in the Sixth Form. For acceptance on a course candidates will be expected to meet the minimum requirements for the course (see separate Sixth Form course entry guide). For some courses, there is a limit on the number of students that can be accepted.

The School does reserve the right to place a ceiling on group numbers where these are such that planned groups become over-subscribed and where additional groups cannot be staffed or accommodated.

If a course is deemed to be full, the decision as to which students will be offered a place on that course will be made based on the academic qualifications that the student currently holds.

In the case of oversubscription by applicants who meet the minimum course requirements, the oversubscription criteria One to Four for entry to Year 7 will apply.

Applicants have a statutory right of appeal if a place is not offered. A candidate of sixth-form age can make her own application and appeal for a place. An Appeals Pack is available upon written request from The Greenshaw Learning Trust