



## ADMISSIONS POLICY

### FOR ENTRY TO THE ACADEMIC YEAR 2012-2013

#### ADMISSION OF APPLICANTS TO HARRIS ACADEMY MERTON

This document sets out the admission arrangements for Harris Academy Merton.

The Academy will comply with all relevant provisions of the statutory codes of practice: the School Admissions Code and the School Admission Appeals Code. This is 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 Merton Local Authority (LA) and have regard to its advice and will participate in the co-ordinated admission arrangements operated by Merton LA.

#### ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

The admission arrangements for the Academy for the year 2012 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- 1) The Academy has an agreed Admission Number of 180 pupils and a total pupil number of 1200 (including the sixth-form). The Academy will accordingly admit at least 180 pupils in the relevant age group, each year, if sufficient applications are received,
- 2) The Academy may set a higher admission number, as its published admission number, for any specific year. However, before setting a higher admission number the Academy will consult those listed under the "Annual Procedures for Determining Admission Arrangements" on page 5 of this policy. Applicants 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

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 provided and administered by Merton LA. The Academy will use the following timetable for the Academic year 2012-13 which whenever possible, will fit in with the common timetable agreed by the Merton Admissions' Forum or LA.

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|---------------------------------------|--|
| a) 21 October 2011                    | Recommended return date of applications (Friday before half-term)  |
| b) 31 October 2011                    | Statutory deadline for receipt of applications   |
| c) 14 November 2011                   | Deadline for the transfer of application information by the Home LA to the Pan-London Register (PLR)               |
| d) 21 November 2011                   | Date by which Merton LA will notify Harris Academy Merton of every application for their school                    |
| e) 21 November 2011 – 13 January 2012 | The Academy to consider applications according to the admissions criteria  |
| f) 16 December 2011                   | Deadline for the upload of late applications to PLR  |
| g) 13 January 2012                    | Date by which Harris Academy Merton must provide Merton LA with an electronic list of applicants in criteria order |
| h) 1 March 2012                       | Offer letters posted   |
| i) 16 March 2012                      | Deadline for return of acceptances   |

The Academy may require parents to complete an Additional Information Form where insufficient information is provided on the Common Application Form to enable the Academy to consider an application appropriately.

### **Consideration of applications**

The Academy will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

### **Procedures where the Harris Academy Merton is oversubscribed**

The allocation of places will take place within a framework of Fair Banding whereby all applicants are placed in nine ability bands based on Nationally Standardised Results (NSR) depending on the score an applicant achieves in a Non-Verbal Reasoning test (ranked from the lowest to the highest band). The number of places offered from each band is based on the NSR suggested intake. This process is to ensure a comprehensive intake into the Academy.

Where the number of applications for admission is greater than the published admissions' number, applications will be considered against the criteria, and in the order, set out below.

- a) Students in public care / 'looked after' children.
- b) Students for whom it is essential that they be admitted to the Academy because of significant medical needs evidenced by written medical evidence. The Academy will make a judgment based on the evidence provided as to whether it is the only school able to meet the child's needs.

50% of the remaining places in each band will be offered to students living within a two mile radial distance of the Academy on the basis of proximity. Distance to be measured using the straight line distance (defined by the Academy) between the main entrance to an applicant's home and the main entrance to the Academy site. Where an applicant lives for part of each week at different addresses, the 'home' address shall be that address where the pupil spends the majority of the week.

The remaining 50% of the places in each band will be offered to applicants living between a two and four mile radial distance on the basis of proximity.

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 alternatively above or below, using the same allocation criteria set out above.

If the number of applications from within four miles is exhausted then applicants outside of the four mile zone will be considered using the same criteria as above.

If an applicant does not sit the test, they will be considered after those who have, and will be considered on a straight line distance basis only. Given the level of oversubscription that the Academy has, it is most likely to not be in a position to offer places to children who do not sit the test.

Notwithstanding the above arrangements, The Secretary of State may direct the Academy to admit a named pupil on application to the LA. Before doing so the Secretary of State will consult the Academy.

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

Applications for in-year admission to Years 7-11 at the Academy will need to be made via the student's home LA, who will administer the application as part of its coordinated admission arrangements. Admission will be based upon the size of teaching groups already existing at Harris Academy Merton. If more applications are received than there are places available, the over subscription criteria shall apply. Parents whose application is turned down are entitled to appeal. In the case of applications for such places in Years 7-11, and notwithstanding the requirement of the previous paragraph, the Academy may refuse admission to particular applicants in cases where there are fewer pupils in a particular year group than the published admission number. Such refusals will occur where special circumstances apply as specified in the School Admissions Code, e.g. the pupil concerned has previously been excluded from two or more schools or where the Academy has a particularly high concentration of pupils with challenging behaviour and to admit the pupil in question would prejudice the efficient education of other students. However, the Secretary of State may direct the Academy to admit such pupils and such a direction will be binding.

### **Operation of waiting lists**

The Academy will operate a waiting list. Where for any year the Academy receives more applications than there are places available, a waiting list will operate. The Academy will maintain the waiting list 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.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria previously set out. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for appeals panels**

Parents will have the right of appeal to an Independent Appeal Panel, established by the Governing Body, 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 School Admissions Code 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 School Admission Appeals Code and is binding on all parties.

### **Arrangements for admission to post 16 provision**

The entry criteria for Post-16 provision is:

- Level 1 courses - 5 GCSE passes at grades D–G
- Level 2 courses - 5 GCSE passes at grades A\*–G
- Level 3 courses:
  - 2 AS level equivalents (BTEC only) - 4 GCSE passes at grades A\*–C
  - 3 AS level equivalents – 5 GCSE passes at grade A\*–C
  - 4 AS level equivalents – 7 GCSE passes at grade A\*–B
  - 5 AS level equivalents – 8 GCSE passes at grade A\*–A

For all AS level courses a GCSE pass at grade B or above is required in the relevant subject.

The predicted grades will be used for entry along with a reference from the Academy Tutor, or headteacher of the student's current school, as to the student's ability for the courses for which he/she has applied.

The Academy will admit students into its sixth form and has a published admission number of 150. Applicants will need to satisfy minimum entrance requirements to the courses for which they are applying. Where fewer than 150 applications are received and satisfy any such course entrance requirements, the Academy will offer places to all those who have applied.

Where more than 150 applications are received and satisfy any course entrance requirements, priority will be given to applicants on the basis of the availability of courses and the provision of efficient education. Where this does not permit discrimination between applicants, the decision to offer the place will be based on the distance of the applicant's home from the Academy with those applicants living closest being given priority.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

The Academy shall consult the following by 1<sup>st</sup> March each year on its proposed admission arrangements:

- a) Merton LA;
- b) Any other admission authority, 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 located within the relevant area for consultation.

### **Determination and publication of admission arrangements**

Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

### **Publication of admission arrangements**

Once the admission arrangements have been determined, the Academy will publish them each year, by:

- a) Sending Copies to primary and secondary schools in Merton LA;
- b) Sending Copies to the offices of Merton LA;
- c) Copies being made available without charge on request from the Academy;
- d) Sending Copies to public libraries in the area of Merton LA for the purposes of being made available at such libraries for reference by parents and other persons;
- e) Copies to be published on the Merton website.

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) Numbers of places and applications for those places in the previous year
- d) Arrangements for hearing appeals.

### **Representations about admission arrangements**

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 that it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

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.

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

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

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, above, of the proposed variation and must then apply to the Secretary of State 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

The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has consulted and notified the proposed changes to those listed above

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.

The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements. Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

Policy reviewed in May 2011