



## Admission Arrangements 2022 – 2023

### City Heights E-ACT Academy

*E-ACT (the “Academy Trust”) is the admissions authority for City Heights Academy. The Academy Trust will comply with the requirements of the Funding Agreement, the School Admissions Code and the Admission Appeals Code, and recognises that its ‘relevant area’ is Lambeth (name of LA) since this is the local authority area within which the Academy is located.*

Date of Approval: September 2020

Date of Review: February 2021

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually as per the Admissions Code. Should no substantive changes be required at that point, the policy will move to the next review cycle.

*Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.*

#### Academy context

The City Heights Academy is based in Tulse Hill in the authority of Lambeth

Our Published Admission Number (PAN) is 900 for Year 7-Year 11. The maximum PAN for each year group is e.g. Year 7-Year 180 etc. with a total PAN of 900.

#### How to apply for a place

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.**

### **Admissions Criteria**

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Lambeth SEN team. The placement of such children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP (or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement).

## **OVER-SUBSCRIPTION CRITERIA**

If there are fewer applicants than there are places available for Year 7-Year 11 entry in September 2022, everyone who applies will be offered a place.

Sometimes, however, there are more applications for our Academy than there are places available. This is described as oversubscription. If there are more applicants than there are places available after the admission of pupil with an Education, Health and Care Plan or statement of special educational needs naming the school, the following criteria will be followed, in order, to determine who will be offered a place:

### **Tie-breaker**

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.

### **Twins, Triplets and other children of 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.

### **Split residence**

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.

### **Late Applications**

Late Applications and changes after the closing date Application forms must be received by 10/12/2021 published key dates. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time. Applicants who consider they have exceptional circumstances that prevented them applying between applications opening in September and published closing date should provide independent written evidence explaining why the application was late no later than 5pm, 10 working days after the closing date. Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

### **Changes of Address after the closing date**

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel. Evidence must be received by no later than 5pm, 10 working days after the closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

## **Notification and acceptance of places**

This is the timeline of notification and acceptance and the onus is on the person making the application to notify Lambeth to accept or decline the offer within 21 Days.

## **Waiting Lists**

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria. Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list. Applicants, who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the Academy. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. A new application will have to be made for a new academic year.

## **In-year applications**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria. A place will be offered at the Academy provided there is a vacancy in the appropriate year group. The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application. Admission of one child to the Academy does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

Applications can be made by applying directly to the Academy. Once the application is made, the Academy will allocate a place as per our oversubscription criteria when a place becomes available. Please note that you will need to accept the place within 14 days or you will lose the offer of a place and considered to have declined a place.

Please note that you may be asked for further proof if applying under medical/social needs etc. You will be placed on the waiting list and places will be allocated as they become available and prioritised according to our over subscription criteria.

## **Appeals Procedure**

Parents can choose to appeal against the decision of the Academy Trust not to offer their child a place at the school. Lambeth administer any admissions appeals on behalf of the Academy Trust. To appeal against the decision not to offer their child a place, parents must complete the appeal forms that are available on the Lambeth website [www.lambeth.org.uk](http://www.lambeth.org.uk)

or from the Lambeth Admissions Team (0207 926 1000). To be considered in the first round of appeals, the notice of appeal must be received by the Council by their specified date. The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Fair Access Protocol**

The Academy complies with Lambeth's Fair Access Protocol (FAP). The purpose of the FAP is to ensure that, outside the normal admissions round, unplaced children who fall into the specified categories are offered a place quickly, so that the amount of time any child, especially the most vulnerable, who remains out of education is kept to a minimum. The FAP will only be used once the in-year admissions process has been exhausted.

### **Admission contact details**

Academy contact: Miss L Casey

LA contact: Ms Ruth Wright

## **Appendix 1**

### **Definitions**

#### **Distance**

Priority will be given on the basis of distance between the point at the child's home and the academy, measured by a straight line. This measurement will be done using the SIA Datamap computerised mapping system. The measurement will be from a point at the child's home to a central point in the academy's grounds as determined by the software. The child's home address will be the child's permanent place of residency during term time.

#### **Children who are looked after or were previously looked after**

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). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements 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).

#### **Medical or social needs of the child**

If you want your child's application to be considered as a medical/ social application (where a school has this criterion) because you believe that a particular school is especially able to meet your child's needs above others in the area, you must submit professional documentation outlining this with the CAF by 31 October 2019 for consideration. Submitting this documentation will not automatically guarantee that your child will be prioritised under this criterion.

#### **Sibling**

Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special Educational Needs or Education, Health and Care Plan that names the school the other twin will be treated as having a sibling link for that academic year.

**Parent**

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.