

Brompton Academy Admissions Policy for admission in September 2016

Arrangements for September 2016

1. The Admissions Process

The arrangements for co-ordinated admissions in Medway will be set out in detail in the Medway LA booklet for parents/carers 'Admission to Secondary School', a copy of which will be available from the Primary School Headteacher or from the Admissions Team at Medway Council, Gun Wharf or via the LA website.

The Planned Admission Number (PAN) is 210 (which includes 20 places in the designated SEN Communications Centre). Offers of places will be posted to parents/carers by the LA, on behalf of the Governing Body Trust. Places must first be offered to those children with Statements of Special Educational Needs in which the Academy is named.

Consideration of Applications

The Academy Trust will consider all applications for places at the Brompton Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Brompton Academy to all those who have applied.

Fair Banding Testⁱ

Brompton Academy is an all ability school and in order to secure an all ability intake that is representative of the national ability range, all applicants for admission must take a fair banding test which is prescribed by NFER (National Foundation for Educational Research).

This is not a 'pass or fail' test this is just to ensure that children across the ability range are admitted.

All applicants for places in the Academy will be banded according to the principles of Fair banding, using the national profile.

Medway operate an equal preference system which means that parents/carers who intend to put Brompton Academy down on the preference form either first, second, third, fourth, fifth or sixth choice will need to take the Academy 'Fair Banding' test, which will determine what banding group their child should be placed in should they gain a place at the Academy. The test will be administered during September/October – a year ahead of entry. Parents and Carers can access the test for their child by filling in and returning a test registration form which will be available via the Academy website (www.bromptonacademy.org.uk) and from the Academy reception from Monday June 8th till Friday July 17th 2015. This test registration form should be returned within the prescribed deadlines as indicated on the registration form together with the preferred test date.

All applicants for an Academy place, including those with a SEN statement, will be required to take the Fair Banding test. Following the test, applicants will be split into bands based on NFER scores within the national profile, including those with SEN statements and Looked After Children and children who were looked after, but ceased to be so because they were adopted (or because they were subject to a residence order or special guardianship order).

Students who have not taken the banding test (apart from children in care and statemented students where the Academy is named in the statement who must always be given priority) will be considered after children who have sat the banding test.

Within each band, and after the automatic admission of Looked After Children and children who were looked after, but ceased to be so because they were adopted (or because they were subject to a residence order or special guardianship order), and after the automatic admission of students with Statements of Special Educational Needs where the Brompton Academy is named on the statement (after the Academy has been consulted and it has been agreed), the criteria shall be applied in the order in which they are set out below.

They will be prioritised on the basis of criteria b) - e) below (in order). All applicants will be offered fair access to the test and reminded of the dates, times and locations available to sit the test.

2. The Over-Subscription Criteria

If the number of applications for admission to the Academy received via the Medway co-ordinated scheme is greater than the published admission number, applications will be considered against the criteria set out below. All applicants who have taken the NFER Fair Banding tests will be split into one of five ability bands based on their scores achieved within the national profile range.

Within each band the criteria will be applied in the order in which they are set out below:

- a) Children in public care or previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- b) Current family association (i.e. elder brother or sister in the Academy at time of application who will still be attending when the applicant child is admitted. In this context, brother or sister means:
 - A natural brother or sister (including adopted siblings)
 - Step brother or sister
 - Foster brother or sister
 - Those who live as brother or sister in the same houseⁱⁱ
- c) Children of staff (where the member of staff has been employed for two years or more at the time at which the application for admission to the Academy is made and/ or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
- d) Nearness of children's home.ⁱⁱⁱ
- e) Random selection within bands^{iv}

3. The Application Form

The Medway Common Application Form (CAF) should be used for applications to Brompton Academy. These forms, found in the 'Admissions to Secondary School' brochure should be returned to the Primary School Headteacher by the due deadline.

4. Waiting Lists

Where in any year Brompton Academy receives more applications for places than there are places available, a waiting list will operate until at least late October. This will be maintained by the Academy Trust 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above [or for post-16 below]. Where places become vacant they will be allocated to young people on the waiting list in accordance with the oversubscription criteria.

5. Arrangements for admitting students to other year groups, including replacing any students who have left Brompton Academy.

From September 2015 the Academy will be responsible admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. The LA will provide parents/carers with a suitable form to apply for a place in a school for which they are not the admissions authority and provide information about places still available in all schools.

The Academy Trust will consider all such applications and if the year group applied for has a place available in the appropriate band the Academy will admit the child unless the applicant has significant behavioural issues (other than at the normal admission point i.e. Year 7) in which case the child will be referred to the Local Authority Fair Access panel. If more applications are received than there are places available, the oversubscription criteria above [or for post-16 places, below] shall apply. Parents/Carers whose application is turned down will be informed of their right to appeal against the refusal of a place.

The Academy will on receipt of an in year application notify the LA of both the application and its outcome, to allow the LA to keep up to date figures on the availability of places in the area.

Where the Academy Trust does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places may be available, it will refer the case to the LA under the Fair Access Protocol.

6. The Appeals Process

Parents/Carers 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 be comprised of a minimum of three members who will include:

a) at least one independent lay person (someone without personal experience in the management of any school/academy or provision of education in any school except as a school governor or in another voluntary capacity); and

b) at least one independent person who has experience in education, and who is acquainted with educational conditions in the local area, or who are parents of registered students at a school.

Parents/Carers 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/Carer may be accompanied by a friend, adviser or be represented. Parents/Carers may also bring an interpreter. The Academy may also be represented at the Appeal Panel meeting.

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.

The letter sent to Parents/Carers notifying them of the outcome of the admissions process and the fact that they have been unsuccessful will provide the Parent/Carer with a written statement detailing reason(s) why it has not be possible to allow the child to attend the Academy and will explain the parents/carers right of appeal. The notification will specify the date by which an appeal must be made, such date to be at least 14 days from the date on which the notification is posted. An application for an appeal hearing which arrives after the due date will normally only be considered where the parent/carers can demonstrate that there was a reasonable cause for the appeal not to be made in time.

Parents/Carers 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 not less than 7 days before the appeal hearing. The Appeal Panel will have the discretion to refuse to admit late evidence. Any materials presented by the Academy to the Clerk will be sent in advance to the parents/carers and materials presented by the parents/carers 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.

Parents/Carers will be given 10 days notice of the appeal hearing, unless they agree to a shorter period of notice. Where a parent/carers fails to attend an Appeal Panel hearing for which 10 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 10 days notice of that appeal hearing, unless parents/carers agree to a shorter period of notice. In offering a second hearing, the Clerk will advise the parents/carers in writing that if they do not attend the second hearing, their written appeal will be considered by the Appeal Panel in their absence.

Proposed Procedure for Admissions into Year 12 in 2016

Brompton Academy operates a sixth form for a total of 400 students. 200 places overall will be available in year 12 (the year 12 'capacity')

The admission number for year 12 is 5.

This is the number of places which will be offered on an annual basis to eligible external applicants.

If fewer than 95 of the Academy's own year 11 student's transfer into year 12, additional external students will be admitted until year 12 meets its capacity of 200.

Entry Requirements

Academic entry criteria will be applied for all courses offered in Phase 3 (Sixth form). Course entry requirements for specific courses will be displayed annually in the Phase 3 prospectus by subject. However individual student cases may be considered on merit. Offers of places will remain conditional until actual results are verified.

Over-subscription criteria

If Year 12 is oversubscribed then after the automatic admission of Looked After Children and children who were looked after, but ceased to be so because they were adopted (or because they were subject to a residence order or special guardianship order), and after the automatic admission of students with Statements of Special Educational Needs where the Brompton Academy is named on the statement (after the Academy has been consulted and it has been agreed), the criteria shall be applied b to c below in the order in which they are set out below.

- a) Children in public care or previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- a) Current family association (as defined in Section 2b above)
- a) Students attending Year 11 or who are post 16+ and attending one of the other schools/academies in Medway or the neighbouring borders

Admissions are subject to a vacancy existing on the course for which the student is applying and students meeting the entry criteria for the courses they are applying to. The Governors may, in exceptional circumstances, refuse admission to any individual student if, in their view, to admit that student would prejudice the fulfilment of the Academy's aims or seriously disrupt the provision of effective education of other students.

ⁱ The Academy will have five quintiles to ensure an intake with a spread of ability. The quintiles will be based on the national ability range (determined by NFER) and the bandings will be in the ratio 10:20:40:20:10. Children with a statement that names the Academy will be admitted and placed in a band according to their ability. Children in public care will be included in the banding arrangements and given top priority within the appropriate band. Following the admission of those students, all other applicants will be placed within one of five quintiles and all applicants for a place at the Academy will be tested and placed in one of those five quintiles. If places become vacant in some bands, for example, because parents/carers 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 from the band above then the next will be from the one below).

ⁱⁱ For this criterion, 'brother or sister' includes any whole or half-brother or sister by blood or by adoption, and any step or foster brother or sister who lives permanently with the child for whom the application is being made at the date of the application.

ⁱⁱⁱ Nearness of children's homes

Distance will be measured by the shortest available safe walking route between home and school as measured by the council's geographical information system. Those living closer to the school will receive the higher priority. Medway Council's Geographical Information System measures the start point, end point and distance of each route in the following way:

The start point

The centre point of the road closest to the centre point of the students's home address. The centre point of the pupil's address is a grid reference taken from Ordnance Survey Mapping.

The end point

The centre point of the road closest to the Academy entrance in Marlborough Road represented by a grid reference for the Academy defined within the geographical information system. The same end point is used for everybody.

The distance

The shortest available route between the start point and the end point uses the centre point of streets and any other available safe walking routes.

In a situation where there is no available safe walking route between a child's home and the Academy, the shortest route by road, between the 'start point' as defined above and the 'end point' as defined above will be used purely to prioritise admission. In these circumstances there would be no expectation that the walk should be the one taken, or that it is a 'safe walking route'.

It is important to note that any roads that have been built recently (particularly in new developments) may not be included on the network. If this is the case, the measurement will start from the nearest available road on the network from the property

^{iv} Where a quintile has more applicants than there are places, then each applicant will be allocated a number. The numbers will then be selected at random until the quintile is full. This arrangement will not be applied to children with a statement of special educational need that names the Academy, or to children in public care.