



THE ADMISSION OF STUDENTS TO THE HARRIS ACADEMY AT PECKHAM

1. This document sets out the admission arrangements for the Harris Academy at Peckham (the “Academy”). The document forms a revised Annex to the Funding Agreement between the Academy and the Secretary of State. The Secretary of State must approve any changes to the arrangements set out in this document in advance.
2. The Academy will comply 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 Southwark LA (the “LA”) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Southwark LA.
3. The Academy has no religious affiliation, and will admit students of any or no faith.
4. Notwithstanding these arrangements, in exceptional circumstances the Secretary of State may direct the Harris Academy at Peckham to admit a named student to the Academy. Before doing so the Secretary of State will consult the Academy.

I: Admission Arrangements Approved By The Secretary Of State

5. The admission arrangements for the Academy for the year 2010 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a) The Academy has an agreed admission number of 240 students and a total student number of 1450 (including the sixth-form, known as Academy College). The Academy will accordingly admit at least 240 students in the relevant age group, each year, if sufficient applications are received by the closing date.
 - b) The Academy may set a higher admission number, as its Published Admission Number, for any specific year. However, before setting an admission number higher than its agreed admission number, the

Academy will consult those listed at paragraphs 18-19 below. 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

6. Applications for 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 Southwark LA. The Academy will use the following timetable for applications each year (exact dates may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Southwark 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 2009 for admission in September 2010). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. 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- Common Application Form to be completed and returned to the LA to administer.
- d) November- LA sends applications to the Academy. The Academy arranges for the appropriate procedures for Fair Banding to be applied to all applicants known at the time.
- e) The Academy returns the list of pupils to be offered places to the LA in December.
- f) February - LA applies agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
- g) March - Offers will be made to parents on a date co-ordinated for all Southwark schools by the LA

Consideration of applications

7. The Academy will consider equally all applications for places from boys and girls. Where fewer than 240 applications are received, the LA will offer

places to all those who have applied appropriately.

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.

Children with a Statement of Special Educational Needs where the Academy is named on the Statement are automatically entitled to a place, subject only to the Code of Practice. For the purposes of the Academy's internal organisation, children with a Statement of Special Educational Need will be assessed for Banding purposes, independently of the admissions process.

The allocation of the remaining places will take place within a framework of Fair Banding whereby all applicants will undertake the NFER Non-Verbal Reasoning test (see below). These applicants will be placed in 1- 5 ability bands depending on the score an applicant achieves (1 is the lowest and 5 is the highest band). This process is to ensure a comprehensive intake into the Academy based on the applications received. The criteria to allocate places within each band will be applied in the order in which they are set out below. In all cases, the criteria refer to information in the possession of the Academy at the time that places are allocated.

- a. Children in public care ('Looked After' Children), have a legal entitlement to first priority and will be given a place if their application is received by the appropriate date.
- b. Students for whom it is essential that they be admitted to the Academy because of significant medical or social needs, supported by written medical evidence from a qualified professional source, declared in writing at the time of the application and where such submission offers specific evidence that necessitates attendance at this particular academy. Any evidence of a more general medical condition offered without such focus is deemed inadmissible although the application will then be considered under other criteria.
- c. Siblings (including step, foster and adopted siblings), on the roll of the Academy at the time of admission, not at the time of application and who will be living with the student at the same address on the date of their entry to the Academy.
- d. Students who are in attendance at a school within the local geographical area of the Peckham / Nunhead and Rotherhithe "Partnership for Learning" Community of Schools at the time of their application to the Academy, as confirmed by the head teacher of the relevant school. These schools

are: Bellenden, Camelot, Gloucester, John Donne, Oliver Goldsmith, Peckham Park, Rye Oak, St James the Great, St Mary Magdelene, St Francis, Redriff, Albion, Ilderton, Rotherhithe, Pilgrim's Way, Holydale.

e. Others: Students who are not in attendance at a school listed in (d) above at the time of their application to the Academy.

f. If the Academy becomes oversubscribed within a single criteria it will prioritise on the basis of the proximity of their permanent address to the school-closest first. The distance, which determines how close a student lives to the Academy, is the straight line measurement from the main entrance of the students permanent address to the main entrance of the Academy.

Notwithstanding the above arrangements, The Secretary of State may direct the Academy to admit a named student on application to the LA. Before doing so the Secretary of State will consult the Academy.

Fair Banding

A Fair Banding system will be adopted for all places available at the Academy and this will operate as follows:

- Each applicant will be required to take a non-verbal reasoning test (NVR), which would place applicants in rank order.
- All applicants will then be placed in one of 5 ability bands which contains, in total, so far as possible, the same number of children based on their performance in that test. All children, including Looked After and SEN applicants will be allocated to a Band following the assessment.
- Within each of the five bands, the following categories will be determined and places offered in priority order as listed below in Paragraph 8 (a-f), above.

Academy Specialism: Performing Arts.

Aptitude for the Academy specialisms of Performing Arts, Business and Enterprise, plays no part in the admissions process. However, in the event of a place being offered and accepted, as a part of the transition and induction processes, all students will have the opportunity to illustrate their aptitude for the Performing Arts, so as to enable specific specialist tuition in Music, Dance or Drama to be arranged for the relevant students. A programme of Business and Enterprise Education is an important feature of the core curriculum but aptitude plays no part in the admissions process.

Arrangements for admitting students to other year groups, including replacing any students who have left the Academy: Mid Term Admissions

9. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available and subject to the clauses of this policy, admit the child. If more applications are received than there are places available, the over subscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

In the case of applications for such places in Years 8 –11, and notwithstanding the role of the Secretary of State, the Academy may refuse admission to particular applicants in cases where there are fewer students in a particular year group than the published admission number. Such refusals will occur where special circumstances apply as specified in the Admissions' Code of Practice, e.g. the student concerned has previously been excluded from two or more schools or where the Academy has a particularly high concentration of students with challenging behaviour and to admit the student in question would prejudice the efficient education of other students. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding.

Procedures for mid term applications

An application form can be obtained from the academy. For all mid term applications, on receipt of formal application in writing to the academy, including information regarding previous educational provision and verification of authority to be in residency in the UK where appropriate, consideration of the application is immediate in line with the criteria as above. Otherwise, if requested, the child's name may be placed on a reserve list. The Academy participates in the LA "Hard to Place" protocol for secondary schools. Parents/carers will be informed in writing of the decision on whether a place can be offered.

Operation of waiting lists

10. 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 a month after the admission date. The Academy will maintain the waiting list in line with the LA co-ordinated policy in such matters. 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.

11. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 8(a – f) of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for Appeals Panels

12. Parents will have the right of appeal to an Independent Appeal Panel, established by the Governing Body, 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, published by the Department of children, school and families, 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. The Academy will prepare guidance for parents about how the appeals process will work and provide parents with a named independent contact who can answer any enquiries parents may have about the process.

Admissions to The Academy Sixth Form: Academy College

13. Applications for entry to Academy College are invited from both internal and external candidates. Acceptance of students from year 11 at the Academy to Academy College is not automatic. All internal applicants will have the opportunity to discuss their subject choices with a senior member of staff during the autumn term of Year 11 and with the Dean of College as necessary thereafter.

The minimum entry requirements are set out below.

External applicants are invited to contact the College from December onwards to arrange to discuss their subject choices with the Dean. These discussions form no part of the decision to offer a place.

Though the College may not be oversubscribed in total numbers some students may find that their choice of subjects cannot be accommodated either because of timetable clashes, inadequate entry criteria or because subjects sets are full.

Admissions Criteria for entry to Academy College

Students wishing to apply should complete an application form to be returned to the College by 1 March. Late applications will be considered if places in appropriate subjects are still available after other applicants have been considered.

The number of students admitted to Year 12 shall not exceed 150, except where the overall total in Academy College is less than 250 students.

For admission to AS courses, students must have at least 5 GCSEs at grade C or above, including at least C grades in the subjects they wish to take in the Sixth Form (or related subjects as specified in the College prospectus).

For BTEC, AVCE, GNVQ or other offered qualifications the criteria for admission are clearly specified within the course option booklet. Generically, the admission criteria would be the same for AS level study for all Level 3 qualifications and a requirement for 5 GCSEs at grades D – G for Level 2 qualifications.

Students will be offered places provided they can be admitted appropriately (according to the entrance criteria above). Students who do not receive the specified grades will be required to look at a more suitable course package in order to have their place confirmed by the Academy. .

In the event of over-subscription, priority will be given in order as follows.

(a) Internal applicants fulfilling the entrance criteria above

(b) External applicants who, in the Colleges judgement, are in receipt of the most appropriate reference form their predecessor school

All offers made during Year 11 are conditional on students achieving the grade criteria specified. Decisions on offers will be made on the basis of Academy reports (internal students) and school reports and references (external students). Offers will be confirmed once the Academy has been notified of GCSE results in August.

There will be a right of appeal to an Independent Appeals Panel, established by the Governing Body, for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

14. The Academy shall consult each year on its proposed admission arrangements.

15. The Academy will consult by 1 March: -

- a) Southwark LA;
- b) Any other admission authorities, for primary and secondary schools, located within the relevant area for consultation set by the

LA.

c) Any other governing body for primary and secondary schools located within the relevant area for consultation.

Determination and publication of admission arrangements

16. Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

17. Once the admission arrangements have been determined, the Academy will publish them each year, by: -

- a) Copies being sent to primary and secondary schools in Southwark LA;
- b) Copies being sent to the offices of Southwark LA
- c) Copies being made available without charge on request from the Academy;
- d) Copies being sent to public libraries in the area of Southwark LA for the purposes of being made available at such libraries for reference by parents and other persons.

18. The published 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.
- c) Numbers of places and applications for those places in the previous year; and
- d) Arrangements for hearing appeals.

Representations about admission arrangements

19. 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 object to the adjudicator. The Secretary of State will consider the representation and in so doing will consult the Academy. Where he or she judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

20. 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.

21. In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, also 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

22. 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 paragraphs 14 and 15 above) of the proposed variation and must then apply to the Secretary of State 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

23. The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has consulted and notified the proposed changes (as outlined in paragraphs 14 and 15 above).

24 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.

25. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

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