



The Petchey Academy  
*Inspiring & supporting every child*

# Admissions Policy

## Agreed Admissions Arrangements for 2023-2024

Coordinator	Headteacher
Review Frequency	Annually
Last Reviewed	September 2021
Date of Next review	September 2022

Change History:			
Version	Owner	Date	New or Amended?
9.0	A Arsenie	07/07/2021	Amended
10	C Borrill	13/10/2021	<b>NEW</b> - 2023-2024 changes to the waiting list admission criteria, removing outer zone and lottery

Date Policy Considered By HR/ Judicium (If Applicable)	Consultation with Hackney education
Does The Policy Need To Be Approved By Governors? If Yes, Which Committee?	YES – Full Board
Agreed By Governors On:	22/10/2021

Related Policies	Accessibility Policy Inclusion Policy
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This policy is communicated by the following means:	
Governors	Full Board Meeting
Staff	Academy Website
Parents and Carers	Academy Website
Students	Academy Website

Has a Data Protection Impact Assessment been completed? If yes by whom?	No new systems that require a DPIA
Has an Equality impact Assessment been completed? If yes, by whom?	YES CBorrill

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## 1. Introduction

The Academy Trust is the admissions authority for The Petchey Academy and its admission arrangements are part of Hackney Education's co-ordinated admission scheme.

A new School Admissions Code came into force in September 2021 which introduced new mandatory provisions. These included an extension of the definition of Previously Looked After Children, to include children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. The definition of Previously Looked After Children has accordingly been amended in the admission arrangements for the 2023/2024 academic year. As this is a mandatory requirement of the School Admissions Code, the Academy Trust were under no obligation to consult on this new change.

## 2. Year 7: primary/secondary transition

**2.1** Parents must use the Common Application Form (CAF) of the Local Authority in which they are resident to apply for a place for their daughter at The Petchey Academy. The CAF must be submitted to the Local Authority by the deadline date published in the Local Authority Admissions Booklet.

**2.2** The Local Authority Admissions Booklet will include clear guidance on:

- how to complete the CAF on-line
- dates for notification to parents of admission decisions;
- and the closing dates for accepting places or lodging appeals.

In case of any doubt on these dates, please contact the Local Authority.

**2.3** Children applying for a place The Petchey Academy will be required to take the Cognitive Ability Tests (Cognitive Ability Tests - CAT<sub>4</sub> Level C - designed by GL Assessments) arranged by Hackney as part of their coordinated admissions procedure. Applicants will be placed in one of four bands of equal size based on their performance in the non-verbal, verbal and quantitative tests. Where possible, the same number of children will be admitted in each of the four bands (25% into each band) to ensure a balanced in-take reflecting the full ability range.

**2.4** Children with Education, Health and Care Plans (EHCP), Looked After Children and previously Looked After Children who do not take the CAT will be allocated to an appropriate band on the basis of an alternative assessment (for example KS2 Teacher Assessment results for English and Maths). In addition to these groups, any other students with a specific reason for not having taken the CAT will be assigned to the appropriate band on the basis of an alternative assessment (for example KS2 Teacher Assessment results for English and Maths).

**2.5** Children with Education, Health and Care Plans where The Petchey Academy is named on the Plan are admitted ahead of other applicants, but will be included in the banding allocation.

## 3. Published Admission Number (PAN)

The Academy's published admissions number (PAN) for Year 7 is 180 for 2023-2024.

A maximum of 180 students are educated onsite in the sixth form (an average of 90 in each year group, Years 12 and 13).

## **4. Procedures where The Petchey Academy is oversubscribed**

**4.1.** Where there are more places available than applications, all children seeking a place will be admitted.

**4.2.** Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria set out below:

**4.2.1** Looked after or 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 (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 (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**4.2.2** Children with a brother or sister on roll at the Academy in Years 7-13 at the time of the proposed admission. Brothers and sisters must live permanently at the same address and must have a parent in common. (Sibling refers to a brother/sister, a half-brother/sister, an adopted brother/sister, a step-brother/sister, a foster brother/sister or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address).

**4.2.3 Children who live closest to the school:** Distance will be measured in a straight line by Hackney's computerised measuring system from the child's home address to the school. If distances are equal (for example within a block of flats), lots will be drawn by a person independent of The Petchey Academy to determine the allocation. The Governors will consider all applications received. Distance will be measured from the applicant's permanent home address e.g. where they are living with one or both parents for the majority of the school week (Monday-Friday). Proof of this may be required. A place may be withdrawn if it has been offered based on fraudulent or misleading information.

**4.3** If only one place is available for more than one child, who is one of twins or of a multiple birth within the same family, the Academy will establish if it is able to admit above the PAN. If this is not possible lots will be drawn by a person independent The Petchey Academy to determine the allocation.

**4.4** In the event of parental responsibility for a child being equally shared between separated parents living at different addresses, the home address will be considered to be the one where the child is living for the majority of the week.

## **5. Waiting Lists**

**5.1** If we receive more applications than there are places available, we will operate a waiting list until the end of the academic year for which admission is sought. Parents wishing their child to remain on the waiting list beyond that date will need to make this request to the Local Authority.

**5.2** Any parent can ask for their child's name to be added to the waiting list if their application is unsuccessful. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

**5.3** For the first term in Year 7, a student's position on the waiting list will be determined within bands in accordance with the over-subscription criteria detailed in Section 2.2.4 of this policy.

## **6. In-Year Applications**

**6.1** Any parent/carer can apply for a place at The Petchey Academy at any time during the school year – there are no deadline dates for in-year applications.

**6.2** Applications must be made using Hackney's In-year Common Admission Form.

**6.3** The allocation of any places which may become available during the year will be made on the basis of the current over-subscription criteria described in Section 4 of this policy. The only exception to this will be during the first term of Year 7 when, in order to maintain a balanced intake, the academy will seek to fill vacancies with a student from the same band as the departing student. For example, if a Band B student leaves during the first term in Year 7, the Academy will seek to fill their vacant place with another Band B student. Where no CATs/KS2 data is available to inform banding, teacher assessed data will be used.

**6.4** In Year Admissions will be managed by Hackney Education in liaison with The Petchey Academy.

**6.5** The Petchey Academy participates in the Local Authority in-Year Fair Access Protocol to ensure provision across the borough for hard to place students.

**6.6** The Petchey Academy reserves the right to refuse applications from students with challenging behaviour outside the normal admissions round even though places may be available if it is felt that the admission of the student would have a significant negative impact on the Academy's resources and/or the attainment of other students. In such cases the Academy will refer the case to Hackney for action and review under the Fair Access Protocol.

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

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the Local Authority Common Application Form (CAF) or the in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The Petchey Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Headteacher.

## **8. SIXTH FORM ADMISSIONS**

**8.1** Applications for a place at The Petchey Academy Sixth Form are welcomed from students who are not already on roll at the Academy, or from parents on behalf of their child/ren.

**8.2** External applicants must complete The Petchey Academy Sixth Form Application Form and submit this by the deadline date published in the Sixth Form Prospectus (usually January of each year).

**8.3** Internal applicants are required to complete progression forms expressing interest in their Level 3 options and guidance meetings are held from December to February. All students in the current Year 11 at The Petchey Academy who meet the academic entry criteria (see below) will continue into the Sixth Form if they wish.

**8.4** The PAN for the sixth form is 20. This number indicates the places reserved for applicants who have not attended The Petchey Academy in Year 11. The capacity of the sixth form is 180.

**8.5** External applicants will be offered a progress review meeting to discuss course options available at the Academy. This meeting will not form part of the decision making process on whether to offer a place.

**8.6** The Petchey Academy Entry Requirements are published in the Sixth Form prospectus, which is published and reviewed annually. Current requirements are:

- **Level 3 Academic Qualifications**  
Applicants will require a minimum of eight 5+ grades (formerly A\*-C) including English & Maths with an average grade of a B/6. Students are expected to have achieved a minimum of a B/6 in the subject of study.
- **Level 3 Vocational Qualifications**  
Applicants will have gained six or more GCSEs at 9 - 5 grades (formerly A\*-C) including English and Maths.

**8.7** Students with Statements of Special Educational Needs or Education, Health and Care Plans will be allocated places where the Petchey Academy Sixth Form is named on the Statement or Plan, where we have a suitable course and they have met the entry requirements.

**8.8** Over-subscription criteria for eligible external candidates will be the same as that outlined in section 4 of this policy i.e. Looked After or Previously Looked After Children, siblings and distance from the Academy.

## **9. Admission Appeals**

**9.1** Parents and students will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Petchey Academy.

**9.2** The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals, published by the Department for Education.

**9.3** The determination of the appeal panel will be binding on all parties.