



## **Lambeth Academy Admissions Policy**

Aims of the policy:

- To have clear procedures for the admission and induction of pupils to Lambeth Academy.
- To ensure that the experience of becoming a student at Lambeth Academy will be a welcoming and pleasant one supported by all staff.

Sections

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### **1.0 Admission Criteria**

Lambeth Academy is an inclusive school and welcomes children from the local community. The Governors are also committed to ensuring that the admissions to the Academy reflect the full range of ability. The Academy has an agreed admission number of 180 pupils (PAN) and will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

In order to ensure that the intake to the Academy represents the full range of ability, the Academy will use student Banding as part of its admissions arrangements. Other than to determine the ability band into which a student will be placed, the assessment of a student's ability plays no other part in the admission arrangements for Lambeth Academy.

Where the number of applications for admission is greater than the published admissions number, all applicants will be asked to take a cognitive ability test and, based on their test score, will be placed in one of five ability bands. After students with EHCPs, where Lambeth Academy is named on the EHCP, have been placed within their bands, remaining places within each band will be allocated in the following order of priority:

1. Students who are in public care (looked after children) on the date of applications and previously looked after children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Students with significant specific medical, social or special educational needs which are not covered in the Education, Health and Care Plan (EHCP). The significant specific need which parents may ask to be taken into account must; relate directly to the student; be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education. Parent(s) wishing to make application on the basis of this criterion must demonstrate that the Academy is specifically suited to meet the need described in the application and that no other school can meet this need. Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The Academy reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the Academy. Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the Academy to consider late information.

3. Students with a sibling or siblings who will be attending the Academy on the date when the applicant would be admitted. The term sibling means a full, step, half, adopted or fostered brother or sister living at the same address, but not cousins. The Academy reserves the right to ask for proof of relationship.

4. Children of staff subject to either or both of the following circumstances:

- where the member of staff has been continuously employed at the school for two or more years at the time at which the application for admission to the school is made
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

5. Students who live the nearest distance to the Academy. The distance is measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation. The student's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residency can be requested at any time throughout the admissions process. Parent(s) may be asked to provide their original Council Tax and Child Benefit documents. If false or misleading information is used to gain entry to the Academy the offer of a place will be withdrawn and the application cancelled.

This policy is subject to review in October 2021.

## **2.0 Types of admissions**

2.1 Primary to secondary school transfer coordinated by Lambeth Council. We follow the PAN London Schools Admission System.

2.2 Mid-term admissions are students for whom a school place is being sought outside of the normal admission round.

Most mid-term admissions are due to the following circumstances:

- Students who have newly arrived from abroad or elsewhere in the UK
- Children returning from extended leave
- Students who have been re-housed
- Students placed in the care of the Local Authority
- Students for whom a transfer of school is being sought
- Students transferring from another school within Lambeth
- Managed moves
- Students who have been permanently excluded from a previous school
- Students attending the PRU who need to be reintegrated back into mainstream school

There are other mid-term admissions defined by the DFE as 'hard to place'. These include:

- Students out of school as a result of being withdrawn by their family, following a fixed term exclusion
- Students who have been out of school for longer than one term
- Refugees and asylum seekers
- Homeless students
- Students with unsupportive families where a school place has not been sought
- Students known to the police or other agencies
- Students without a school place and with a history of serious attendance problems
- Traveller students

### **3.0 Staff roles and responsibilities:**

- A designated member of SLT will have overall responsibility for admissions and will work with Lambeth Council to process applications.
- The Office Manager will act as Admissions Manager and be responsible for all administrative tasks linked to mid-term admissions.
- Once the application has been processed Heads of Year are responsible for arranging and carrying out the admission interview.
- The AP Inclusion will test students and share relevant information with staff.
- The HOY, tutor and where appropriate the AP Inclusion are responsible for the integration of the student within the tutor group and wider school community.

### **4.0 The process:**

- All applications are made via Lambeth Local Authority.
- Following the receipt of an enquiry for a place the Office Manager will send an admissions pack to the applicant.
- The Office Manager will send a request for information pro-forma to the previous school or other institution.
- The completed admissions form will be reviewed by the designated member of SLT and cleared for interview
- If the school is full in the appropriate year group then the student should be placed on the waiting list.
- If a student has an existing place in a Lambeth School the current school should be informed by the school that the parent has applied. This allows the current school to review the parent/carers reasons for requesting a move and the opportunity to resolve any issues within the school.

- If a parent/carer has been advised by the current school to apply elsewhere to avoid permanent exclusion the application should be referred back to the school and Social Inclusion Team.
- The Office Manager will arrange an interview time with the Head of Year and/or SLT inform the parent/carer.

### **5.0 The induction meeting**

Parents/carers and student should be given the opportunity to discuss all aspects of Lambeth Academy. A translator should attend the meeting where necessary. If the Academy is concerned about the nature of the relationship between the applicant and student or the validity of

the details provided the Office Manager should contact the Pupil Service Manager or Head of Pupil and Student Services for advice.

Parents/carers and students should be given a copy of the following documents at interview:

- Information for new student booklet
- Free school meals application form
- Health Plan (where necessary)
- Uniform information
- Copy of home school agreement.
- ICT User Agreement

The latter two documents should be clearly explained and signed by both parent/carer and student. The admission form should be completed with all information required. Support strategies where appropriate will be explained. The student will be tested to decide on groupings. A start date should be agreed at the end of the interview. The Academy may refuse to admit a child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. The Academy might refuse to admit a child who has been permanently excluded or applicants outside the normal admission round when the child is challenging, the academy already has a high proportion of challenging pupils on roll.

### **6.0 Students with additional needs**

Where a student had been excluded from a previous school, is coming to Lambeth Academy as a managed move, has an EHCP or is being reintegrated to the Academy from the PRU, a multi agency meeting should take place prior to admission. Permanently excluded students and students in the PRU will normally be referred by the LA's Fair Access Panel. Where appropriate these students will have a support package to support successful reintegration.

### **7.0 Managed Moves**

Where it is agreed by the parent/carers that it would be in the student's best interests to move school the Principal can make arrangements with the Head teacher of another school. A managed move form should be completed by the school prior to the transfer proceeding. A transfer date should be agreed which will normally be for the start of the following half term. An interview with the student and parent/carer should take place and involve staff members from both schools. A student should not be removed from the school roll until the receiving school confirms that the student has started with them and successfully completed the probationary period.

### **8.0 Start date**

- i. A start date should be given as near to the interview as possible.
- ii. The designated SLT member, HOY, tutor subject leaders, relevant support staff and reception should be informed of the start date by the AP for Inclusion/Office Manager
- iii. Details should be given to all staff via email and staff briefing
- iv. The student should report to reception in the main building at 8.15am on the start day.
- v. The student should be met by their HOY or student support mentor or AP Inclusion
- vi. The student should be taken to be photographed.
- vii. The Student Support Mentor should issue a planner
- viii. A complete timetable should be issued. All classes should be allocated prior to the student commencing lessons based on criteria given by subject leaders. This information should be passed to the Office Manager to enable a timetable to be generated and the data base to be updated.
- ix. HOY should allocate a student to look after the new tutee.
- x. Tutor to closely monitor the new student and inform HOY of any concerns they may have.

### **9.0 Lambeth Academy 6<sup>th</sup> Form Admission Criteria**

The Academy has an agreed admission number of 150 students to year 12. The Academy will provide for the admission or progression of 140 students through internal admissions and 10 students from external admissions.

Normally, both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

In addition to the sixth form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. Each year the academy will consult on and publish minimum grades for each subject.

In addition, students should refer to the courses information booklet for the minimum grades for each subject. If either internal or external applicants fail to meet the minimum course requirements, they may be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

The Academy reserves the right to refuse admission to applicants who have previously been permanently excluded from the Academy or whose needs we believe we cannot meet. In this latter situation we will work with the local authority in supporting next steps to remain in education or training.