

ACADEMY ADMISSIONS POLICY

REVIEW DATE: AUTUMN 2010

Entry to Year 7 in September 2011

Introduction

Chelsea Academy has an agreed admission number of 162 students. Chelsea Academy will accordingly admit at least 162 students in the relevant age group each year if sufficient applications are received.

Process of application

Applications for places at the Academy will be made in accordance with the Local Authority's co-ordinated admission arrangements, and will be made on the Common Application Form provided by the Home Local Authority where the child resides. Those applying for Foundation Places should also complete the Supplementary Information Form and ensure it is returned to the Academy by the date specified within the Academy's prospectus and on its website.

Chelsea Academy will use the following timetable for applications:

- a) September - Chelsea Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (i.e. in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school.
- b) September/October - Chelsea Academy will provide opportunities for parents to visit the Academy.
- c) 31st October 2010 – parents return the completed Common Application Form (CAF) to their Local Authority to administer.
- d) Local Authority sends applications to Academy.
- e) Academy sends list of students to be offered places to the Local Authority.
- f) February - RBKC informs other local authorities of the offers of places to be made to their residents.
- g) 1st March – notification letters sent 1st class to parents.

Consideration of applications

Chelsea Academy will consider all applications for places. Where fewer than 162 applications are received, Chelsea Academy will offer places to all those who have applied.

Procedures where Chelsea Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of children with statements of SEN, places will be allocated to applicants in the following priority order:

- a) Young people who are in public care
- b) Young people whom the Governors and Principal accept have an exceptional medical, social or educational need for a place at Chelsea Academy. Applications will only be considered under this category if they are supported by a written statement from a medical consultant, senior social worker or other appropriate professional. In each case there must be a clear connection between the child's need and Chelsea Academy, and an explanation of the difficulties which would be caused if the child were to attend another school.

Admission under a) and b) will be considered irrespective of any religious affiliation.

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Balance of Foundation and Community Places

50% of the remaining places per year will be Foundation Places (Church) and 50% Community Places (Open), with any vacant places being taken up by oversubscription from the other category. Foundation Places are defined as places for those students who meet the foundation criteria established for their admission to Chelsea Academy. Community Places are defined as places for those students who meet the community criteria established for their admission to Chelsea Academy.

If from the remaining places fewer applications were received, all those applications would automatically gain admission. In the event that either or both of the categories of Foundation and Community places are over-subscribed, then the remaining places will be allocated using the over-subscription criteria and procedures.

a) *Foundation Places*

Foundation places are available to applicants who meet the criteria for foundation places.

b) *Foundation Applicants*

Applicants eligible for Foundation Places will be allocated places in the following order of preference:

- a) Children whose parents regularly attend one of the Church of England churches in the Deaneries of Kensington and Chelsea and who attend a Church of England Primary School in the Deaneries.
- b) Children whose parents regularly attend¹ other Christian Churches or chapels² and who attend a Church of England Primary School in the Deaneries.
- c) Children whose parents regularly attend one of the Church of England churches in the Deaneries of Kensington and Chelsea, or other Christian Churches or chapels in the Deanery area.
- d) Other children who attend a Church of England Primary School in the Deaneries of Kensington and Chelsea.

If any of the above categories are over-subscribed, random allocation will be used as a tie-break. Those not offered foundation places will be considered against the criteria for community places and vice versa.

Community Places

Community places are available to all applicants.

Community Places: Over-Subscription Criteria

Places will be offered in the following order of priority.

- a) To applicants who on the closing date for applications attend a primary school in the Royal Borough of Kensington and Chelsea which is not a Church of England primary school.
- b) To other applicants who attend a primary school in RBKC.
- c) To brothers and sisters of children on the roll of the Academy at the time of admission.

¹ Regular attendance at church must have been for at least one year, on at least two occasions per month. A Vicar's/Minister's letter will be required. The only exception will be those families who have moved into the area within the previous year and can provide a Vicar's/Minister's letter to confirm that they attended a church regularly in the place where they used to live.

² "Christian Churches or chapels" refers to those churches that are members of Churches Together in Britain and Ireland or are members of the Evangelical Alliance or Afro-Caribbean Evangelical Alliance.

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d) To other applicants that do not attend a RBKC primary school.

If there are more applicants than places available in either category 1, 2, 3 or 4 places will be offered to children who live nearest the school.

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre point of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order. Should more than one child have the same distance a decision will be made using random allocation.

If a tie-break involves twins or triplets, Chelsea Academy will offer places over the published number to accommodate the children.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year Chelsea Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Chelsea 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 5 and 6 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The Local Authority will co-ordinate admissions for in-year applications and applications for year groups other than the normal point(s) of entry.

Arrangements for admission to post 16 provision

Chelsea Academy will operate a co-educational sixth form for a maximum of 250 students. It will open in September 2011.

The admission number for the sixth form is 125 for the years 2011/12, 2012/13 and 2013/14.

For 2014/15 and subsequent years the Academy will not admit external applicants into its sixth form unless it is undersubscribed by students progressing from its own Year 11 and in such circumstances it will apply the same academic entry requirements as it does to students already on roll in the Academy and, if a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below.

Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for entry. In addition to the minimum academic entry requirements for the sixth form, students will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be

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given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Academy's prospectus and in the LA composite admissions prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in the following order:

- (1) Looked after children
- (2) Places will be offered to children who live nearest the school.

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre point of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order. Should more than one child have the same distance a decision will be made using random allocation.

Details relating the prior attainment requirements (for external applicants) will be required on a supplementary application form.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants and those existing Chelsea Academy students refused progression into the sixth form.