

City Heights E-ACT Academy – Including ASD Provision

ADMISSIONS CRITERIA

INTRODUCTION

This admissions policy is for a new 11-18 co-educational Academy in Lambeth. City Heights E- ACT Academy will not replace any predecessor schools and opened with a year 7 intake in 2013. The Academy shares a site with the Fenstanton Primary School at Abbots Park, Tulse Hill, London. The Academy's specialism is Languages.

The Academy will have a planned capacity of 900 11-16 students and 200 post 16 students.

The Academy intake for Year 7 will be 180 students. The Academy's sixth-form will admit 120 students into Year 12.

In addition, the Academy will have a provision for a 15 place Autistic Spectrum Disorder (ASD), admitting 3 students into year 7 each year, who will follow a different admissions process as set out under a separate heading within this document.

The Academy's admissions policy for 2015/6 will be the same as for entry into a Lambeth Community School. All admission arrangements are administered through the local authority.

PROCEDURES FOR ADMITTING STUDENTS TO THE ACADEMY

Admission numbers

The academy has the following agreed admission numbers for the year 2015/2016 and subsequent years:

- a. 180 students in Year 7
- b. 200 students in the 6th form. 120 places overall will be available in Year 12 for its own students progressing from Year 11. It will not admit external applicants to its sixth form unless undersubscribed by its own students

Process for application

Arrangements for applications for places at Academy will be made in accordance with the Lambeth Council's (the LA's) co-ordinated admission arrangements and can be made online or on the LA's Common Application Form.

The Academy will use the LA's timetable for applications.

By end of September - The Academy will publish a prospectus and provide information about the arrangements for admission, including oversubscription. This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy

By end of October – All applications to be completed and returned to students' home LAs to administer.

By Mid November – Deadline for the transfer of potential offer information from Maintaining LAs to Lambeth.

By 1 March – Offers made by the Home Local Authority on behalf of the Academy

By 16 March – Deadline for return of acceptances

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

A child who has a Statement of Special Educational Need where City Heights E-ACT Academy is named on the Statement will be admitted to the Academy.

OVER-SUBSCRIPTION CRITERIA

In common with many other admission authorities, Lambeth uses Looked After Children, sibling, professionally supported medical/social need and distance as key criteria in cases of over-subscription. The Council's policy recommended for agreement is as follows:

Lambeth LA (namely the CYPS) is the admissions authority for the E-ACT Lambeth Academy.

If there are more applications than places available priority will be given to children in the following order:

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Criterion 1 – Looked After Children

A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority

Criterion 2 – Siblings

Children with a brother or sister who already attends the school, and who will not have left the school at the time of admission. A sibling is defined as a full/half/step brother or sister (who are living at the same address in all instances) or a child who is living as part of the family by reason of a court order, or a child who has been

placed with foster carers at that address as a result of being looked after by the Local Authority. However, children who are looked after under an agreed series of short-term placements (such as respite) will not be regarded as siblings under this criterion.

Criterion 3 – Children with Exceptional Medical or Social Needs

Children with a professionally supported medical or social need, whose application identifies that City Heights E-ACT Academy is especially able to meet the need. The decision to prioritise children on these grounds will be determined via Lambeth CYPS' MEDSOC Panel, which is comprised of CYPS senior management as well as senior school staff. Documents from an appropriate professional (not including general information from a website, etc) must support these applications. However, any supporting evidence does not automatically mean that applicants will gain priority as the decision to prioritise under this criterion will solely rest with the MEDSOC Panel.

Criterion 4 – Distance

Priority will be given on the basis of distance between the child's home and the school.

NB: The home address will be identified by the centroid of the child's address. The Academy address will be a central point in the Academy grounds (ie the permanent site at Abbots Park), as profiled by the software.

All measurements will be done using the SIA Datamap computerised mapping system.

The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. If the parent making the application lives at a different address to the child, a letter of explanation should be attached. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

As a tiebreaker for all criteria, priority will be given to children living closest to City Heights E-ACT Academy (measured by a straight-line) in accordance with the measuring information in criterion 4.

However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

Applications relating to twins, triplets or other multiple births

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admissions criteria, as per other children. Where the determining factor is based on distance, and these children have the same home to school distance, Lambeth LA will randomly allocate places to determine the rank order.

Where there is one school place available and there is more than one sibling who is eligible for a place under the published admissions criteria, Lambeth LA will randomly allocate the place in order to determine who gets the offer. The parent can then determine whether to accept or reject the offer.

If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. If the parent making the application lives at a different address to the child, a letter of explanation should be attached. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.

Applications or offers under this criterion will only be valid once proof of address has been given and confirmed.

In the event of a tiebreaker once all criteria have been applied, distance criteria will be applied as set out in criterion 4. However, in the case where children have exactly the same distance between their home and the school, Lambeth LA will randomly allocate places as a tiebreaker.

OPERATION OF WAITING LISTS

The Academy will operate a waiting list for each year group. Where, in any year, City Heights E-ACT Academy receives more applications for places than there are places available, a waiting list will operate until a term after the start of the school year. Any parent can ask for his or her child's name to be placed on the waiting list.

An applicant's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to students on the waiting list in accordance with the oversubscription criteria.

In- year applications

An in-year common preference form, available from the Academy or the local authority must be completed and returned to the LA's Admissions Team for admission to the Academy outside the normal admissions round. All requests will be considered by the Governors who will inform the

local authority whether or not a place can be offered. The local authority will then send a letter to parents. If more applications are received than there are places available, the oversubscription criteria shall apply. The Academy will hold a waiting list for in-year admissions.

There will be a right of appeal to the independent appeal panel for unsuccessful applicants.

In addition, students making in year applications to the academy will be admitted in line with the Academy's policy.

In the event of the Academy refusing to admit a student for any reason, and there is a subsequent appeal, the Academy will state the case for refusal to the Appeal's Panel. Should the student win that appeal the student would then be taken onto the roll in line with local policy.

ARRANGEMENT FOR APPEALS PANELS

Parents 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. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The decision of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy has prepared guidance for parents about how the appeals process will work and a named contact.

AUTISTIC SPECTRUM DISORDER (ASD) RESOURCE BASE

Admissions Criteria

There will be 15 places in the unit for students with a statement which identifies ASD as the primary need. Intake will be limited to three students per year until the unit reaches its full capacity.

Students will be considered for the unit when it is clear that they will benefit from the provision and that they meet the following criteria:

- Aged 11-16
- The student has a Statement of Special Educational Needs. However, in exceptional circumstances it may be necessary to make an emergency placement *
- The statement identifies ASD as their main presenting need clinically diagnosed
 - Any specific learning difficulties are secondary to main presenting need
 - Emotional and behavioural difficulties are not the primary difficulty and will not adversely affect individual or the host group's ability to benefit from the resources. (Behaviour difficulty may be associated with ASD. However, students must have adequate skills to cope whether in the mainstream setting or in small groups.)
- The student has potential to benefit from access to a differentiated mainstream curriculum and function with the peer group available. The expectation is that at least 50% of the student's timetable will be spent within a mainstream classroom.
- The student is able to cope with the demands of the mainstream environment and structure with support and to benefit from some elements of the environment and curriculum without ongoing specialist support.
- The student can communicate confidently using spoken language or with some visual support
- The student needs only some environmental adaptations to be fully included in all school activities and to promote much independence.

- The student needs some adult and environmental support to manage the social, environmental and sensory demands of a busy mainstream school setting.
- Given the nature of their disorder the student's need requires intensive or regular package of support and external specialist agencies.
- The student must have been able to access the national curriculum that has been personalised to meet their needs on entry at Year 7
- The student may benefit from some aspects of the curriculum being taught by specialist staff in a small group.
- The suitability of the placement will be monitored through the Annual Review process and decisions of possible change of placement will be made at this point.

Visits

In cases where the unit is a possible placement for student, all potential students should be given the opportunity to visit the school and the unit informally. However, there can be no comment about a student's suitability, nor can an offer of a place be made, before Lambeth SEN have made a recommendation about the placement. All requests for a placement at the resource base should be referred to the Lambeth SEN Team.

Referrals

When a referral is received at the unit the school/unit will consider the requests and respond in writing within the set statutory timescales which governs SEN consultation process. If a decision is taken not to offer a place, the LA must be given the reasons for that recommendation. The reasons should be set out in terms of the needs of the pupil and the efficient education of the existing students at the school, so that the Authority is aware of why the school considers that the child does not meet the published Admissions Criteria.

Applications for places for students who are not Lambeth residents should be made through the student's Local Authority to the SEN Team in Lambeth. If the school receives a direct referral from another LA, they should notify the Lambeth SEN Team upon receipt.

Assessment

When a referral is made, the LA will always attach the Statement of Special Educational Needs, the most recent Annual Review and any appended reports about the pupil from the professionals involved. The school will review the referral papers and request any additional reports required. If, from the paperwork, they consider that the student does not meet the admissions criteria, they will inform the LA of their views. However, the final decision about the appropriateness of the placement will be made by Lambeth SEN. Additional reports may be requested, either from the school or from other professionals, in order to inform this decision.

Transition

When a placement has been agreed, the unit will make contact with the student's current placement to arrange a transition programme with exchange of information and reciprocal visits where practical and appropriate.

Exit Criteria

A student will be referred via Annual Review/SEN Panel if:

- It is considered the he/she has gained in independence and can access the mainstream curriculum without the regular support of the ASD resource base (the student may need other forms of additional support)
- The changing needs of the student indicate that alternative provision may be more appropriate
- The student no longer needs specialist intensive package support. Clinical Indicators will be taken into account when the LA makes this decision.

*** Examples of exceptional cases when it may be necessary to make an emergency placement include the following:**

- The student's medical circumstances have changed suddenly, causing a rapid and serious deterioration in the child's health or development.
- Where a student arriving unexpectedly in the LA exhibits ASD traits as would normally warrant a statement.