



Admissions Policy

The following information is for admissions for the academic year 2013/14

THE ADMISSION OF STUDENTS TO HARRIS CITY ACADEMY CRYSTAL PALACE

1. This document sets out the admission arrangements for the Harris City Academy Crystal Palace. The document forms an Annex to the Funding Agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice 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 Croydon LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Croydon LA.
3. Notwithstanding these arrangements, the Secretary of State may direct Harris City Academy Crystal Palace to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for Harris City Academy Crystal Palace for the year 2013/14 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a) Harris City Academy Crystal Palace has an agreed admission number of 180 students in Year 7. The Academy will accordingly admit 180 students into Year 7 if sufficient applications are received.
 - b) Harris City Academy Crystal Palace has an agreed admission number of 115 students in Year 12. The agreed capacity for Post-16 (Years 12 and 13) at the Academy is 590 students.
 - c) Harris City Academy Crystal Palace may set a higher admission number as its Published Admission Number for any specific year. The Academy is not required to consult on any proposed increase to the PAN, however it must notify the Local Authority of the increase and specify the changes on the Academy website. Students 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 FOR YEAR 7

5. Applications for Year 7 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* provided and administered by the respective home L.A.s of the applicants. This form should be returned to the relevant Local Authority.

** In order to provide additional information to assist with the application of the oversubscription criteria and allow for the arrangement of the GL Assessment banding tests, an additional Harris City Academy Crystal Palace Supplementary Form MUST also be completed. This form should be returned to the Academy after completion by 31st October each year*

The 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 Croydon Admissions Forum or LA:

- a) **September** - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2012 for admission in September 2013). This will include details of our open evening for prospective students and their parents to visit the Academy. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
- b) **September/October** - The Academy will provide an opportunity for parents to visit the Academy.
- c) **October** – Deadline for the Common Application Form to be completed and returned to the Local Authority. *At the same time the Harris City Academy Crystal Palace Supplementary Form should be completed and returned to the Academy.*
- d) **Early December** - The Local Authority informs the Academy of the names and addresses of students who have applied for a place at the Academy. When this information is received, the Academy makes arrangements for the Testing Day, and issues invitations to students for banding tests to the addresses supplied on the Common Application Form. Parents at this point are asked to provide proof of residence with the Harris City Academy Crystal Palace Supplementary Form in order for addresses to be checked prior to the testing day.
- e) **December** – Students attend Testing Day. A reserve day is provided for students unable to attend; however, as the main test is administered by an external organisation all tests MUST be sat before the end of the Autumn term. On Testing Day students sit two tests: A non-verbal reasoning test and a technology test.
- f) **January** – Test results received by the Academy and admission oversubscription applied, if necessary. Academy sends a ranked list of all students to Local Authority.
- g) **February** – Local Authority applies the co-ordinated admissions arrangements to all applicants. The Local Authority then liaises with the Academy to finalise the students who are offered places. Then the local Authority informs other LA's of offers to be made to students who live in their LA.
- h) **Late February** – When the Local Authority have informed the Academy of the students to be offered places, the Academy conducts a second thorough check of the proof of the address of each student to be offered a place. (See below).

- i) **1st March** – The Local Authority sends letters/email to parents offering a place at the Academy to parents.

Consideration of applications

6. Harris City Academy Crystal Palace will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

Late applications: Any application deemed late by the Local Authority will be dealt with once all "on time" applications have been processed as per this Admissions Policy, which will involve the late applicant sitting the two Academy tests. After all "on time" applications have been dealt with, if spaces then remain, places will be offered. If there are more late applications than places available, the oversubscription criteria listed will be used.

Testing

7. All applicants to the Academy will be required to sit two tests:
 1. A Non-Verbal Reasoning Test (NVRT). Applicants will be allocated to an ability band on the basis of their NVRT test score. There will be 9 ability bands with the percentage of places available in each band being determined by the profile of the distribution of ability of the applicants for the Academy. (Any student ill on the day of the test will be provided with an opportunity to sit the test on an alternative day, provided the illness is supported by an official medical note). Exceptions to this rule will only be made for children with Statements of Special Educational Needs and looked after or former looked after children.
 2. Technology Aptitude Test. This test is designed to produce an objective ranking of their aptitude for Technology as a subject. (As the Academy has a specialism in Technology).

(The National Foundation for Education Research NVRT practice papers are produced by GL Assessment and are widely available at stationers. The unique nature of the Technology Test makes it difficult for students to prepare for the tests as they test technological capabilities. Past Technology Test papers are not available).

- i. Students who make late applications and/or did not take the ability tests will only be considered if there are places remaining once allocations have been made to all those who applied on time and sat the tests.
- ii. Students will be invited to take the ability tests by letter sent to the address stated on the Common Application Form. This letter of invitation will include a Test Registration Card (on which the following information is included: Student's Name, Test Session, Unique Child Number, Registration Desk number for the test). **This Test Registration Card MUST be brought by the student to the relevant test session. The student WILL NOT be allowed to sit the test without the Test Registration Card** as this is proof of the child's identity at the child's home address which was supplied to the Local Authority.
- iii. A student's home address is considered to be a residential property that is the child's only or main residence and not an address at which the child might sometimes stay or sleep due to the parent's or guardian's own domestic or special arrangements. **The address MUST BE the student's home address on the day the parent or guardian completed the application form, which is EITHER owned by the**

child's parent, parents or guardian OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. (If parents live separately but share responsibility for their child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.) You may be asked for evidence of the arrangements.

Procedures where the Academy is oversubscribed

8. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:
 - iv. Aptitude in Technology: 10% of the places each year (18 places) will be allocated to the applicants who obtain the highest scores in the Technology Aptitude Test. If more than 18 applicants achieve the highest scores, the group achieving the lowest high score will be randomly ranked to ensure they are selected fairly. *The random allocation will be generated electronically and will be verified by an independent observer to guarantee fairness.*
 - v. Applications will then be considered against the ability band in which the applicant is placed by the NVRT test score. The number of places available in each ability band will be determined by GL Assessment by matching the percentage of places in each band to the ability profile of the applicants for places that year. Those percentages will be applied to the number of places for the year available after deducting the 10% allocated to those applicants with the highest scores for aptitude in Technology (i.e. 162).
 - vi. After the admission of students with statements of Special Educational Needs where the Academy is named on the statement, the following criteria will be applied to determine those children that will be offered places within each band. The criteria are listed in priority order:
 - a) Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Such students will be given top priority in each band before the oversubscription criteria is applied.
 - b) Students who have an older sibling continuing in Years 7 to 11 at Harris City Academy Crystal Palace at the time of their admission. (If the sibling is staying on at the Academy in the year the applicant starts). *(The definition of a sibling in relation to this Admissions Policy means a whole, half, adopted, foster or step-brother or -sister resident at the same address).*

c) Students residence in relation to 2 geographical zones:

A. 90% of places will be allocated to Zone A - a zone up to 2 mile radius from the fixed point highlighted on the area map.



B. 10% of places will be allocated to Zone B - a zone over 2 miles radius from the fixed point. The fixed point is at the gate at the main Academy entrance on Maberley Road.

* Any student who sits the test but has not provided acceptable proof of address will automatically be allocated to Zone B.

d) Harris City Academy Crystal Palace will allocate a place in advance for children of UK Armed Forces personnel, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area for considering the application against the oversubscription criteria. The Academy will not refuse a student who is a child of UK Armed Forces personnel based on the fact that they do not currently live in the area.

- vii. If the admission number is exceeded after criteria a) and b) have been applied, all remaining places in each band will be allocated at random to ensure that the correct proportions are allocated from each band. 90% of the places in each band will be allocated to students in Zone A and 10% to students in Zone B. *The random allocation will be generated electronically and will be verified by an independent observer to guarantee fairness.*
- viii. If at the end of this process there are unallocated places in any band these will be filled by unallocated applicants from the next nearest band(s) using the same allocation criteria set out above.
- ix. If the number of applications from a single Zone is exhausted then all applicants regardless of geographical Zone shall be included in the random allocation for the remaining places in that band or adjacent bands.

Notification of Places

9. At the beginning of March preceding the intended admission date (September) the Local Authority sends letters/email to parents offering a place at the Academy. At this point the Academy will carry out a second proof of address check on all students offered a place at the Academy. **The Academy will only confirm the Local Authority offer on the basis that a valid proof of residency has been supplied.**

The proof of address checks will be done by checking the council tax bill for 2011/12 provided by parents with the Harris City Academy Supplementary Form. Where there are exceptional circumstances and the parent is unable to provide a council tax bill as proof of address, alternative official documentation may be used only through consultation with and the agreement of the Admissions Officer at the Academy.

As the Local Authority co-ordinates admissions they also make checks to verify the addresses of students.

Operation of waiting lists

10. Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until 31st December of the first Year of admission. This will be maintained by the 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. If additional names are added to the waiting lists the criteria set out above will be used to rank them and place them in rank order within the appropriate band adjusting the rank of other children accordingly.
11. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 8 of this document. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. If there is no-one on the waiting list from the band that has a vacancy the place will be filled by a child from a neighbouring band on an even basis (i.e. if the first child is from a band above then the next will be from the band below). Looked after children and previously looked after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.

Arrangements for appeals panels

12. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. When Parents appeal against the Academy's decision to refuse admission, the Academy will set out the decision to refuse admission, that there is a right of appeal and the process for hearing such appeals. **Appeal Packs must be returned to the Academy by 31st March each year.**

Arrangements for admission to Post 16 provision

13. The Academy operates a sixth form for 590 students. Admissions are co-ordinated within a scheme published by the Harris Federation for those Academies within its sixth form Federation (details available from the Harris Federation website and known as the Harris Federation Post 16). This includes a common application form which allows students to rank choices of course and enables the Federation to offer a place at the highest available choice of course and Academy site. The Harris Federation Post 16 will publish specific criteria each year in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. The Harris Federation Post 16 will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and will be published in a prospectus and on each participating Academy's website.
14. Young people failing to meet the grades for their preferred course option will be offered alternative choices of courses if available. Students already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry and there is one of their chosen courses available at their Academy. If there is not they will be considered alongside and equally with external applicants offered a suitable course at another of the federated academy sixth forms if they meet the admission criteria.
15. 295 places overall will be available in Year 12 at Harris City Academy Crystal Palace (the Year 12 'capacity')

The admission number for Year 12 is 115.

This is the number of places which will be offered on an annual basis to eligible external applicants.

If fewer than 180 of the Academy's own Year 11 students transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 295.

Where there is space within Year 13 (i.e where there are fewer than 295 pupils in the year group) the Academy will admit additional pupils up to this number using the oversubscription criteria below.

16. If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below to determine which student should be given priority for the places available on chosen courses, providing they have met the sixth form entry and course requirements:
 - a. Looked after and former looked after young people (see definitions in admission criteria for Year 7)
 - b. The distance of the applicant's home from the Academy with those applicants living closest being given priority.

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission to the Academy.

Arrangements for In Year Admissions

17. All applications made during the academic year (in year admissions) including applications in and outside of the normal year of entry for Years 7, 8, 9, 10 and 11, must be made to the Academy (who will supply an application form). If a place is available (places will be available if the number of students in the Year Group is below the Published Admissions Number of 180) the child will be admitted. If more applications are received than there are places available, the place will be allocated to the applicant who is in the same ability band as the student who has left - applying the criteria set out in Paragraph 8 above.
18. Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.
19. A waiting list will not be held by the Academy for In Year Admissions in Year 8, 9, 10 or 11 or for In Year admissions for Year 7 after 31st December of the first year. All In Year applications will need to be made to the Academy and will be allocated under the admissions criteria, according to their ability band, when a place becomes available. Any places allocated under in-year admissions will be notified to the LA to allow it to update its records.
20. In the case of applications for such places in Years 8-11 the Academy may refuse admission to challenging pupils in cases where there are fewer students in a particular year group than the published admissions number. Such refusals will only occur where the student concerned has been previously excluded from two or more schools or where special circumstances apply as specified in the Admissions Code of Practice. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding.
- 21.. Although most children will be admitted to the Academy within their own age group, the Academy will make decisions on the year group of entry on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

Fair Access Admissions

22. Harris City Academy Crystal Palace will adhere to the Fair Access Protocol as determined by the LA to ensure that 'Hard to Place' students will receive a suitable school place. Managed Move requests for students from other Secondary Schools will also be given consideration as part of the adherence to the National Admissions Code.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

23. Harris City Academy Crystal Palace will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.
24. The Consultation Period will last for a minimum period of eight weeks, between 1st November and 1st March of the year before the arrangements are to apply.
25. The Academy will consult by 1 March:
 - a) parents of children between the ages of two and eighteen;
 - b) other persons in the relevant area who in the opinion of the Academy have an interest in the proposed admissions;
 - c) All other admission authorities for primary and secondary schools located within the relevant area;
 - d) Whichever of the governing body and the local authority who are not the admission authority;
 - e) Any adjoining neighbouring local authorities where the admission authority is the local authority.

For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

Determination and publication of admission arrangements

26. Harris City Academy Crystal Palace will determine its admission arrangements by 15th April every year, even if they have not changed from previous years.

Publication of admission arrangements

27. Harris City Academy Crystal Palace will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy website for the whole offer year (the academic year in which offers for places are made). The Academy will also send a copy of the full, determined arrangements to the Local Authority as soon as possible before 1st May.

Representations about admission arrangements

28. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the 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 Schools Adjudicator by 30th June. The Schools Adjudicator will consider the representation and in so doing will consult the Academy. The Academy will provide all the

information that the local authority needs to compile the composite prospectus no later than 8th August, unless agreed otherwise.

29. Those consulted have the right to ask the 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 Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.
30. In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

Proposed changes to admission arrangements by the Academy after arrangements have been published

31. Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 25 above of the proposed variation and must then apply to the Schools Adjudicator 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

32. Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The 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.
33. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.
34. Records of applications and admissions shall be kept by the Academy for a minimum period of one year and shall be open for inspection by the Secretary of State.

**ADMISSIONS POLICY
Rewritten November 2011 by S Kenning
Next Review due November 2012**