

Admissions Arrangements for The City Academy, Hackney from September 2018

1. This document sets out the admission arrangements for The City Academy, Hackney in accordance with Annex 2 to the Funding Agreement between The City Academy, Hackney and the Secretary of State. These arrangements are without prejudice to the provisions of Annex 3 (SEN and Disabilities) of the Funding Agreement. References to the LA in this policy and its Annex mean The London Borough of Hackney and/or where appropriate Hackney Learning Trust on behalf of the London Borough of Hackney. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. Notwithstanding these arrangements, the Secretary of State may direct The City Academy, Hackney to admit a named student to The City Academy, Hackney on application from a LA. Before doing so the Secretary of State will consult the academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 11-16 Provision

3. The admission arrangements for The City Academy, Hackney for the year 2018/19 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:
 - a) The City Academy, Hackney has an agreed admission number of 180 students. The City Academy, Hackney will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received.
 - b) The City Academy, Hackney 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 City Academy, Hackney will consult those listed at paragraphs 7 and 8 of Annex 2 published with this document. 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.
 - c) Process for admission out of the normal age range will be made via Hackney Learning Trust and will be subject to the over subscription criteria.

Process of application

4. Applications for places at the academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the Common Application Form. The City Academy, Hackney 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 LA Admissions Forum or LA:
 - a) By September – The City Academy, Hackney will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2017 for admission in

September 2018). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The City Academy, Hackney will also provide information to the LA for inclusion in the composite prospectus, as required;

- b) September – The City Academy, Hackney will provide opportunities for parents to visit the academy;
- c) October – CAF to be completed and returned to the LA to administer;
- d) November – LA sends applications to the academy;
- e) January – academy sends list of students to be offered places to LA;
- f) February – LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents;
- g) 1st March – offers made to parents.

Consideration of applications

5. Children applying to the academy will be required to take CAT tests.
 - Applicants will be placed in one of four bands, based on their mean CAT score.
 - Approximately the same number of children will be admitted in each of the four bands so that each band represents 25% of the applicants.
 - Children admitted who are subject to an Education Health and Care Plan (EHCP) are included in the band allocations.
 - The academy may seek other evidence of the child's academic ability if (for acceptable reasons) the child is not able to take the CAT test.
6. The City Academy, Hackney will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, The City Academy, Hackney will offer places to all those who have applied.

The academy's published admission number is 180. The academy will consider all applications for places. Where fewer than 180 applications are received, the academy will offer places to all those who have applied.

Notwithstanding the above paragraph, the academy may refuse admission outside the normal admission round to particular applicants in cases where fewer than the published admission number has applied. The ability to refuse applications applies to applicants who have been permanently excluded from two or more other schools and the ability to refuse admission runs for a period of two years from the date of the last exclusion. Exclusions that took place before the child concerned reached compulsory school age do not count for this purpose and this provision does not apply to children subject to an EHCP; children who were reinstated following a permanent exclusion; and children who would have been reinstated following a permanent exclusion had it been practicable to do.

Procedures where The City Academy, Hackney is oversubscribed

7. Where the number of applications for admission is greater than the published admissions number, applications will be considered within each band against the criteria set out below. After the admission of students subject to an EHCP where The City Academy, Hackney is named on the EHCP, the criteria will be applied in the order in which they are set out below:

- a) Looked after children and those previously looked after children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. A looked after child is a child who is (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).
- b) A child subject to a child protection plan.
- c) Children with a sibling on roll at the academy in years 7 to 13 at the time of application (siblings must live permanently at the same address as the child for whom the application is being made; this includes half brothers and sisters, step brothers and sisters and foster brother and sisters who live permanently as a family unit at the same address as the child). All children from multiple births will be offered a place if one meets the criteria for admission in any of the four bands.
- d) Up to a maximum of nine children (across all bands) resident in the City of London (if more than nine students apply, selection within fair bands to be determined by drawing lots).
- e) Children of staff employed at the academy, where a member of staff has been employed for two or more years at the time at which the application is being made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
- f) Students will then be offered places on the basis of the proximity of their home (permanent residence) to the main entrance of the academy measured in a straight line on a map or using a GIS system (proximity is measured using straight line measurement from the main entrance of the academy to the main entrance of the child's home).

Operation of waiting lists

8. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year The City Academy, Hackney receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by Hackney Learning Trust and The City Academy, Hackney 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.

9. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7a – e above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admission to post-16 provision

The City Academy, Hackney will have 120 places available per year in its sixth form. Applications from internal students are expected to be submitted by the end of the Autumn term, and applications from external applicants should be submitted by Spring half term. Places will be offered to both internal and external applicants by the end of the Spring term.

Entry requirements

Applicants will need to:

- a) achieve 7+ A*-B GCSE grades including English and maths;

- b) meet specific course requirements as outlined in the Sixth Form Course Guide each year.

Over-subscription criteria

In the event of the sixth form, or a specific course, being oversubscribed, after the admissions criteria outlined above have been met and the admission of students subject to an EHCP where The City Academy, Hackney is named on the EHCP, the following oversubscription criteria will apply:

- a) Students who were on roll at The City Academy, Hackney in year 11.
- b) Looked after children and those previously looked after children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. A looked after child is a child who is (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).
- c) Students whose siblings currently attend The City Academy, Hackney and will continue to do so on the date of admission. All children from multiple births will be offered a place if one meets the criteria for admission in any of the four bands.
- d) Up to nine students resident in the City of London, if more than nine students apply, selection to be determined by drawing lots.
- e) Children of staff employed at the academy, where a member of staff has been employed for two or more years at the time at which the application is being made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
- f) Students will then be offered places on the basis of the proximity of their home (permanent residence) to the main entrance of The City Academy, Hackney measured in a straight line on a map using a GIS system.

Arrangements for students in other year groups, including replacing any students who have left the academy

- 12. 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 will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 7a – e shall apply without reference to banding. Parents whose application is turned down are entitled to appeal.
- 13. The City Academy, Hackney will participate in the LA's Fair Access Protocol.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

16. The academy Trust shall consult the following parties on the academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year'¹:

- 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;
- 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 area;
- 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 section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

16A. Consultation in line with paragraph 16 is not required in any year where the following conditions are met:

- a) the admission arrangements were consulted upon in one or both of the previous two years; and
- b) there have been no changes, or proposed changes, since the last consultation.

16B. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 16 must be followed for the next determination year.

Publication of admission arrangements

17. The City Academy, Hackney will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in LA;
- b) copies being sent to the offices of the LA;
- c) copies being made available without charge on request from the academy;
- d) copies being sent to public libraries in the area of 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) a statement of any religious affiliation;
- d) numbers of places and applications for those places in the previous year; and

¹ A 'determination year' is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2009 and determination to be in April 2009 for admissions in September 2010

e) arrangements for hearing appeals.