



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

Admissions Policy for 2018-19

Coordinator	Anna Feltham
Review Frequency	Annual
Policy First Issued	2010
Last Reviewed	October 2016
Date policy considered by HR Consultant	n/a
<i>Date policy considered by Academy Solicitor</i>	07.10.15
Agreed by LT on	November 2016
Does this policy need to be agreed by Governors?	Yes
If yes, which committee?	Full Governors
Agreed by Governors on	18 January 2017
This policy is communicated by the following means:	
Governors	Governor consultation by e-mail when policy reviewed and agreed
Staff	Policy folders on staff shared drive
Parents	Academy website
Students	Academy website

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1. INTRODUCTION

The Academy Trust is the Admissions Authority for Clapton Girls' Academy. This policy will be administered fairly and impartially and accords with the School Admissions Code 2014. The admissions policy for Clapton Girls' Academy is reviewed annually in line with requirements laid down in the Admissions Code and full consultation occurs at least every seven years. The academy admission arrangements will be displayed on the academy website for the whole of the offer year e.g. admission arrangements for 2018/19 will be displayed until 31 August 2019.

2. THE APPLICATION PROCESS – YEAR 7

2.1 Clapton Girls' Academy participates in the co-ordinated admissions procedure, provided and administered by the Local Authority, for all schools and academies in Hackney. The Local Authority coordinates the application process on behalf of Clapton Girls' Academy according to the scheme which they publish in their annual Admissions Booklet which is in accordance with Government legislation.

2.2 Parents must use the Local Authority Common Application Form (CAF) to apply for a place for their daughter at Clapton Girls' Academy. The CAF must be submitted to the Local Authority by the deadline date published in the Local Authority Admissions Booklet.

2.3 The Local Authority Admissions Booklet will include clear guidance on:

2.3.1 how to complete the CAF on-line;

2.3.2 information on dates for notification to parents of admissions decisions; and

2.3.3 the closing dates for accepting places or lodging appeals.

In case of any doubt on these dates, please contact the Local Authority or Clapton Girls' Academy.

2.4 Children applying for a place at Clapton Girls' Academy will be required to take the Cognitive Ability Tests (CAT) arranged by the Local Authority as part of their coordinated admissions procedure. Applicants will be placed in one of five 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 five bands (36 in each band) to ensure a balanced in-take reflecting the full ability range. Children with Education, Health and Care Plans (EHCP) or statements of Special Educational Need (SEN), 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 good 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 or statements of SEN where Clapton Girls' Academy is named on the Plan or statement are admitted ahead of other applicants, but will be included in the banding allocation.



3. PUBLISHED ADMISSION NUMBER (PAN)

In 2018, Clapton Girls' Academy will admit 180 girls into Year 7.

3.3 Admission/Transfer of Children Outside Normal Year Groups

Clapton Girls' Academy will make the final decision if a child can be admitted outside of the chronological year group following recommendations from appropriate professionals.

4. OVER-SUBSCRIPTION PROCEDURE

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

4.2 Where the number of applicants for admission is greater than the PAN, applications will be considered within each band against the criteria set out below, using the following order of priority:

4.2.1 Looked After and 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). A 'previously looked after child' is a child who was looked after and immediately thereafter became subject to an adoption, residence, special guardianship or child arrangements order.

4.2.2 Children whose siblings currently attend Clapton Girls' Academy and Sixth Form and who will continue to do so on the date of admission. Siblings must live permanently at the same address as the child for whom the application is being made. (Sibling refers to a sister, a half-sister, an adopted sister, a step-sister, a foster 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 the Local Authority's computerised measuring system from the designated point of the child's home address to the designated point of the school. If distances are equal (for example within a block of flats), lots will be drawn by a person independent of Clapton Girls' Academy to determine the allocation. The Governors will only consider applications 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 may be required such as a council tax form, a bank statement and any other documentation that the governors may deem to 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 of Clapton Girls' 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 registered with a GP.

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 put their request in writing to the academy.

5.2 Any parent can ask for their child's name to be added to the waiting list if their application is unsuccessful.

5.3 A student's position on the waiting list will be determined within bands in accordance with the over-subscription criteria detailed in Section 4 of this policy.

6. IN-YEAR APPLICATIONS

6.1 Any parent can apply for a place at Clapton Girls' Academy at any time during the school year – there are no deadline dates for in-year applications.

6.2 Applications must be made using the Local Authority 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 Clapton Girls' Academy.

6.5 Clapton Girls' Academy participates in the Local Authority in-Year Fair Access Protocol to ensure provision across the borough for hard to place students.

6.6 Clapton Girls' Academy reserves the right to refuse applications from students with challenging behaviour (the definition of which is defined and agreed by Hackney Learning Trust and other Hackney schools) 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 the Local Authority for action and review subject to conditions set out under the Fair Access Protocol.

7. ADMISSION OUT OF NORMAL AGE RANGE

Parents seeking a place for their child outside the normal age range at transfer from year 6 to year 7 or at any other time of the year (in-year admission) should read the guidance on out of normal age admissions in Hackney's secondary school booklet.



8. SIXTH FORM ADMISSIONS

8.1 Applications for a place at Clapton Girls' Academy Sixth Form are welcomed from students who are not already on roll at the Academy, and/or their parents.

8.2 External applicants must complete the Clapton Girls' Academy Sixth Form Application Form and submit this by the deadline date published in the Sixth Form Prospectus (usually January of each year). Students already on roll at the Academy do not need to apply.

8.3 The PAN for the sixth form is 30. This number indicates the places reserved for applicants who have not attended Clapton Girls' Academy in Year 11. The capacity of the sixth form is 255.

8.4 All external applicants will be offered an enrolment 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.

8.5 All students already on roll at the Academy will be offered an enrolment meeting to discuss course options available at the Academy.

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

8.6.1 Level 3 courses

8.6.1.1 Four A Levels - students are required to have a minimum of eight GCSEs Grade 5 and above including English and Maths which must be grade 5 or above. Any legacy GCSEs must be grade A*-C.

8.6.1.2 Three A Levels – students are required to have a minimum of five GCSE's grade 4 and above or grade A*-C including English and Maths which must be grade 4 or above.

8.6.1.3 BTEC – students are required to have a minimum of four GCSE's grades A* - C or grade 4 and above including English and Maths at grade 4 or above.

8.6.1.4 Applicants must also meet any subject specific requirements as detailed in the course guide in the Sixth Form Prospectus.

8.7 Anyone with an EHCP that names the academy, and has met the entry requirements, will be admitted. Over-subscription criteria for other eligible 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 If parents are unsuccessful in gaining a place for their daughter at Clapton Girls' Academy, they will be informed of their right to an independent appeal against this decision.

9.2 All Admission Appeals are considered by an Independent Appeal Panel.

9.3 The decision of the Independent Appeal Panel is binding on Clapton Girls' Academy.