



### Admissions Arrangements for Entry in September 2020

**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 Adoption Act 1976 (or became subject to a child arrangements order under the terms of the Children Act 1989 or special guardianship order). Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Harris Academy Greenwich has a Planned Admission Number (PAN) of 180 in Year 7.

1. To apply for a place at Harris Academy Greenwich, an applicant must apply through the home Local Authority, in accordance with the Co-ordinated Admissions Arrangements.

### Banding Tests

2. 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.

Parents who have applied to the Academy must also complete the Supplementary Information Form, available on the Academy's website. This should be submitted to the Academy directly by 31 October 2019. Applicants will be notified of the test arrangements such as the date and time, which will also be made clear from 1 September 2019 on our website. After the tests have been completed, the numbers of places allocated for each band (representing the national distribution) will also be published on our website. Upon request, information about which band their child has been placed in will be available for parents. Children who do not attend the test will be considered for a place after those children who have sat the test and who therefore take priority. This does not apply to children with a statement of special needs/EHCP or are looked after or previously looked after children: these students will take priority regardless of whether or not they have taken the test.

Based on the results of the non-verbal reasoning test, applicants will be placed into one of nine ability bands as described above. If there are more children in each band than places, the oversubscription criteria will be applied within each band, and places will be allocated accordingly.

### Procedures where the Academy is oversubscribed

3. All students with a Statement of Special Educational Needs or Educational, Health and Care Plan where the Academy is named in the Statement or Plan will be admitted.

Where the number of applicants exceeds the published admission number the allocation of places will be based on the use of banding to ensure that a fair representation of all abilities is

admitted. Priority in the allocation of places within each band will be given to those children who meet the following criteria in the order set out below:

(1) Looked after children or previously looked after children.

See definition at the start of the Admissions Arrangements.

*(2) Siblings of students on roll at the Academy in Years 7 to 11 at the time of the child's admission.*

Sibling is defined in these arrangements as including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who will be living with them at the same address on the date of admission to the Academy.

*(3) Children of staff at the academy.*

This is defined as being when the member of staff at the academy has been employed at the academy for two years or more at the time at which the application for admission to the academy is made and/or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

*(4) Children or their immediate family member with a chronic medical or social care need for placement at the Academy.*

Children, or an immediate family member, with a chronic medical condition or social care need for this particular academy. Applicants need to set out the reasons why the school can best meet needs and the implications for the child or immediate family member if a place was not obtained at the academy. Evidence of the condition or need must be submitted with the application, such as a letter from a registered health professional or practitioner i.e. a doctor or social worker. The family member must live at the same address as the child.

*(5) Other children based on home to school distance with those living nearest to the school being given preference.*

Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site. Should two or more applicants live an equal distance from the school, including instances where more than one applicant lives in a multi-occupancy building, the offer of a place will be decided by random allocation.

Additional children may be admitted under very exceptional circumstances. This will be in instances where children are twins or children from multiple births when one of the children is the 180th child admitted.

#### **Tie breakers**

4. In any of the priority categories above should two or more applicants be tied for the last place, the offer of a place will be decided by random allocation which will be independently verified.

## **Late Applications**

5. Harris Academy Greenwich follows Greenwich Local Authority's policy for late applications as stated in the booklet "Secondary Schools in Royal Greenwich." Late applicants will be considered after all on time applicants are allocated.

## **Waiting lists**

6. A waiting list will be maintained by the Academy until December 31<sup>st</sup> 2020 within each band. Where a place becomes available within a band it will be offered to the next applicant on the appropriate waiting list. If there are no applicants in that band, the place will be offered to the next applicant in an adjacent band, and so on. From January 2021, our in-year admissions process will then apply (see section 7 below). Applicants on the waiting list will be asked if they wish their child to be considered as an automatic in-year admission application for January 2021.

## **In-Year Admissions**

7. Applicants applying for a place at Harris Academy Greenwich outside the normal admissions round should apply direct to Jan Henderson, Admissions Officer at the Academy, completing the Academy's in-year application form. The process in regard to children admitted via the Fair Access Panel will be in line with Greenwich Local Authority's published arrangements. Where there are more applicants than places the criteria at Section 3, with the exception of banding, will be applied to determine who has priority for the place. There is no banding requirement for in-year applications. However, in-year applications for Year 7 submitted between 1st September and 31st December 2020 will be considered for a place after those children who have sat the test inside the normal admissions round and who therefore take priority during this period – in common with other applicants on the waiting list, they will be asked if they wish their child to be considered as an automatic in-year admission application for January 2021.

Notwithstanding this, Harris Academy Greenwich may refuse admission to particular applicants even if there are vacancies in that year group. These are applicants who have been excluded from two or more other schools/academies and the ability to refuse admissions runs for a period of two years from the last exclusion. This provision does not apply to looked after / formerly looked after children and children with a statement of SEN or EHC plans. Exclusions that took place before the child concerned reached compulsory school/academy age, do not count for this purpose.

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

8. Parents may request that their child be 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 affecting 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 for the parent to write a letter to the Principal of the Academy with the reason for requesting the admission to an age group other than the normal one for that child's date of birth. Parents should submit any evidence in support of their case with the letter, for instance from a medical practitioner, head teacher 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. If the letter is received before the end of February relating to an admission in the normal admissions round for Year 7, 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 home Local Authority's co-ordinated scheme or directly to the school as an in-year admission. In the case of students joining in-year who have recently entered the country, we follow RBG's procedures.

### **Arrangements for admission to Sixth Form provision**

9. The Academy operates a Sixth Form for 200 students. The Academy 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 and other criteria. The 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 a prospectus and on the website.

Overall there will be 100 places available in Year 12 at the Academy (the Year 12 'capacity'). Young people applying to the Academy each year will be sent a conditional offer letter, if successful, to study certain subjects they have chosen. More than 100 conditional places will be issued on the basis that not all students will meet the entrance requirements or choose not to take up a place at the Academy's Sixth Form.

At enrolment meetings in August, students' subject choices will be discussed in light of their examination results and any changes can be implemented. Places at enrolment in August will be allocated according to the over-subscription prioritisation criteria in the order set out below:

- I. Looked after and former looked after young people;
- II. Internal candidates that meet entry requirements based on original option choices;
- III. External candidates that meet entry requirements based on original option choices;
- IV. Of the remaining applicants, both internal and external, students who failed to meet the criteria to study their first choice options will be allocated a place in descending rank order of their average GCSE points score (including English and Mathematics).
- V. Any remaining applicants will be allocated places according to proximity, meaning the distance to the school as measured in a straight line from the student's home address. Those who live nearer will be given higher priority. "Home Address" is the address at which the student should live permanently and full-time as the principal residence.

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

## **Appeals**

10. In all cases where an application has been made for a place at the Academy, parents/carers of children who are refused a place have the right to appeal to an Independent Admissions Appeal Panel operating in accordance with the Admissions Appeals Code. Parents wishing to appeal should obtain an appeal form from Jan Henderson Admissions Officer at the academy, or download one from our website. Appeals should be lodged no more than 20 school days from the date of notification that the application was unsuccessful.

Appellants will receive at least 10 school days' notice of their appeal hearing. Decision letters will be sent within 5 school days of the hearing wherever possible.

Should an appeal be unsuccessful, the student will remain on the waiting list as per section 6 above. Additional admission applications for this student will not be considered for the remainder of the academic year being applied for. Unless there has been a significant and material change in the family's circumstances, further admission appeal requests cannot be accepted during that same academic year.

The decision of the independent admission appeals panel is final.