

## CHOBHAM ACADEMY

### DETERMINED ADMISSIONS POLICY

### FOR THE SEPTEMBER 2024 INTAKE

#### **1 Introduction**

- 1.1 Chobham Academy is a mixed comprehensive all-through academy located in the London Borough of Newham. It is part of the Harris Federation of academies, a multi academy trust.
- 1.2 Admission to all state funded schools is governed by the School Admissions Code 2014 (**Code**). Under the Code, the Trust is the 'Admission Authority' for the Academy, and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code.
- 1.3 The Trust Board delegates the task of determining the admission arrangements each year to the Governing Body of the Academy. Thereafter, the Academy's admission arrangements are determined by the Governing Body and implemented by a committee of three Governors which is known as the Admissions Committee.
- 1.4 This policy and all other admission related documents referred to herein and used during the admission process, together form the Academy's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances, and usually only with the consent of the Secretary of State for Education.
- 1.5 In addition to the main school, the Academy also has a sixth form. The admission arrangements for the sixth form are also set out in this policy, insofar as they relate to external candidates. All references to 'child' (and plural derivatives) in this policy should be taken to include references to 'external candidates' (and plural derivatives).
- 1.6 The Academy also has a nursery offering one year of nursery provision. The Nursery Entry Arrangements are published separately on the Academy's website. Parents should note that children do **not** automatically transfer from nursery to Reception at the Academy - an application for admission must be made in the normal way, at the appropriate time.

#### **2 Definition of a 'Parent'**

- 2.1 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

#### **3 Inclusivity and Equality**

- 3.1 The Academy is fully inclusive and welcomes applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The Academy's admission arrangements are determined and implemented with its equality duties in mind, including the

public sector equality duty (**PSED**).

#### **4 Children with an Education Health and Care Plan (EHC plan)**

- 4.1 Children with an EHC plan are admitted to school under separate statutory procedures set out in the Children and Families Act 2014. These procedures are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the Academy to be named in their child's EHC plan as their child's school.
- 4.2 Where this happens in the normal admission round (i.e. entry to Year 7 in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN).
- 4.3 At all other times, children with an EHC plan naming the Academy will be admitted even where this means the PAN will be exceeded.

#### **5 Published Admission Numbers (PANs)**

- 5.1 The PAN for **Reception Year** is **90** students.
- 5.2 The PAN for **Year 7** is **120** students. This figure relates to external applicants for Year 7 places only, as the Academy's existing Year 6 pupils will simply transfer to Year 7 in the usual way.
- 5.3 The PAN for **Year 12** is **50** students. This figure relates to external candidates for Year 12 places only, as the Academy's existing Year 11 students will simply transfer to Year 12 in the usual way, if they meet the Minimum Academic Entry Criteria (see below) and want to continue their education in the sixth form.
- 5.4 Once the total number of places allocated to internal students and external applicants/candidates within a year group are known, it may be possible to admit further external applicants/candidates until the year group reaches capacity.

#### **6 Oversubscription Criteria for Reception Year and Year 7**

- 6.1 Where there are more applications than places available, the order in which places will be allocated will be as follows:

##### **6.1.1 Looked after 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order.

Applications in this category must be accompanied by a signed letter from the child's social worker or former social worker confirming their status, to be received by the application deadline in the normal admission round.

### 6.1.2 **Children of staff members employed at Chobham Academy**

For inclusion in this category, the staff member must be permanently based at Chobham Academy for more than 50% of their normal working hours each week during term time, and have been employed for at least two years at the time of application, as confirmed by their HR Manager.

For the avoidance of doubt, it is **not** possible for a staff member to have priority at more than one Academy within the Trust.

For the purpose of this category, a 'child' of a staff member is:

- their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- their step-child or child from co-habiting partner, who lives and sleeps with the staff member at their home address for more than 50% of their time from Sunday to Friday night during term time.

For the avoidance of doubt, a step-child or child of a cohabiting partner, who lives elsewhere, will **not** be eligible for a place under this category.

Applications in this category must be accompanied by a completed Children of Staff Supplementary Information Form, to be received by the application deadline. The same parent must complete both this form and the application form giving only their own details.

Part A must be completed by the parent, and Part B must be completed, signed and stamped by the parent's HR Manager. This form is available to download on the Academy's website, or in hard copy format from the Academy's main office.

### 6.1.3 **Children with a sibling at the Academy in Reception to Year 12**

For inclusion in this category, the sibling must attend the Academy in Reception Year to Year 12 at the time of application/the application deadline **and** when the applicant child is admitted.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling or a long term foster sibling (i.e. not a temporary placement). In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of the applicant child's spouse, cohabiting partner, friend or extended family member (e.g. cousin) will **not** be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

For inclusion in this category, parents must state the sibling's details in the application form.

### 6.1.4 **All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

## 7 Minimum Academic Entry Criteria for Entry to Year 12 (Sixth Form)

- 7.1 All current Year 11 students at the Academy wishing to transfer to Year 12, and all external candidates applying for admission to Year 12, must meet the minimum academic entry criteria set out in the table below:

A Level Pathways	Course Requirements
3 A Levels	A minimum of five GCSE grades 9-6 in full course GCSE subjects. Students must meet all subject specific entry criteria for subjects studied at A level.
4 A Levels	A minimum of eight GCSE grade 8 or above in full course GCSE subjects. Students must meet all subject specific entry criteria for subjects studied at A level.

Course Level	Course Requirements
Vocational Level 3 subjects	A minimum of five GCSE or equivalent grades 9-4 with at least a merit or a grade 4 in a relevant equivalent qualification (and as BTEC or CNAT Level 2)

Resit English GCSE	Students who have not achieved grade 4 or above in either English Language or Literature will be required to resit English Language GCSE
Resit Maths GCSE	Students who have not achieved grade 4 or above will need to resit their Maths GCSE

- 7.2 The student must have taken at least five GCSE examinations to meet the minimum academic entry criteria. Vocational courses equivalent to more than one GCSE will count as a maximum of one grade.
- 7.3 'Subject Specific Requirements' means the additional entry requirements for specific subjects/courses, as set out in the Sixth Form entry criteria, which is published alongside this policy on the Academy's website.
- 7.4 The Minimum Academic Entry Criteria is the same for Chobham Year 11 students and external candidates. Once met, Year 11 students will transfer to Year 12. All external candidates meeting the minimum threshold will be on an equal footing for places, with the oversubscription criteria being applied where there are more eligible applications than places available. Those achieving higher grades will **not** have higher priority.
- 7.5 A pre-application meeting may take place between members of the sixth form staff and Year 11 students/external candidates to discuss course options and entry requirements. Parents/candidates should note that this meeting is **not** an interview, and its outcome will play no part in the transfer/application process.
- 7.6 Parents/candidates should note that the Academy cannot make exceptions to the determined Minimum Academic Entry Criteria, except where it is necessary for the Academy to adjust this criteria in order to comply with its duties under the Equality Act 2010. Exceptions cannot be made in other circumstances, and parents/candidates should refrain from asking.

## **8 Oversubscription Criteria for Year 12 (Sixth Form)**

8.1 Where there are more applications than places available, the order in which places will be allocated will be as follows allowing for subject availability to accommodate the options detailed by the applicant:

### **8.1.1 Looked after and previously looked after candidates**

A 'looked after candidate' is a candidate 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, in England. A 'previously looked after candidate' is a candidate who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order.

Applications in this category must be accompanied by a signed letter from the candidate's social worker or former social worker confirming their status, to be received by the application deadline in the normal admission round.

### **8.1.2 All other candidates**

This category will include all candidates who do not fall into any of the oversubscription categories above and will be selected by waiting list order and subject availability.

## **Tie Breaker (All Year Groups)**

8.2 Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the Academy, with those living nearest receiving highest priority.

8.3 Distance will be measured using London Borough of Newham's Geographical Information System (GIS) in a straight line from the Ordnance Survey centroid point at the child's home address to the Academy's nominated entrance gate

8.4 Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there.

8.5 Where two or more children live an equal distance from the Academy (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the Academy.

## **9 Child's Home Address**

9.1 The child's home address is the residential (not business) address of their parent (as defined

in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.

- 9.2 Where any uncertainty arises in respect of the child's home address, the Academy reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

## **10 Children of UK Armed Forces Personnel/Crown Servants**

- 10.1 Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves house, as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

## **11 Statutory Maximum Infant Class Sizes**

- 11.1 The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.
- 11.2 However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

## **12 Twins, Triplets and Siblings of a Higher Multiple Birth (Reception Year to Year 11 Only)**

- 12.1 Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the Academy within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the Academy will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

## **13 Application Procedure for Admission to Reception Year/Year 7 in September**

- 13.1 Applications for admission to Reception Year/Year 7 in September are known as applications made 'in the normal admission round'.
- 13.2 Applications in the normal admission round must be made **directly to the child's home Local Authority** by completing and submitting a **Common Application Form (CAF)**, which is available to download/complete online via the child's home Local Authority's website, by the application deadline. Parents must state a preference for the Academy in the CAF.
- 13.3 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to London Borough of Newham **by the application deadline**. If not, the child will be placed in the next oversubscription category that applies.



- 13.4 The application deadline for admission to Reception year in the normal admission round is **Monday, 15<sup>th</sup> January 2024**.
- 13.5 National Offer Day for admission to Reception Year in the normal admission round is **Tuesday, 16<sup>th</sup> April 2024**.
- 13.6 The application deadline for admission to Year 7 in the normal admission round is **Tuesday, 31<sup>st</sup> October 2023 for online applications**.
- 13.7 National Offer Day for admission to Year 7 in the normal admission round is **Friday, 1<sup>st</sup> March 2024**.
- 13.8 Applications received after an application deadline will be treated as **late applications**, which means they will be processed after all on-time applications have been processed and places allocated thereby reducing the chances of the child being offered a place.

#### **14 Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)**

- 14.1 Applications for admission to Reception Year and Year 7 other than in September, and to Years 1 to 6 and 8 to 11 at any time, are known as applications made 'outside the normal admission round' or 'in-year admission'.
- 14.2 Applications for in-year admission must be made **to London Borough of Newham**, by completing an In-Year Common Application Form (ICAF) online and submitting it to them. This form and further guidance on the process is available on London Borough of Newham's website, which can be accessed [here](#).
- 14.3 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies.

#### **15 Application Procedure for Admission to Year 12 in September (External Candidates)**

- 15.1 Applications for the admission of **external candidates** to Year 12 must be made **directly to the Academy**, by completing and submitting a Sixth Form Admission Application Form, which is available to download on the Academy's website or in hard copy from the Academy's main office, and submitting it to the Academy marked for the attention of the Head of Sixth Form.
- 15.2 As stated above, a pre-application meeting may take place between members of the sixth form staff and candidates, to discuss course options and entry requirements. This meeting is not an interview, and its outcome will play no part in the application process. Places are allocated solely by reference to the Minimum Academic Entry Criteria and oversubscription criteria set out in the Academy's admission arrangements.
- 15.3 The application deadline for admission to Year 12 in September is **Sunday, 31<sup>st</sup> March 2024**.
- 15.4 Conditional offers will be made by **Saturday, 1<sup>st</sup> June 2024**. These offers will be based on the predicted grades stated in the Sixth Form Admission Application Form, and will be

conditional upon the external candidate meeting the Minimum Academic Entry Criteria for the courses chosen when their awarded grades are known.

- 15.5 As stated above, the Academy cannot make exceptions to the determined Minimum Academic Entry Criteria, except where it is necessary for this criteria to be adjusted in compliance with the Academy's duties under the Equality Act 2010. Exceptions cannot be made in other circumstances.

**16 Waiting List**

- 16.1 The Academy operates a waiting list for children who are unsuccessful in achieving a place in Reception Year to Year 11 throughout the school year.
- 16.2 The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.
- 16.3 Children placed at the Academy under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

**17 Statutory Right of Appeal**

- 17.1 Parents have a statutory right of appeal against the refusal of a place at the Academy. This applies to all year groups, including the sixth form.
- 17.2 Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.
- 17.3 The Academy will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Year 7 in September) alongside this policy on or before 28 February in the year in which offers are made.

**18 Deferred Entry and Part-Time Attendance in Reception Year**

- 18.1 All children are entitled to a full-time place in Reception Year in the September following their fourth birthday. Children do not, however, reach compulsory school age (CSA) until one of three prescribed dates following their fifth birthday as follows:

<b>Born on or between:</b>	<b>Prescribed date the child reaches CSA:</b>
1 September and 31 December	31 December
1 January and 31 March	31 March
1 April and 31 August	31 August (a whole school year later)

- 18.2 Parents have an absolute right to decide that their child will not start school until they reach CSA, which is known as 'deferred entry' (or 'delayed entry' in the case of 'summer born children' - see below). The Academy has no discretion to refuse this.
- 18.3 Where parents choose to defer entry until later in the school year, the Academy will hold their place in Reception Year for them, rather than giving it to another child, for a maximum of two terms (i.e. until the Easter end of term holiday). Places cannot be deferred or retained beyond this point.



- 18.4 Parents also have an absolute right to decide that their child will attend school part-time until they reach CSA. In this case, the right can be exercised throughout the school year (i.e. all three terms), and it can also be combined with the right to defer. For example, a child born on 5 February could defer starting school until the first day of term after the Christmas and New Year break, and then attend part-time until the Easter break.
- 18.5 Where parents want to defer their child's entry and/or choose for them to attend school part-time, they should apply for a place in the normal way and, once they have accepted the offer of a place, notify the Academy of their decision, preferably in writing. There is no need to give reasons.

## **19 Delayed Entry for Summer Born Children**

- 19.1 Children born between 1 April and 31 August (known as 'summer born children') do not reach CSA until 31<sup>st</sup> August, and are therefore not legally required to start school until one school year after they became entitled to a full-time place in Reception Year.
- 19.2 Parents of summer born children can defer their child's place for one or two terms and/or choose for their child to attend part-time throughout the school year, as set out above. However, they cannot defer their child's place for a whole school year and still retain it. If they do not want their child to start school at all until the following year, they will need to refuse the offer of a place and apply for admission again the next year.
- 19.3 However, where a summer born child is admitted one school year later than usual, the default position is that this would be to Year 1 with their normal age group. This means a) they will have missed Reception Year entirely, and b) they will only achieve an offer of a place if there is one available in Year 1, which is uncommon.
- 19.4 Parents can, however, make a request for their child to be admitted one year later than usual, outside their normal age group, to Reception Year. The procedure for making these requests is set out below, however parents should note that, unlike with deferred/delayed entry and part-time attendance, there is no absolute right for a child to be admitted outside their normal age group - this is at the discretion of the admission authority for the school involved.
- 19.5 Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission.

## **20 Requests for Admission Outside Normal Age Group**

- 20.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).
- 20.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the Academy's Admission Committee, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 20.3 Requests for admission outside normal age group are not applications for admission, which

must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.

- 20.4 Decisions regarding admissions outside of the normal age range are made by the Principal of the site that the student wants to attend on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Principal of the Academy and, where provided, the Headteacher of any current or previous school.
- 20.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the Academy marked for the attention of the Admissions Officer. This form is available to download on the Academy's website or in hard copy from the Academy's main office.
- 20.6 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the Academy.
- 20.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the Academy's published Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well.

## **21 Review and determination of the Academy's admission arrangements**

- 21.1 The term 'admission arrangements' means *"The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered"*. The admission arrangements therefore include not only this policy, but all other admission related documents and any other published information about the Academy's admission processes.
- 21.2 Under the Code, the Admission Authority for a school must formally determine the admission arrangements for the next intake at that school **every year on or before 28<sup>th</sup> February**.
- 21.3 Where no changes (other than changing dates/deadlines) are proposed, there is no need to go to consultation. However, where changes are proposed (other than a proposed increase in PAN), the Admission Authority must carry out a 6 week statutory consultation in accordance with the Code between 1 October and 31 January ahead of determination of the admission arrangements.
- 21.4 Where no changes have been proposed in the intervening period, the Admission Authority must in any event consult on the admission arrangements every seven years.
- 21.5 Once determined on or before 28<sup>th</sup> February, the Academy's admission arrangements for that intake must be published, and cannot be varied except in very limited circumstances to correct

a mistake or give effect to a decision of a Schools Adjudicator. Any other variations will require the Secretary of State's consent, which will only be granted where there has been a 'major change in circumstances'.

- 21.6 The admission arrangements for the September 2024 intake were determined by the Academy's Admission Committee at their meeting on 7<sup>th</sup> December 2021.