

GENERAL

1. This document sets out the admission arrangements for Lambeth Academy, throughout this document referred to as “the Academy”. It should be read in conjunction with the National School Admissions Code document.
2. For the purposes of this document, references in admission law and in the statutory Codes of Practice (CoP) to admissions authorities shall be deemed references to United Learning. UL will delegate the management and the implementation of the admission arrangements as set out in this document to the Local Governing Body of the Academy, except those matters identified within this document which UL is not permitted to delegate. References to “the LA” shall be deemed references to the London Borough of Lambeth Local Authority and references to “the Admissions Forum” to be to the Lambeth LA Admissions Forum.
3. This annex may be amended in writing at any time by agreement between the Secretary of State and United Learning.
4. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools.
5. The Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
6. Notwithstanding any provision in this Agreement, the Secretary of State may direct the Academy to admit a named student to the Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy.
7. The Academy shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
8. The Academy shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

9. The Academy shall consult the following parties on the Academy's proposed admission arrangements by 1 March in the determination year, i.e. the academic year which begins two years before the date of entry under consideration:

- a) The LA
- b) The admission forum for the LA
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation
- e) Affected admission authorities in neighbouring local authority areas
- f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
- g) Community groups which the Academy considers relevant;
- h) Teaching unions, if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is paragraph 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that paragraph.

Academy determination of admission arrangements

10. The Academy will consider comments made by those consulted in accordance with paragraph 9, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.

The Academy's Local Governing Body will determine the Academy's admission arrangements by 15 April of the Determination Year and notify those consulted in accordance with paragraph 9 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

11. Where the Local Governing Body has determined the Academy's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 9, if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's consent for changes to admissions arrangements

12. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 9 are different to the admissions arrangements currently in existence for the Academy,

the Academy shall (by 30 June in the Determination Year) apply to the Secretary of State for them to consent to such amended admissions arrangements.

Secretary of State's power to accept, modify or reject admissions arrangements

13. Where the Secretary of State has received any representations made in accordance with paragraph 11, the Secretary of State must consult the Academy on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy amends the proposed admissions arrangements for the Academy. The Academy shall comply with any such direction.

14. Where the Secretary of State has received an application made in accordance with paragraph 12 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy must comply with any such direction.

Publication of admission arrangements

15. The Academy shall each Determination Year publish the Academy's agreed admission arrangements by

- a) copies being sent to the persons consulted in paragraph 9
- b) copies being sent to primary and secondary schools in the LA's area
- c) copies being sent to the offices of the LA
- d) copies being made available without charge on request from the Academy
- e) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.

16. The published admissions arrangements will set out:

- a) the name and address of the Academy and contact details
- b) a summary of the admissions policy, including oversubscription criteria and any arrangements for post-16 admission
- c) numbers of places and applications for those places in the previous year; and
- d) arrangements for hearing appeals.

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

17. Subject to paragraph 18, once the Academy's admission arrangements have been determined for a particular year and published, the Academy will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- a) the Academy has consulted those who were consulted under paragraph 9 above on the proposed variation

b) following such consultation, the Academy has applied to the Secretary of State to approve the change setting out:

i) the proposed change

ii) reasons for wishing to make such change

iii) any comments or objections to the proposal from those consulted; and

c) following such application, the Secretary of State has provided his consent to the proposed variation.

18. The Academy shall, following the prior written agreement or direction of the Secretary of State, vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

19. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 17 or 18 above must be published within the Academy's prospectus and website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 9.

20. The Academy must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

21. Where a representation is made in accordance with paragraph 20, the Secretary of State may, after consulting the Academy, direct that the Academy modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy must comply with any such direction.

22. Records of applications and admissions to the Academy shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING STUDENTS TO THE ACADEMY

Admission numbers at Year 7

23. The admission arrangements for the Academy for September 2016 and for subsequent years are:

(a) The Academy has an agreed admission number of 180 students and will accordingly admit up to 180 students 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. Where the number of applications exceeds 180, applications will be considered in accordance with the criteria in paragraph 27.

(b) The Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 9 above.

(c) Students will not be admitted above the published admission number unless exceptional circumstances shall be reported to the Secretary of State. The decision to admit above the published admission number may not be delegated by United Learning.

Process of application

24. Applications for the Academy will be made on the common application form of the LA in which the applicant resides. The Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which will fit in with the common timetable agreed by the Admissions Forum:

(a) July: The Academy will publish its arrangements for admission (including over-subscription criteria) for the following September. This will include details of open days and/or evenings and other opportunities for prospective students and their parents to visit the Academy. It will refer to the LA arrangements and the London Schools Admission System, including use of the Common Application Form of the LA in which the applicant resides and the closing date for applications within the LA arrangements and the London Schools Admission System. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required.

(b) September-October: The Academy will provide opportunities for parents to visit the Academy.

(c) October: The closing date for admissions applications in accordance with the LA arrangements and the London Schools Admission System. If parents wish to apply to Lambeth Academy, they must fill and return the Common Application Form (available from the local LA to whom it should be returned) and a Supplementary Information Form (available from the Academy website, which must be returned to us);

(d) November: The LA passes list of applicants for the Academy to the Academy. All applicants are invited to sit a cognitive ability test.

(e) By January: Applications considered by the Academy and ranked priority list provided to the LA. The LA, in liaison with other admission authorities both in the LA area and in the area close to the Academy but outside the LA area, will then secure a coordinated approach to admission for parents and students via the London Schools Admission System.

(f) March: Offers of places notified in writing to parents by the LA on behalf of the Academy.

Consideration of applications

25. The Academy will consider all applications for places. Where fewer than 180 applications for Year 7 are received, the Academy will offer places at the Academy to all those who have applied.

26. The Academy may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The Academy will consult and co-ordinate its arrangements, including over the rapid re-integration of children including those who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.

Procedures where the Academy is oversubscribed in admissions to Year 7

27. 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.

Lambeth Academy will admit up to 180 pupils in Year 7. A maximum of up to 10% of our admission number will be designated for our French Bilingual Programme

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 if it is oversubscribed. 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.

Aptitude assessments are administered separately for candidates to our French Bilingual Programme. A pupil with aptitude is one who we can identify as having the capacity to benefit from our French Bilingual Programme. Aptitude assessments are administered separately for pupils who wish to apply for places in our French Bilingual Programme. Selection for places will involve presentations of portfolios, demonstrations and interviews which will take place in the autumn term 2015. Dates to be confirmed.

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 Statements of Special Educational Needs, where Lambeth Academy is named on the Statement, have been placed within their bands, remaining places within each band will be allocated in the following order of priority:

- (a) Admission of children in public care (looked after children).
- (b) Siblings of students currently attending the Academy and who will continue to do so on the date of admission (but see 31 below). The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins.
- (c) Specific medical needs, social needs and special needs where the application is supported by written specific professional advice as to why admission to the Academy is necessary. The decision as to whether the Academy is uniquely placed to meet the stated need of the applicant will be determined by a panel appointed by the Local Governing Body. The panel will give special consideration to children with a visual impairment.
- (d) Nearest straight-line distance to the Academy. The distance which determines how close the student lives to the Academy is the shortest straight-line distance between the door to the student's permanent address and the entrance to the Academy main building.

(A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/guardian who receives the Child Benefit Allowance for the child will be taken as the permanent address. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and an appeal offered.)

28. The Secretary of State may direct the Academy to admit a named student to the Academy on application from the LA. The Secretary of State shall in such circumstances consult the Academy before making such a direction and have regard to its comments.

29. Having applied these criteria within each of the five bands, an equal number of places will be offered from each band.

30. If places become vacant in a band, for example, because parents accept offers of places at other schools, and no applicants in those bands remain without a place, they will be evenly filled by children falling into the next nearest bands (i.e. the bands on either side, or below or above). If the first child is elected by proximity from the band above, the next will be selected by proximity from the band below.

31. Late applications will not be considered until after National Offer day. Applicants will then be placed on the waiting list in a position determined by the application of our oversubscription criteria.

32. The Academy will provide reasonable opportunities for children to take the cognitive ability test that is used to determine the ability band for each child, but with the exception of children with a Statement of Special Educational Needs that names Lambeth Academy, children who have sat the Academy's NFER test will be given priority over those who have not.

33. If, for any reason, an applicant has not sat the cognitive ability test, then they will be given a zero score and placed in the lowest band.

Arrangements for testing

34. The Academy will provide reasonable opportunities for children to take the cognitive ability test that is used to determine the ability band for each child. Where possible and despite the opportunities offered, there are applicants who still have not taken the cognitive ability test, they will be allocated to bands using attainment data acquired from their primary schools.

Post 16 admission criteria

35. 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.

36. 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. These are that students will have 5A*-G GCSEs (including English and Maths) or equivalent grades.

37. 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 but, as a minimum, these will be as follows:

- (a) Level 3: 5A* - C GCSE or equivalent grades including English and Maths *
- (b) Level 2: 5A* - E GCSE or equivalent grades including English and Maths

(c) Level 1: 5A* - G GCSE or equivalent grades including English and Maths

(For many subjects the minimum requirement is a B grade) *

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.

These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the academy's prospectus and in the LA composite admissions prospectus.

Procedures where the Academy is oversubscribed in admissions to Year 12

38. When the sixth form is undersubscribed, all applicants meeting the minimum academic entry requirements will be considered and will have priority consideration. Where the number of students applying for external entry to the Sixth Form exceeds 10, external applications will be considered for Year 12 against the criteria set out below. After the admission of students with Statements of Special Educational Needs where the Academy is named on the Statement, the criteria will be applied in the following order:

(a) Admission of children in public care (looked after children).

(b) Siblings of students currently attending the Academy and who will continue to do so on the date of admission. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship.

(c) Specific medical needs, social needs and special needs where the application is supported by written specific professional advice as to why admission to the Academy is necessary. The decision as to whether the Academy is uniquely placed to meet the stated need of the applicant will be determined by a panel appointed by the Local Governing Body. The panel will give special consideration to children with a visual impairment.

(d) Nearest straight-line distance to the Academy. The distance which determines how close the student lives to the Academy is the shortest straight-line distance between the door to the student's permanent address and the entrance to the Academy main building.

(A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/guardian who receives the Child Benefit Allowance for the child will be taken as the permanent address. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and an appeal offered.)

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

Operation of waiting lists

40. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the school year. 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.

41. Between March and September, the academy will operate a waiting list of applicants for entry in Year 7 in each band.

42. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 27-30, [or for post-16 paragraph 36-37] above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting students to other year groups, including to replace any students who have left the Academy

43. If an application is made for a student to be admitted to the Academy and the required year group is below the level of the published admission number applicable to the age group, the student will be accepted subject to the provisions of paragraph 26. However, within the exceptional circumstances set out in Chapter 3 of the School Admissions Code, 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:

- i. In any year group when a child has been permanently excluded on two or more occasions
- ii. Or outside the normal admission round when the child is challenging, the academy already has a high proportion of challenging pupils on roll and/or the circumstances in paragraph 3.8 (or its successor) of the Code apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 27-30, [or for post-16 paragraph 36-37] above shall apply. Parents whose application is turned down shall be entitled to appeal.

44. Where a year group in the Academy is at the level of the published admission number applicable to the age group, the Academy will operate a waiting list until the end of the school year for those students who have applied for a place and been refused.

45. There will be a right of appeal to the Appeals Panel for unsuccessful applicants.

Arrangements for appeals

46. 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 and will comprise of a minimum of three members who will include at least one independent person, who has no professional experience of education or personal experience of the Academy, known as a lay member; and at least one independent person with experience in education.

47. Parents have the right to attend the Appeal Panel meeting in person and to make an oral representation - that is to clarify or supplement their written appeal. The parent may be accompanied by a friend, adviser or be represented. Parents may also bring an interpreter. The Academy may also be represented at the Appeal Panel meeting.

48. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Children, Schools and Families.

49. The letter sent to parents notifying them of the outcome of the admissions process and the fact that they have been unsuccessful will provide the parent with a written statement detailing the reason(s) why it has not been possible to allow the child to attend the Academy and will explain the parent's right of appeal.

50. Parents wishing to appeal against an admission decision by the Academy should write to the Clerk to the Appeal Panel at the address given in the admission decision letter from the Academy. Other documentation may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel.

51. Any materials presented by the Academy to the Clerk will, in general, be sent in advance to the parents and any materials presented by the parents will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

52. Parents will be given 14 days notice of the appeal hearing, unless they agree to a shorter period of notice. Where a parent fails to attend an Appeal Panel hearing for which 14 days notice has been given (or a shorter period if the parents have given their prior agreement), the Clerk will offer a second hearing and provide 14 days notice of that appeal hearing, unless the parents agree to a shorter period of notice. In offering a second hearing, the Clerk will advise the parents in writing that if they do not attend the second hearing, their written appeal will be considered by the Appeal Panel in their absence.

53. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision within 2 working days of the end of the hearing. The parent will also be informed of the outcome in writing by the panel within 5 days of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents a written statement setting out its reason for not upholding the appeal.

Student Admissions Policy



Appendix A

Contact Details:

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