



HARRIS ACADEMY ST JOHN'S WOOD

Admissions Policy 2021/22

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General information about this policy

The Academy will participate in the co-ordinated admission arrangements operated by Westminster City Council for admission to Year 7 in the normal admissions round.

Throughout this document the following definitions apply:

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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002, or, in the case of applicants to Year 12, the Adoption Act 1976 (or became subject to a child arrangements order under the terms of the Children Act 1989 or special guardianship order). Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Notwithstanding these arrangements, the Secretary of State may direct Harris Academy St John's Wood to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

Admission to Year 7

The Academy has a published admission number of 210 in Year 7.

The Academy will accordingly provide for the admission of 210 pupils to Year 7 in the academic year 2021/22, if enough applications for entry are received. Where fewer applications than the published admission number are received, the Academy will offer places to all those who have applied.

The Academy will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

- i. **Children who are looked after** or previously looked after;
- ii. Children who the Harris Federation accepts have an **exceptional medical or social need** for a place at the academy.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the academy is the only school that can meet the defined needs of the child.

- iii. **A Sibling** which is defined as a full brother or sister, half-brother/sister, step brother/sister, foster siblings, adopted siblings and in every case the child should be living at the same family unit and at the same address; and the older sibling will still be attending the Academy in Years 7 to 11 in the September of admission to the Academy. Documentary evidence of the residence of the sibling will be required.
- iv. **Distance of the applicant's home from the Academy** which is measured in 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 of the Academy, using the LA measuring software. Where a child spends part of the week with different parents/carers the home address will be the

address at which the child spends most nights in the week. Where the child lives in a block of flats with a communal entrance the address used is the communal entrance of the block of flats and not the individual flat. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be determined by random allocation. If there is more than one applicant tied for the final place(s) the successful applicant will be determined by random allocation, independently verified. Proof of residence or offer of letting from landlord will be required (council tax bill, utility bill).

Distance from the academy (as set out in iv). above will be used as a tie break in categories i). to iii). Above. Random allocation will be used as a tiebreaker where there are two or more applicants who have equal ranking or are equal distance from the Academy, but there is only one school place available. Where random allocation is used, it is independently verified.

If twins or children of multiple birth are tied for the last place(s) the place will be awarded by random allocation, which is independently verified.

Late applicants (after the deadline of 31st October for applying online) will be considered after on time applications have been offered places – unless the late application is in respect of a child who is looked after or previously looked after.

Waiting Lists

The Academy will operate a waiting list for Year 7. 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 first term after the beginning 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. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in the previous section, and the waiting list will be reordered whenever new applicants are added.

Appeals

The Academy will offer an appeal to anyone refused admission. The appeal will be before an independent appeals panel constituted in accordance with the School Admission Appeals Code. Appellants should contact Clerks Associates for information on how to appeal. The deadline for doing so is the 31st March. Information on the timetable for the appeals process is on our website at www.harrisstjohnswood.org.uk.

Arrangements for admission to Sixth Form provision

The Academy operates a Sixth Form for 400 students. The Academy will publish specific criteria each year in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. The Academy will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and will be published in a prospectus and on the website.

Young people failing to meet the grades for their preferred course option will be offered alternative choices of courses if available. Students already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry and there is one of their chosen courses available at the Academy.

220 places overall will be available in Year 12 at the Academy (the Year 12 'capacity') The admission number for Year 12 is 60. This is the number of places which will be offered on an annual basis to eligible external applicants.

If fewer than 180 of the Academy's own Year 11 students transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 220.

If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below to determine which student should be given priority for the places available on chosen courses, providing they have met the Sixth Form entry and course requirements:

- a) Looked after and former looked after young people (see definitions in admission criteria for Year 7)
- b) The distance of the applicant's home from the Academy with those applicants living closest being given priority.

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

In Year Admissions

The Academy is part of the LA's co-ordinated admission arrangements for in-year and other year group admissions. If a parent applies for a place outside the normal admissions round for Year 7 they should apply to the Local Authority. The Academy as admission authority must consider all such applications and if the year group applied for has a place available, admit the child. In the case of applications for such places in years 8-11 the Academy may refuse admission to challenging pupils in cases where there are fewer students in a particular year group than the published admissions number. Such refusals will only occur where the student concerned has been previously excluded from two or more schools or where special circumstances apply as specified in the Admissions Code of Practice. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding. Parents/Carers whose application is turned down are entitled to appeal.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and

either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

Parents should submit a letter to the Principal requesting that the child is admitted to another year group (they should state which one), and the reasons for that request. Parents must submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development, including their prior learning if recently admitted to the country from abroad;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The Academy will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.