

## **BOLINGBROKE ACADEMY, WAKEHURST ROAD, LONDON, SW11 6HN**

### **Admissions Policy relating to admissions to the academy in the academic year 2017/18**

#### **GENERAL**

1. This document sets out the admission arrangements for Bolingbroke Academy (“the academy”). *The academy is a secondary school. It is intended to open a sixth form in 2017 and the admission arrangements will follow the criteria described in this document.*
2. Enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD ([admissions@arkonline.org](mailto:admissions@arkonline.org))
3. The academy has agreed the following published admission numbers (PAN):

#### **a) Secondary**

The academy has an agreed PAN of 120 pupils in Year 7.

#### **b) Post-16 provision (from 2017)**

- i. If at any time in the future the academy opens a sixth form, the PAN for external Year 12s will be five. When the sixth form is open, those students already attending the academy and achieving the minimum academic entrance requirements will transfer to the sixth form.
  - ii. The minimum academic entrance requirements for admission to the post-16 provision will be published in the academy sixth-form prospectus which will be available on request and also published on the academy website. These requirements will relate to both internal and external applicants.
  - iii. Young people may apply on their own.
  - iv. Students will be informed in writing whether or not they have been allocated a place.
4. Where fewer applications are received than places available, the academy will offer places to all those who have applied.

## **PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED**

### **Secondary and sixth form – oversubscription criteria**

5. Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to the secondary or sixth form is greater than the PAN, applications will be considered against the criteria and order set out below:
  - a) Looked After Children and children who have been previously looked after (pursuant to the Admissions Code)<sup>1</sup>.
  - b) Children whose parents/carers are founders\* of the Bolingbroke Academy and who have been granted this provision by the Secretary of State for Education.

\* The six founders of the Bolingbroke Academy who have been granted this provision by the Secretary of State are those individuals who played a major role in establishing the school, undertaking activities during the application and pre-opening stages.
  - c) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
  - d) Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-brother or -sister or an adopted child resident at the same address.
  - e) Children attending one of the following five feeder schools:
    - Belleville Primary School (URN: 137563)
    - Falconbrook Primary School (URN: 101006)
    - Highview Primary School (URN: 101010)
    - Honeywell Junior School (URN: 101011)
    - Wix Primary School (URN: 101025) (this does not include the Ecole de Wix which shares a site with Wix Primary School)

If there are more applications from children attending named feeder schools than there are places available at the academy, places will be allocated as follows:

- Firstly, places will be allocated to each feeder school in proportion to the total number of applications received from that school (calculated within criterion e only). Thus, if 20% of applications came from school A, it would be allocated 20% of places left after the allocation of places under criteria a), b), c) and d) above.

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<sup>1</sup> "A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) 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) at the time of making an application to a school." (footnote 16 of the School Admissions Code 2014). A previously looked after child "includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002."

- Secondly, within each feeder primary school's allocation of places, applications will be ranked by straight-line distance from the main entrance of the academy to the child's home. Places will then be offered to children from each feeder school in the numerical proportion determined above.
  - If all applicants from a feeder school have been allocated a place and there are still places available, priority will be given to applicants from any other feeder school who live closest to the academy using a straight-line measurement from home to the academy.
- f) Children of staff in the school – Where there is **no** demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.
- g) Distance measurement – A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.

Wandsworth Council measures distance on behalf of Ark Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.

**Tie breaker:** If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

**Note:** In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

### **Post-16 oversubscription criteria**

6. Where the sixth form is oversubscribed, priority will be given to those qualifying applicants following the oversubscription criteria as described above.

### **OPERATION OF WAITING LISTS**

7. 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 academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.
8. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant

they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **ARRANGEMENTS FOR APPEAL PANELS**

9. Parents/carers will have the right of appeal to an Independent Appeal Panel (“Appeal Panel”) if they are dissatisfied with an admission decision of the academy.
10. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

### **APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND – IN-YEAR APPLICATIONS**

11. In-year applications should be submitted to Wandsworth LA, unless other arrangements have been made and published on the academy website.
12. Subject to any provisions in the LA’s published and agreed protocol on 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.
13. If more applications are received than there are places available, the oversubscription criteria shall apply.

### **Appeals against refusal of an in-year application**

14. Parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

### **ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP**

15. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the academy as described regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.