



The Petchey Academy
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Admissions Policy

Agreed Admissions Arrangements for
Academic Year 2021-22

Document Owner:	Clare Borrill
Learning Centre:	Whole Academy
Implementation date:	1 st September 2021
Version:	5.0
Policy history:	This policy replaces the Agreed Admissions Arrangements for 2020 - 21.
Related policies:	N/A

Distribution:

Name	Department/Organisation
Petchey Academy Board of Governors	Directly for approval
All Petchey Academy Employees	Via the eXchange
All external stakeholders	Via the Website

(The academy can make this policy available in Turkish also, on request.)

Change history:

Version	Name	Date	Changes	Committee Sign Off	Date
1.0	A Henderson	25/09/12	2014-15 version	Full Board	
1.1	A Henderson	12/11/12	2014-15 version	Full Board	
1.2	A Henderson	27/03/13	2014-15 final version – post consultation amendments	Full Board	
2.0	J Rainey	10/10/13	2014-16 final version – clarification of UG admissions wording	Full Board	
3.0	A Henderson	05/12/14	2016-17 version – minor wording corrections no changes to policy	Full Board	
4.0	A Henderson	01/09/16	2017-18 No Changes proposed for 2017 entry. Version for review by governors.	Full Board	
4.1	J Rainey	02/02/16	2017-18 – clarification of UG admissions	Full Board	
5.0	L Hooper	16/02/2018	2019-20 – clarification of sixth form admissions	Full Board	
6.0	J Nelson	13/03/19	2020-21 version		
7.0	J Nelson	05/03/2020	2021-22 version		

Policy Review:**Review of impact against the aims of policy:**

This policy is in line with all statutory guidance and aims to provide comprehensive guidance to parents in regards to the academy's admissions criteria and student allocation process. It has been approved by governors and submitted to The Hackney Learning Trust who coordinates the application process on behalf of the academy. The academy changed its policy in 2014 to a random allocation process which has resulted in a fair spread of successful applications across the borough rather than restricting entry as before to siblings and a small radius of local streets.

Does there appear to be any pattern of equality related issues:

The academy is confident that its admissions criteria supports our ethos of inclusivity and the academy's student population represents as fair a representation of the borough and protected characteristics as per Equality Act 2010 as can be expected from a truly anonymous process. The academy's cohort has become less disadvantaged over the last two years, however, this is in line with the increase in economic fortunes of the borough. Otherwise there currently does not seem to be any pattern of equality related issues.

Please use the screening questions to ascertain the need for a Privacy Impact Assessment
The policy requires the processing of personal data and is in accordance with the academy's Data Protection Policy and related policies.

New Policy: No	PIA Screening Completed: Yes	Full PIA Required: No
Reviewed by: L Hooper		Date: 27/02/2019

Next Review Date:	September 2020 for 2022-2023 entry.

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1. INTRODUCTION

The Petchey Academy Trust is the admissions authority for The Petchey Academy and its admission arrangements are part of The Hackney Learning Trust's co-ordinated admission scheme. The academy's published admissions number (PAN) for Year 7 is 180 (allowing for 6 mainstream class/house groups of 30 students). A maximum of 300 students are educated onsite in the sixth form (an average of 150 in each year group, Years 12 and 13) with a PAN of 20 at Year 12. The academy prioritises internal Year 11 applications though, if sufficient places remain available, external student numbers may exceed 20.

The academy is committed to administering a fair and impartial process and its admissions policy is reviewed annually by the governing body in line with current legislation.

1.1. Purpose

This document outlines the policy behind and strict admissions process that must be followed by the academy, before a student place can be allocated at the academy.

1.2. Scope

This policy is relevant for all children and their parent/carers who wish to join The Petchey Academy in and from September 2021.

1.3. Equality Analysis

The academy is committed to administering a fair and impartial process and its admissions policy is reviewed annually by the governing body in line with current legislation and is compliant with prevailing statutes.

1.4. Definitions

All acronyms in this document have been expanded fully on first use in this document, however, the following key definition should be noted:

Published admissions number (PAN) – the academy has the right under delegated powers from the EFA to set its own PAN number which must be published for Year 7 and 12 as part of its stated admissions policy.

1.5. Legislative context

The policy is compliant with the School Admissions Code 2014.

1.6. Health & Safety Implications

There are no health & safety implications of this policy.

2. YEAR 7: PRIMARY/SECONDARY TRANSITION

2.1 Principles

Applications for places at The Petchey Academy will be made in accordance with the Local Authority's (LA) co-ordinated scheme and will be made on the Common Application Form (CAF) provided by The Hackney Learning Trust or other Local Authority in which a parent/carer is resident.

All applicants are randomly allocated a lottery number using Ayrmer computer software and according to the Admissions criteria and banding. The software generates a list of students in accordance with the PAN. This process is supervised by a representative from Hackney Learning Trust who subsequently verify the allocation dependant on whether a student has received an offer from another school that is placed higher on their preference list.

2.2 Procedures

2.2.1 Process of application

The academy 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 Hackney Learning Trust Admissions Forum:

- a) September – The academy will publish in its prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents to visit the academy. The Petchey 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 in addition to weekly Principal’s tours available throughout the year;
- c) 31 October – National closing date for secondary school applications. CAFs to be completed and returned to The Hackney Learning Trust or other LA in which the parent/carer is resident;
- d) November/ December – Each Y7 applicant to the academy must sit three tests in one sitting (non-verbal, verbal reasoning and quantitative), known as the Cognitive Abilities Test (CAT);
- e) 1st March – Offers made to parents by The Hackney Learning Trust or other LA in which the parent/carer is resident via email or letter.

2.2.2 Consideration of applications and testing

The Petchey Academy will consider all applications for places. A banding system will operate as follows:

- a) Each applicant to the academy will be required to take a non-verbal, verbal reasoning and quantitative CAT test which will place applicants in a rank order. The CAT testing will be facilitated within Hackney Primary schools or during specific testing days hosted by the LA for out of borough students in Year 6. The assessment is not a pass or fail test. It is designed to ensure that students of all abilities have a chance of gaining a place at the academy. The tests will last for approximately three hours.
- b) Each applicant will be placed in one of 4 bands based on their performance in the test. As far as possible, each band will contain the same number of applicants so that it represents 25% of the applications. Places will be allocated so that an equivalent number of applicants are admitted from each band.

Note: Children with statements of Special Educational Needs (SEN) or Education Health and Care Plans (EHC Plans) and Children in Public Care (see below) who cannot take the test will be placed in

an appropriate band based on an alternative assessment, as with any other student who is unable to take the test because of unavoidable circumstances.

2.2.3 Procedures where The Petchey Academy is undersubscribed

Where fewer than 180 applications are received the academy will offer places to all those who have applied.

2.2.4 Procedures where The Petchey Academy is oversubscribed

Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs/EHC Plans where The Petchey Academy is named on their statement or plan, the criteria will be applied in the order in which they are set out below -

- a) Looked after or previously looked after children. 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 (or became subject to a child arrangements order or special guardianship order).
- b) Children with a brother or sister on roll at the academy in Years 7-13 at the time of the proposed admission.

Brothers and sisters must live permanently at the same address and must have a parent in common.

- c) The academy will operate a 2 zone (inner and outer) random computerised allocation system for the remaining places in each of the 4 bands.

Having received a band allocation on the basis of their CAT score each student will then be allocated to the inner or outer zone based on proximity of their home address to the academy using Hackney Learning Trust's Geographic Information System (GIS). This computer software measures straight-line distance calculated from The Petchey Academy's front gate to the child's home.

Definition of inner zone: the area defined as being within a radius of 1.1 mile of the academy.

Definition of outer zone: the area defined as being between 1.1 mile and 2.3 miles of the academy.

Remaining available places within each band will then be allocated equally between the inner and outer zones using a random computerised allocation which will be independently verified. Places will be filled in order, working from band A to band D.

If there are insufficient applicants within the zone and band required, places will be allocated in the first instance from the alternate zone within the same band. If places still remain within a band, these will then be allocated from the equivalent zone in the nearest band, looking first at remaining applicants in the band above (where applicable).

Any places remaining after the above process has been applied will be allocated to students living outside both zones, again using a random computerised allocation programme, which will be independently verified.

- d) In the case of children from multiple births, the following will apply: at the point at which the first child is allocated a place through the lottery the second and subsequent siblings will automatically qualify as siblings and will be allocated the next available space in that band and zone before any further allocations are made.

3. IN YEAR ADMISSIONS

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.

The governing body reserves the right to refuse applications from students with challenging behaviour outside the normal admission round even though places may be available if it is felt that the admission of the student would have a significant negative impact on the academy's resources and attainment of other students. In such cases the academy will refer the case to the LA for action and review under the Fair Access Protocol.

3.1 Principles

All parents must apply via Hackney Learning Trust who then send the waiting list to the academy for entering on to the academy's Admissions software, Ayrmer. Admission decisions are made by the academy.

3.2 Procedures

3.2.1 Waiting lists

Where in any year The Petchey Academy receives more applications than there are places available, a waiting list will operate in accordance with the oversubscription criteria above, however, applicants within a band will no longer be classified according to a zone. Since the waiting list is maintained in accordance with the oversubscription criteria, names can move down the list if, e.g. someone applies who is higher placed under the oversubscription criteria. The waiting list will be maintained by The Petchey 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 to any year group. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the academy.

Where places become vacant they will be allocated to children on the waiting list best matching the band vacancy according to the academy's banding criteria.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The academy will comply with Hackney's] Fair Access Protocol. This may mean admitting children above the PAN.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA CAF or the in-year admission form, as appropriate

- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The Petchey Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

Arrangements for appeals

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Petchey Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals, published by the Department for Education. The determination of the appeal panel will be binding on all parties. The academy will provide parents with a named contact who can answer any enquiries parents may have about the process.

The standard appeals form for Year 7 2020-2021 entry will be available on the academy website once places have been allocated by the local boroughs for September 2020 entry. The standard appeals form for all other year groups is available on the academy website at all times.

4. SIXTH FORM ADMISSIONS

5.1 Principles

A minimum of 20 places will be filled by eligible external applicants to the Sixth Form provided sufficient applications are received.

5.2 Procedures

All students must meet the minimum entry requirements for their chosen route unless they can demonstrate extenuating evidence for further consideration.

5.2.1 Special Educational Needs

Students with Statements of Special Educational Needs or Education, Health and Care Plans will be allocated places where the Petchey Academy Sixth Form is named on the Statement or Plan.

5.2.2 Looked after Children and other applicants

Petchey Year 11 students and external applicants who have met the minimum academic standards for entry set out in the academic entry requirements below:

In all cases eligible (see below – academic entry requirements) Petchey students will be allocated places in the sixth form before external applicants are considered. When there are more applications than places available, external applicants, will be admitted according to the following criteria:

1. Looked after or previously looked after children. 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 (or became subject to a child arrangements order or special guardianship order).
2. Students who are able to satisfy the specific subject criteria.

5.2.3 Applications

The deadline for external student applications is the 14th of January of the year of admission.

Application forms for external applicants should be completed online via a link on the academy's website.

Applicants will be notified in the Spring term of the year of admission as to whether the academy has offered a conditional place based on their performance in their GCSEs. Each applicant offered a conditional place will be provided information in regards to the induction days in the Summer Term.

Students, both internal and external will be required to have a meeting with a senior member of staff before deciding their options.

Students meeting the minimum academic entry requirements to whom we are not able to offer places on their chosen courses, will be offered alternatives where possible.

Entry in to Year 13 A2 GCE level courses or alternative is not automatic. This is assessed on the basis of successfully meeting the conditions of the Home-Academy Agreement.

Late applicants will only be admitted if a space remains in the sixth form. All candidates should be aware that spaces may only be available on a limited number of courses.

5.2.4 Academic entry requirements

There are two routes of entry to the sixth form at Petchey. Both internal and external students will be expected to meet these academic entry requirements as stated below:

Level 3 Academic Qualifications

Applicants will require a minimum of eight 5+ grades (formerly A*-C) including English & Maths with an average grade of a B/6. Students are expected to have a minimum of a B/6 in the subject of study.

Level 3 Vocational Qualifications

Applicants will have gained 6 or more GCSEs at 9 - 5 grades (formerly A*-C) including English and Maths.

5.2.5 Appeals at Sixth Form

Parents and students will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Petchey Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals, published by the Department for Education. The determination of the appeal panel will be binding on all parties. The academy will provide parents with a named contact who can answer any enquiries parents may have about the process.

The standard appeals form is available on the academy website at all times.

All appeals should be received by 15th September and will be heard by the end of September each year.

5.2.6 In-year applications at Sixth Form

In-year applications will be considered in line with the late applications process.

6. GOVERNANCE REQUIREMENTS

6.1 Responsibility

6.1.1 The Governing Body

The board of governors has overarching responsibility for this policy and ensuring that it is in line with the strategic aims of the academy and the academy's funding agreement. The governing body ensures that the policy is reviewed annually as part of its policy review cycle.

6.2 Exceptions to this Policy

Years 7-11: The only exception to this policy is where the academy is forced to take a student above PAN numbers by the Fair Access Panel or the DfE/EFA due to exceptional circumstances.

Sixth Form: The Governing Body reserves the right to consider applications from students who have not met the criteria. This consideration does not affect the right of any student to make an appeal as indicated above.

6.3 Supporting documentation

- The standard appeals form is available on the academy website
- Privacy Impact Assessment Screening Questions

Screening questions

When creating or updating a policy or procedure, please check through the following screening questions and complete the Data Protection box at the start of the document:

Question	Yes	No	Unsure
1. Will the policy/procedure involve the collection of information about individuals?			
2. Will the policy/procedure compel individuals to provide information about themselves?			
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?			

4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?			
5. Does the policy/procedure involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.			
6. Will the policy/procedure result in you making decisions or taking action against individuals in ways which can have a significant impact on them?			
7. Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be particularly private.			
8. Will the policy/procedure require you to contact individuals in ways which they may find intrusive?			