

# THE FRANCES BARDSLEY ACADEMY FOR GIRLS



## Admission Policy September 2018

Governors welcome, in particular, applications for places for girls whose parents wish them to be educated at this single sex school. The Governors will admit to the school a child with an Education Health Care Plan that names the school. In the event that there are not enough places to satisfy the demand in any given year, it is important that there is clarity as to the approach that will be taken on determining admissions and the priorities that will be considered

### Definitions

- **Sister:** Children who live as sisters in the same house, including natural sisters, adopted sisters, stepsisters or foster sisters.
- **Child:** Anyone under the age of 18.
- **Looked After Children Previously Looked After Children:** Children who are registered as being in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and;

Children who have previously been in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

- **Children of staff:** Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

### A. Policy and number for entry into Year 7

The School provides an 11 to 18 education. Students will be admitted at age 11 without reference to aptitude or ability. The number of intended admissions for the year commencing the 1 September 2018 will be 240.

### B. Oversubscription for entry in Year 7

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

- i. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- ii. Children of staff at the school:

iii. Sisters on roll:

Please note that we have adopted the Local Authority's definition for an older sister which is:

An older sister is defined as:

- A sister (that is, another child of the same parents, whether living at the same address or not), or half-sister or a step-sister or an adoptive or foster sister, living as part of the same family unit at the same home address. This is excluding a sister in Year 6, (the final year of primary education) irrespective of their place of residence (please refer to the definition of Home Address in section).
- iv. Students attending a Feeder Primary School within the LIFE Education Trust. For entry into Year 7 from September 2018 this is Benhurst Primary school.
- v. Students living nearest the school as measured by the agreed by the Local Authority measuring system.

### **Home Address**

The home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

FBA will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify FBA and the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending the School.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

### **C. Waiting Lists:**

Waiting lists are maintained and administered by the Local Authority, in the event that parents/carers are offered a lower preference School Havering will automatically place children on a waiting list for higher preference Schools. The child's name will automatically remain on the waiting list for the Autumn Term (September to December) unless a parent advises the School Admissions Team to remove them from the list/s.

The Havering School Admissions Team holds and maintains the waiting lists for all schools in Havering.

Havering are not responsible for waiting lists for Schools located outside of Havering. Parents/carers should contact the individual School concerned or the Schools Local Authority to ask about waiting list procedures.

Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list. Waiting lists are re-ranked in accordance with the School's published admission criteria each time a child's name is added to the waiting list.

A child's position on the waiting list can move up as well as down.

### **Remaining on a waiting list after the Autumn Term**

At the end of the Autumn Term (December) 2018, parents/carers wishing for their child's names to remain on the waiting list for their preferred schools, must complete an In Year Common Application Form (ICAF). These forms are available from the Havering website [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF). The ICAF will only allow parents/carers to request 4 Schools and parents will only be able to appeal for Schools which they have not already appealed for within the Year 7 year group.

### **D. Admission of children outside their normal age group.**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If it is agreed for the child to have a decelerated entry to the school, the place cannot be deferred and instead the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following year for the decelerated cohort

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If it is agreed for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

### **E. Tie Break**

Proximity to the school will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to Looked After Children / Previously Looked After Children) with those living closest to the school. Distance will be measured from the centre of the child's home to the centre of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is the same in any individual case.

If children of multiple birth (twins and triplets) are tied for the final place, those sisters will be admitted over PAN.

## **F. Appeals:**

Parents or Guardians who are unhappy about not being offered a place for their daughters at the Frances Bardsley Academy may appeal to an independent appeal panel.

Applicants are only able to appeal once each academic year, unless there is a significant change in circumstance.

For information on how to appeal appellants should contact the school within 20 days of being notified that their application has been unsuccessful. Information on the timetable for the appeals process is on the school website.

## **Admission to the Sixth Form 2018**

The Frances Bardsley Academy operates a Sixth Form for a total of 240 students in years 12+13. The majority of places will be taken by those continuing their education within the school. However, a minimum of 20 places will be available for external applicants into Year 12.

While the capacity number is 120, if fewer than 100 of the school's own Year 11 pupils transfer into Year 12, additional external students will be admitted above the published admission number until Year 12 meets its capacity.

Both internal and external students wishing to enter the Sixth Form will be expected to have met the same minimum academic entry requirements. These are set out below.

In addition to the Sixth Form's minimum academic entry requirements students may 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 given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When there are more external applicants that satisfy any academic entry requirements, priority will be as per the Schools Admissions criteria (see below)

### **Students who wish to study at the Sixth Form:**

Please note that in the Summer of 2017 students studying English and Mathematics GCSE will receive a number not a letter grade.

- **To study 4 A Levels** you must have achieved 8+ A\*-B grades at GCSE including at least a grade 4 in English Language and Maths GCSE. You will also need to meet the entry requirements for each subject to be taken at A Level for English and Mathematics this will be a grade 6.
- **To study 3 A levels** you must have achieved 6+ A\*-C grades at GCSE including at least a grade 4 in English and Maths GCSE. You will also need to meet the entry requirements for each subject you wish to study. Most subjects require at least a grade B at GCSE in the subject to be taken at A Level for English and Mathematics this will be a grade 6.

All students must uphold the values of the school and sign the Code of Conduct as well as maintaining good attendance, punctuality and behaviour.

### **Oversubscription at the Sixth Form**

Where applications for admission exceed the number of places available in Year 12, the following criteria will be applied, in the order set out below, to decide which students to admit.

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2. Children of staff at the school:
3. Sisters on roll:

Please note that we have adopted the Local Authority's definition for an older brother or sister which is:

A sister is defined as:

- A sister (that is, another child of the same parents, whether living at the same address or not), or half-sister or a step-sister or an adoptive or foster sister, living as part of the same family unit at the same home address. (Please refer to the definition of Home Address in section C)
4. Students living nearest the School as measured by the agreed by the Local Authority measuring system.

## **Appeals**

Students who are not offered a place in the Sixth Form or on an individual course have the right to appeal to the Governing Body and should do so, care of the school, by 1st September.

## **Waiting List**

The waiting list for admission in to Year 12 will be maintained until the end of the Autumn Term.

## **Entry to Year 13**

We expect virtually all Year 12 students to progress to Year 13. All but 5 A Level subjects will be linear and students will not sit public AS examinations in these linear courses. Where non-linear subjects have been taken, it is expected that students will:

- Have at least an E grade at AS level in order to continue to A2.
- In linear A-level students will sit an internal summer examination. It is a requirement that they achieve at least an E in order to continue with the course in Year 13.

We will expect all year 13 students to:

- Study at least two A2/A levels and an additional study programme or work experience.
- Have shown a good level of attendance, punctuality and behaviour.

Consideration will be given to students who receive 2 or more U grades at AS to re-sit year 12. This will be subject to availability on individual courses once Year 11 students have been accommodated. It will also take into account the students' suitability to being their A level studies again. When a student is allowed to repeat year 12 they will not be able to study the same subjects again.

Agreed by Local Governing Body:

Date of next review: