



## City of London Academy Shoreditch Park

### Proposed Admissions Criteria for City of London Academy Shoreditch Park Shoreditch Park Admission Arrangements for 2018-2019 Academic Year.

City of London Academy Shoreditch Park, in partnership with Hackney Council and part of the City of London family of schools, is an inclusive, non-denominational school that welcomes all children and families, including those with special needs.

#### Published Admissions Number (PAN)

City of London Academy Shoreditch Park has an admission number of 188 year 7 places in September 2018. City of London Academy Shoreditch Park will accordingly admit this number of pupils each year if there are sufficient applications. Where there are fewer applications than the published admission number for the relevant year group are received, places will be offered to all those who have applied.

#### Consideration of applications

Children applying to the Academy will be required to take CAT tests.

- Applicants will be placed in one of four bands, based on their mean CAT score.
- Approximately the same number of children will be admitted in each of the four bands so that each band represents 25% of the applicants.
- Children admitted who are subject to an Education Health and Care Plan (EHCP) 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 CAT test.

#### Oversubscription criteria

A child with an Education, Health and Care Plan which names a school must be admitted to the school in accordance with section 324 of the Education Act 1996. This is a separate process from the Admission Arrangements set out below.

In the event of there being more applications than places available, places will be allocated to the same number of pupils in each band in the following order of priority:

1. Looked After Children or previously looked after [see note a].
2. Children with a child protection plan.
3. Children with siblings who are already on roll at the City of London Academy Shoreditch Park and will still be on roll at their date of entry [see note b]
4. Children with exceptional medical, social or psychological needs, where it is agreed by the Academy Trust that these can best be addressed at the City of London Academy Shoreditch Park [see note c]
5. Children living nearest to the Academy as measured by a straight line from the child's home to the proposed main entrance of the academy Easting: 533013, Northing: 183562 [see note d]

## Notes

- a. 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Also children who were previously looked after children but immediately after being looked after they were adopted (or became subject to a Child Arrangements Orders order or special guardianship order)
- b. Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child who will still be attending the school at the time of the admission. Siblings who attend The City Academy Hackney, or City of London Academy Islington, will not be treated as a sibling.
- c. Supporting evidence from a suitable professional to substantiate that the child has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, City of London Academy Shoreditch Park is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be current and either from the child's registered general practitioner or any other suitably qualified professional that the child has been referred to and/or who is providing direct care / support / treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.
- d. Distance from the City of London Academy Shoreditch Park will be determined on the basis of the proximity of a child's home (permanent residence) using the easting and northing provided by the National Land and property Gazetteer (NLPG) to the proposed main entrance of the academy, measured in a straight line using a computerised distance measuring system (as determined by the London Borough of Hackney). If a child lives in a block of flats the geographical property reference for the block will be used and not the individual flat.

## Tie break

If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured as described in note (d) above.

Random allocation undertaken by an independent body will be used as a tiebreaker in categories 2-5 above to decide who has highest priority for a place if the distance between a child's home and the City of London Academy Shoreditch Park is equidistant in any two or more cases.

Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the Academy will admit all of the other multiple birth siblings as 'excepted pupils' by going over their published admission number.

For criteria 1, 2 and 3, distance will be used as a tiebreaker. For criteria 4 and 5 random allocation if two or more children qualify for that place. Any tie break decision will be independently verified.

## Late Applications

All applications received by the Hackney Council after the deadline will be considered to be late applications. Late applications will be considered after those received on time. Following consideration of all applicants, if the Academy is oversubscribed, parents may request their child is place on the waiting list.

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

Parents may request that their child is admitted outside their normal age group by completing an application form during the secondary transfer of in-year admissions process. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head Teacher and any supporting evidence provided by the parent and will set out clearly the reasons for their decision.

### **Proof of Address**

Hackney LA, as part of the pan-London co-ordination group takes responsibility for verifying eligibility to apply for a school place.

Shared parental responsibility – If both parents live separately but the child lives equally with both, then it is the parents' responsibility to make this clear at the time of the application and to provide supporting evidence in respect of both addresses, for example, a Child Arrangements Orders from a court. Only one address can be used for school admission purposes and the final decision will rest with Hackney LA.

Photocopies copies of the following documentation will be required;

- a. Council Tax reference number (This can be found on the Council Tax bill).
- b. If these are obtainable, at least two alternative documents. For example: utility bill; GP, hospital, dentist or optician letter.
- c. Also for proof that the child lives at the same address, at least two documents, for example: a letter from the child's GP, dentist, hospital, optician; NHS Medical Card; or the page within the child's health record book that has his/her name and address.

**All documents are to be no older than one year.**

### **Waiting Lists**

Hackney Council will continue to co-ordinate admissions beyond the offer date. Hackney Council will hold the Academy's waiting list until 31st December. After this date, the City of London Academy Shoreditch Park will maintain its own waiting list. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Appeals Clerk, City of London Academy Shoreditch Park for information on how to appeal. Applications for appeals must be lodged with City of London Academy Shoreditch Park by the 15th May 2018. Information on the timetable for the appeals process is on our website at [www.cityoflondon.gov.uk/COLASP/appeals](http://www.cityoflondon.gov.uk/COLASP/appeals) and at <http://www.shoreditch.cola.org.uk/admissions2/166.html>.