



FREQUENTLY ASKED QUESTIONS???

Dates

What important dates do I need to be aware of?

KEY DATES AND INFORMATION

Early September 2011	Prospectus and application forms sent to feeder primary schools
Monday 19th September 2011	Open Evening (5.00pm to 8.00pm) No admittance to the Academy after 7.30pm
Monday 31st October 2011	Local Authority deadline for applications – The statutory deadline is Monday 31 st October 2011, however, the LA strongly encourage applicants to submit their form by Friday 21st October 2011 , before half-term – either via the primary school or online.
Monday 31st October 2011	Deadline for Supplementary Forms along with evidence to be considered for extra time for the test, to be sent to Harris City Academy Crystal Palace.
Early December 2011	A confirmation letter will be sent to families inviting children to the testing day NFER non-verbal reasoning test and Harris City Academy aptitude test.
Week 12th - 16th December 2011	Year 6 Testing - This will be held during the week commencing Monday 12 th December 2011 and applicants will be allocated a fixed test session on any day throughout that week. Please note the allocated test date and time can not be changed due to large numbers of applications that we receive every year.
Thursday 1st March 2012	Local Authority inform families of the result of their child's Application. The LA will send by first class post of the outcome to resident applicants, you should receive the offer the next working day.
Friday 16th March 2012	Deadline date for accepting the offer of a place (5.00pm) The Local Authority request that resident applicants accept or decline the offer of a place by Friday 16 th March 2012, or within two weeks of the date of any subsequent offer.
Saturday 31st March 2012	Deadline for Appeals to be made, please note no appeals will be considered after this date.

Open Evening

When is Open Evening?

Opening Evening is on **Monday 19th September 2011** between 5.00pm – 8.00pm, but there will be no admittance to the Academy after 7.30pm

Do I have to attend the Open Evening?

No you do not have to attend the Open Evening and it will not affect your application. You can review the prospectus available from our reception area, and the CD enclosed with the prospectus also the information on the website to get a general overview of the Academy.

Can I attend another day?

No. No other day will be allocated for viewing the Academy, under any circumstances.

As you probably realise this is an incredibly busy time of year for the Academy and whilst we wish we could accommodate every circumstance in allowing additional viewing it is simply impractical to do so.

We have had several requests to attend on a different day, other than the Monday 19th September 2011 and all with very valid reasons; however we clearly cannot accommodate each and every person. As you may be aware Harris City Academy Crystal Palace gets about 2,000 applications per year and approximately 3,000 visitors on Open Evening.

In order to support parents we have included a CD with the prospectus which includes an introductory video of the Academy and a video of a typical academic day for a student at Harris. All the admissions details you will need are in the prospectus or on the website and the Open Evening information booklet is available to download on our website.

We are sorry we cannot accommodate you further.

Can I Park at the Academy on Open Evening?

The Harris City Academy Crystal Palace car park will be CLOSED. However, if you or your child is disabled arrangements will be made allowing you to have access to the car park if you are coming by car. Please telephone the Academy providing details of your car registration number, model and colour, **prior to 12.00pm on Monday 19th September 2011**. It is recommended that you give yourself plenty of time to view Harris City Academy Crystal Palace, due to the large number of visitors that usually attend the Open Evening.

Application

How do I apply?

Applications for places will be made in accordance with Local Authority admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority. The Academy will work to the common admissions timetable agreed by Croydon Local Authority.

You will need to complete a **Common Application Form** which is usually sent to all residents of the borough. If you do not receive one you can request one from your Local Authority (LA) or in some boroughs you can complete the Common Application Form online.

You will need to name Harris City Academy Crystal Palace on the Common Application Form to make your application.

When do I need to supply proof of residence?

An original proof of residence must be submitted with on Testing Day in the envelope provided with testing day invite letters to enable your child to sit the tests. It must be one of the following:

A landline telephone bill, electricity bill, gas bill, child tax benefit statement dated no earlier than 1st June 2011. If gas/electricity is paid by key/meter, you must provide a summary from your supplier showing usage and payments dated no earlier than 1st June 2011.

The Supplementary Form

Do I need to complete a Supplementary Form?

The supplementary form is **not** compulsory; you should only complete the supplementary form should your child have a special educational or medical need which you would like us to take into consideration for testing. Should that be the case **please note**: that this form needs to be completed and returned to the Academy Admissions Officer along with evidence and a proof of residence by 31st October 2011.

Where do I obtain a Supplementary Form?

Supplementary forms are available in the back of the prospectuses which will be delivered to the feeder primary schools in the week commencing 5th September 2011 or downloaded from our website, under the prospectus tab.

Testing Week

When is our Testing Week?

Testing Week will be held during the week commencing **Monday 12th December 2011 and Friday 16th December 2011** at a specified test session and can be any day or time during that week (details of which will be sent to all applicants in early December 2011).

Is there an alternative day?

No. Due to the large number of applicants we are unable to provide alternative testing days or sessions.

The Tests

What Tests will my child be doing?

All applicants will undertake the NFER Non-Verbal Reasoning and the Harris City Academy Crystal Palace Technology Aptitude Test. These are multiple choice questions.

The Technology Test

What is the Technology Test?

The technology test is a general technology aptitude test, not just information technology and the testing is appropriate for the year group. It is a multiple choice question based on their current understanding of processes and their current use of computers.

The test assesses creativity, innovation and captures the reaction of the student on the day. It is not something we expect the students to revise for but enables us to capture a response from the student.

Can I have a past paper?

The Academy does not issue past papers. The questions may be randomly re-cycled from previous years.

Appeals

How do I appeal?

You must request an appeals pack from the Academy and return it by the 31st March 2012.

What help can I get with appeals?

The Academy does not provide help with appeals. For help ask the Choices Advisor at your Local Authority.