

## **Admission Arrangements for Chobham Academy for 2020-21 Academic Year Only**

Please note, throughout this document the following definitions apply:

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 ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002 (or became subject to a residence 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).

### **a) Nursery provision**

1. The Academy Nursery has an agreed admission number of 52 full-time equivalent pupils. The nursery school will be split into two sessions (Morning and Afternoon) – 52 applicants will be accommodated in each session in a mixture of full-time and part-time places.

**Admission to the Nursery does not guarantee admission to the Academy's Primary provision, and a separate application must be made for transfer from the Nursery to the Primary provision.**

If undersubscribed, all applicants will be admitted. If oversubscribed, the following criteria will apply in the order of priority shown.

### **Nursery provision oversubscription criteria**

- 2.1 Looked after children or previously looked after children;
- 2.2 Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) in the nursery or in years R-6 of the Academy. Proof of the sibling relationship will be required (short birth certificates).
- 2.3 Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 2.4 Pupils who live in East Village (as defined by the map attached to these arrangements) by random allocation. Proof of residence will be required (council tax bill, utility bill).
- 2.5 The remaining places will be offered to pupils who live nearest to the front gates of the Nursery phase site of the Academy that is the distance from the Academy entrance in a straight line. Proof of residence will be required (council tax bill, utility bill).

## **b) Primary aged provision**

- 3.1 The Academy has an agreed admission number of 90 pupils. The Academy will accordingly admit at least 90 pupils in the relevant age group each year if sufficient applications are received;
- 3.2 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.

If oversubscribed, the following criteria will apply:

### **Primary provision oversubscription criteria**

- 4.1 When the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order:
  - (1) Looked after children or previously looked after children;
  - (2) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) in the nursery or in years R-6 of the Academy. Proof of the sibling relationship will be required (short birth certificates).
  - (3) Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - (4) Children who live in East Village (see attached map)
  - (5) Other children
- 4.2 If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. This is measured by using a computerised GIS and a centre point supplied by the Ordnance Survey determines the start point of the measurement from the home address. Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats and not the individual flat. If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation Proof of residence will be required (council tax bill, utility bill).

Random allocation will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

- 4.3 The Academy will not admit over 30 pupils to any infant class unless the last place would be awarded to a pupil who has a sibling born on the same date and both children are applying for admission. In that case both children would be admitted.

- 4.4 Once offered a place, parents may defer their child's entry to the Reception class until the child reaches compulsory school age, and parents can also ask that their child attends on a part-time basis until they reach compulsory school age.

### **Waiting lists**

- 5.1 The Academy will operate a waiting list for each year group. 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 the first term after the beginning of the Academy year. This will be maintained by the Academy Trust 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 a parent wishes his or her child to remain on a waiting list after 1<sup>st</sup> January in any academic year they will need to complete an in-year application through their Local Authority.
- 5.2 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. Where in-year or late applications are made and a request made to be added to the waiting list, the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

### **Appeals**

- 6.1 The Academy will offer an appeal to anyone refused admission. The appeal will be before an independent appeals panel constituted in accordance with the School Admission Appeals Code. If refused admission you should contact the Academy to lodge an appeal.

### **c). Secondary (11 – 16) aged provision**

- 7.1 The Academy has an admission number of 120 in Year 7. The full year group is 210 but 90 students are already present in Year 6 and transfer automatically into Year 7. Where fewer than 90 transfer from Year 6 additional places will be made available to create a year group of 210 Year 7 places.
- 7.2 The Academy will accordingly provide for the admission of 120 students (plus any casual Year 7 places) to Year 7 in the academic year 2020-21 if sufficient applications for entry are received. Where fewer applications than the published admission number for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.
- 7.3 The Academy will admit students representing all levels of ability among applicants for admission to the Academy. **For Year 7** 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 (with the number of places in each group determined by the national distribution of ability). 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. Applicants who complete the common application form showing one of the preferences to be for the Academy will also be asked to complete a Supplementary Application Form if their child has specific learning needs, which should be submitted to the Academy to allow arrangements to be made for the test and any special requirements allowed for.

## **Oversubscription criteria for Year 7**

8.1 When the Academy is oversubscribed, after the admission of students with Statements of Special Educational Needs where the Academy is named in the Statement (who will be tested to determine which band they are in but this will not affect their admission), the following criteria will be applied to the children placed within each ability band to determine which children will be offered the places in that band, in priority order:

- a) Children who are looked after or former looked after children;
- b) Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) Children who live in East Village (please see map attached) with the applicants who live closest to the Academy, as defined in 4.2 above given priority if there are more applicants than places;
- d) Nearness to the Academy, as calculated by straight line distance from the main gate. (See definition of distance calculation in 4.2 above)

These criteria will be applied to candidates as they are allocated to each group as a result of the tests until the correct number in each group as identified in paragraph 7.3 above is reached;

If at the end of this process there are unallocated places in any group these will be filled by the applicants next in line for admission to the groups above and below, alternating between the group above and below, using the same allocation criteria set out above (e.g. if the group 4 has vacancies but all the applicants in the group 4 ability band have places, the place(s) will be offered to unallocated applicants next in line for places in group 3, then group 5, then group 3 etc.)

Looked after children and former looked after children will always be allocated the first places in any group.

Random allocation (independently verified) will be used as a tie-break in categories a-d above to decide who has highest priority for admission if more than one child is tied for the last place available.

Proof of residence will be required (council tax bill, utility bill).

8.2 Other than children with Statements of Special Educational Needs and Looked after children, those who apply via the CAF and then do not attend the non-verbal reasoning test, will be considered for a place after all those children who have sat the test.

## **Waiting lists**

9.1 The Academy will operate a waiting list for Year 7. 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 the first term after the beginning of the academy year. This will be maintained by the Academy Trust 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 a parent wishes his or her child to remain on a waiting list after 1<sup>st</sup> January in any academic year they will need to write to the Academy and request this.

- 9.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria (i.e. not including banding). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Where in-year or late applications are made and a request made to be added to the waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

### **Appeals**

- 10.1 The Academy will offer an appeal to anyone refused admission. The appeal will be before an independent appeals panel constituted in accordance with the School Admission Appeals Code. If refused admission you should contact the Academy to lodge an appeal.

### **Oversubscription criteria for Year 12**

- 14.1 The Chobham Academy operates a sixth form for a total of 280 students. 140 places overall will be available in Year 12 (the Year 12 'capacity'). The admission number for external students is 50.
- 15.1 To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment, which will be consulted upon alongside its other admission arrangements whenever a change is proposed. Chobham Academy 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 its prospectus and on its website.
- 15.2 Young people failing to meet the grades for their preferred course option will be offered alternative courses if available. Young people already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry to the sixth form.
- 16.1 If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs where the Chobham Academy is named on the statement, the criteria will be applied in the order in which they are set out below:
- a) Looked after children and former looked after children
  - b) Students who live within East Village (please see map attached)
  - c) Distance of the applicant's home from the Academy with those applicants living closest being given priority. Distance will be measured in accordance with the method set out in paragraph 4.1 above.
- 17.1 There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

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

- 18.1 The Academy participates in the Newham coordinated admissions process for in-year admissions. Applications will need to be submitted directly to Newham. The Academy will consider any applications for other year groups 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 using the criteria set out in para 4.1 for Year Reception to Year 6 and para 8.1 (but without using banding after the first term of Year 7) for Years 7 to 11, and para 16.1 for post 16 admissions. If a place is not available parents may ask for their child to be added to a waiting list.
- 18.2 Children's position on any 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. Whenever applications are made and a request made to be added to the waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

### **Admission of children outside their normal 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:

Included with the application form, parents should request 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.

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.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. For example, 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.