

Approved Admission Arrangements for City of London KPMG Academy

1. This document sets out the admission arrangements for the City of London KPMG Academy in accordance with Annex 2 to the Funding Agreement between the City of London KPMG Academy and the Secretary of State. These arrangements are without prejudice to the provisions of Annex 3 (Sen & Disabilities) of the Funding Agreement. References to the LA in this policy and its Annex mean The London Borough of Hackney and/or where appropriate the Learning Trust on behalf of the London Borough of Hackney. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.

2. Notwithstanding these arrangements, the Secretary of State may direct the City of London KPMG Academy to admit a named pupil to the City of London KPMG Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 11-16 Provision

3. The admission arrangements for the City of London KPMG Academy for the year 2009/2010 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

a) The City of London KPMG Academy has an agreed admission number of 180 pupils. The City of London KPMG Academy will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received.

b) The City of London KPMG Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the City of London KPMG Academy will consult those listed at paragraphs 7 & 8 of Annex 2 published with this document. Pupils 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

4. 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. The City of London KPMG 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 LA Admissions Forum or LA.

a) By September - The City of London KPMG Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2008 for admission in September 2009). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The City of London KPMG Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

b) September - The City of London KPMG Academy will provide opportunities for parents to visit the Academy;

c) October - CAF to be completed and returned to the LA to administer

d) November - LA sends applications to Academy

e) January - Academy sends list of pupils to be offered places to LA

f) February - LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.

g) 1st March - offers made to parents.

Consideration of applications

5. Children applying to the Academy will be required to take non-verbal reasoning tests.

- Applicants will be placed in one of five bands, based on their performance in the test.
- Approximately the same number of children will be admitted in each of the five bands so that each band represents 20% of the applicants.
- Children admitted with Special Needs Statement are included in the band allocations.
- The Academy may seek other evidence of the child's academic ability if (for acceptable reasons) the child is not able to take the non-verbal reasoning test.

6. The City of London KPMG Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the City of London KPMG Academy will offer places to all those who have applied.

Procedures where the City of London KPMG Academy is oversubscribed

7. Where the number of applications for admission is greater than the published admissions number, applications will be considered within each band against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the City of London KPMG Academy is named on the statement, the criteria will be applied in the order in which they are set out below;

- a) children in public care;
- b) admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission; (Siblings must live at permanently at the same address as the child for whom the application is being made. This includes half brothers and sisters, step brothers and sisters and foster brother and sisters who live permanently as a family unit at the same address as the child).
- c) Up to 9 children resident in the City of London. If more than 9 pupils apply, selection to be determined by drawing lots.
- d) Students will then be offered places on the basis of the proximity of their home (permanent residence) to the main entrance of the Academy measured in a straight line on a map or using a GIS system. (Proximity is measured using straight line measurement from the main entrance of the Academy to the main entrance of the child's home)

Operation of waiting lists

8. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the City of London KPMG Academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by the City of London KPMG 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.

9. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7a - d above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admission to post 16 provision

10. The City of London KPMG Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. The Academy expects that the great majority of its post sixteen students will comprise students transferring from Year 11. When offering places to other students priority will be given as paragraph 7. These criteria are the same for internal and external transfers and will be subject to consultation with those in paragraph 17.

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

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the City of London KPMG Academy

12. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 7a – d shall apply without reference to banding. Parents whose application is turned down are entitled to appeal.

13. The City of London KPMG Academy will participate in the LA's In Year Fair Access Protocol.

Arrangements for admission of pupils as the City of London KPMG Academy builds to its full capacity

14. The City of London KPMG Academy will open on 1 September 2009 with a Published Admission Number of 180 relating solely to pupils in Year 7. It will build capacity by admitting 180 pupils in year 7 each year from 2009 to 2013. Paragraph 12 above will only apply to year groups that have been established through the annual admissions process.

15. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants, refer to paragraph 3 of Annex 2 published with this document.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

16. The City of London KPMG Academy will consult by 1 March each year on its proposed admission arrangements:
- a) the LA;
 - b) The admission forum for the LA;
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
 - f) Affected admission authorities in neighbouring LA areas.

Publication of admission arrangements

17. The City of London KPMG Academy will publish its admission arrangements each year once these have been determined, by:
- a) copies being sent to primary and secondary schools in LA;
 - b) copies being sent to the offices of the LA;
 - c) copies being made available without charge on request from the Academy;
 - d) copies being sent to public libraries in the area of LA for the purposes of being made available at such libraries for reference by parents and other persons.
18. 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) a statement of any religious affiliation;
 - d) numbers of places and applications for those places in the previous year; and
 - e) arrangements for hearing appeals.

ANNEX 2

THE ADMISSION OF PUPILS TO THE CITY OF LONDON KPMG ACADEMY

1. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code 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 LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA.
2. Pupils will be admitted to the City of London KPMG Academy in accordance with the detailed admission arrangements described in the Admissions Policy Document. Changes to the Admissions Policy Document will require the approval of the Secretary of State.

Arrangements for appeals panels

3. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the City of London KPMG Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code of Practice published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy may, if it chooses, enter into an agreement with the local authority for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

4. The City of London KPMG Academy shall consult by 1 March each year on its proposed admission arrangements with relevant parties in line with the requirements of the School Admissions Code and relevant admissions legislation. (At the date of this Agreement, section 89 of the School Standards and Framework Act 1998 as amended, and regulations under that section.)

Determination and publication of admission arrangements

5. Following consultation, the City of London KPMG Academy will consider comments made by those consulted. The City of London KPMG Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined within 14 days.

Publication of admission arrangements

6. The City of London KPMG Academy will publish its admission arrangements each year once these have been determined in accordance with the arrangements described in the Admissions Policy Document.

Representations about admission arrangements

7. Where any of those bodies that were consulted, or that should have been consulted, make representations to the City of London KPMG Academy about its admission arrangements, the City of London KPMG Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. These representations must be made by 30 April. The Secretary of State will consider the representation and in so doing will consult the City of London KPMG Academy. Where he judges it appropriate, the Secretary of State may direct the City of London KPMG Academy to amend its admission arrangements.

8. Those consulted have the right to ask the City of London KPMG 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 City of London KPMG Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the City of London KPMG Academy and will then determine the Published Admissions Number.

9. In addition to his powers in paragraphs 7 and 8 above, the Secretary of State may direct changes to the City of London KPMG Academy's proposed admission arrangements and to the proposed Published Admissions Number.

Proposed changes to admission arrangements by the City of London KPMG Academy after arrangements have been published

10. Once the admission arrangements have been determined for a particular year and published, the City of London KPMG Academy will propose changes only if there is a major change of circumstances. In such cases, the City of London KPMG Academy must notify those consulted under paragraph 4 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

11. The Secretary of State will consider applications from the City of London KPMG Academy to change its admission arrangements only when the City of London KPMG Academy has notified and consulted on the proposed changes as outlined at 4 above.

12. Where the City of London KPMG Academy has consulted on proposed changes the City of London KPMG Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The City of London KPMG 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.

13. The Secretary of State can approve, modify or reject proposals from the City of London KPMG Academy to change its admission arrangements.

14. Records of applications and admissions shall be kept by the City of London KPMG Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.