



## Mossbourne Victoria Park Academy

### Admission Arrangements for 2019/20

#### DEFINITIONS

In this document the following words and expressions (unless the context requires otherwise) have the following meanings:

**Mossbourne Victoria Park** – Throughout this document the terms ‘Mossbourne Victoria Park’ and ‘the Academy’ refer solely to the Academy school located at Victoria Park Road, Hackney. It should be noted that Mossbourne Victoria Park acts as its own admission authority.

**Hackney Learning Trust** is the name used by Hackney Council for the part of the Council that provides education services. Hackney Learning Trust is not a separate entity and is part of the Children and Young People’s Directorate of Hackney Council. All references to Hackney Learning Trust means Hackney Council. Hackney Learning Trust co-ordinate admission to all secondary schools in Hackney, as part of the Pan-London agreement.

**Siblings** - Brothers and sisters living at the same address as the child for whom the application is being made. This includes half brothers and sisters, step brothers and sisters who live at the same address.

**Geographic Information System** - The Geographic Information System (GIS) refers to the computer software by which straight line distance measurements are calculated from the Academy’s front gate to the home address of applicants.

**CAT test** – The Cognitive Abilities Test (CAT4) produced by GL assessments which is designed to test a child’s ability in four areas: verbal, non-verbal, spatial and quantitative.

**CAT score** – The mean result attained by an individual pupil on the CAT test.

**Band** – The ability group into which an applicant is placed on the basis of their CAT score.

**Looked after child (LAC)** - 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.

**Previously looked after child (PLAC)** - A child who was previously looked after but immediately after being looked after became subject to a child arrangement order or special guardianship order.

## PROCESS OF APPLICATION

*Mossbourne Victoria Park Academy* opened in September 2014 and its admission arrangements form part of Hackney Learning Trust's co-ordinated admissions scheme. The Academy intends to use the following timetable for applications each year (exact dates within the months *may* vary from year to year). These are agreed by Hackney Learning Trust and are intended to secure a co-ordinated approach to admissions for parents/carers and pupils:

- a. **September:** the Academy will publish in its prospectus and on its website, information about the arrangements for admission for the following academic year September (for example the Academy will publish its prospectus in September 2018 for admission in September 2019), including criteria for dealing with over-subscription. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. The Academy will also provide information to Hackney Learning Trust for inclusion in the composite prospectus, as required;
- b. **September:** the Academy will hold an Open Evening for parents to visit the Academy;
- c. **October:** closing date for application forms to be returned (exact date to be specified);
- d. **November:** applications considered as part of the Learning Trust's coordinated admission arrangements;
- e. **December - January:** applications considered by the Academy and a list of applications ranked in accordance with the Academy's oversubscription criteria sent to Hackney Learning Trust;
- f. **March:** offers of places notified in writing to parents by Home Local Authority.

## CONSIDERATION OF APPLICATIONS

The Academy's published admission number for Year 7 is 168. The Academy will consider all applications for places. Where fewer than 168 applications are received, the Academy will offer places to all those who have applied.

Notwithstanding the above paragraph, the Academy may refuse admission, outside the normal admission round, to particular applicants in cases where fewer than the published admission number have applied. The ability to refuse applications applies to applicants who have been permanently excluded from two or more other schools and the ability to refuse admission runs for a period of two years from the date of the last exclusion. Exclusions that took place before the child concerned reached compulsory school age do not count for this purpose and this provision does not apply to children with Statements of Special Educational Needs/EHCPs, children who were reinstated following a permanent exclusion, and children who would have been reinstated following a permanent exclusion, had it been practicable to do.

The Academy may also, outside the normal admissions round, refuse admission to pupils where the Academy considers that the admission of a child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources at the school. In this situation, the case would be referred to the local authority for action under the fair access protocol.

## **PROCEDURE FOR ALLOCATING PLACES, INCLUDING DEALING WITH OVER-SUBSCRIPTION**

The Academy's published admission number is 168. The Academy will consider all applications for places. Where fewer than 168 applications are received, the Academy will offer places to all those who have applied.

All pupils applying to the Academy will be asked to sit the CAT test as detailed in the Hackney Learning Trust's Secondary Transfer Booklet. If the number of applications to the Academy in a particular year exceeds the number of places available, then the results of this test will be used for the purpose of assisting the Academy in placing applicants into one of four ability bands.

Children will be placed into one of four ability bands, A, B, C and D dependent on their CAT score. The boundaries of each band reflect the national range of abilities and are as follows:

<b>Band</b>	<b>CAT score</b>
Band A	Above 110
Band B	101-110
Band C	91-100
Band D	90 and below

Children with Statements of Special Educational Need/Education, Health and Care Plans (EHCPs) and children in public care who are unable to take the test will be allocated to the appropriate band on the basis of an alternative appropriate assessment.

Having received a band allocation on the basis of their CAT score, and after the oversubscription criteria (i) to (v) below have been applied, each pupil will then be ranked on the basis of the proximity of their home address to the academy using a GIS system. The Academy will not normally undertake measurements for individual parents upon request.

### **Oversubscription Criteria**

Of the 168 places available at the Academy, 25% will be available to each of the four bands. This will give 42 places for each band.

Band A – 42 places

Band B – 42 places

Band C – 42 places

Band D – 42 places

Children with Statements of Special Educational Need/Education, Health and Care Plans (EHCPs), for whom the Academy is named on the Statement/EHCP are admitted ahead of other applicants but will be included in the band allocation in which they fall.

Places in each band shall be allocated according to the following oversubscription criteria:

- I A looked after child or a child who was previously looked after, but immediately after being looked after became subject to an adoption order, child arrangement order or special guardianship order. 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
- II Children with a Child Protection Plan for whom the Academy is their nearest school
- III Children with a sibling on roll at the Academy in Years 7 to 11 at the time of application
- IV Children whose acute medical or social need justifies a place at the Academy (to assist the Academy in determining whether this oversubscription criterion applies to a particular applicant, it is the responsibility of the parent of the child to provide supporting professional evidence for example a GP's letter or social worker's letter which demonstrates why the child should be given a place at the Academy rather than any other school).
- V Children of staff who work at Mossbourne Victoria Park Academy, full-time with at least two years' continuous employment by the Academy or where the Academy reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.
- VI All remaining places in each band will then be allocated amongst remaining applicants in that band admitting first, those who live closest to the school.

If the total number of applicants meeting oversubscription criteria I-V in any one band exceeds 42, then places shall be allocated from the nearest band. For example, if Band A required more places, these would be taken from Band B, if they are available. If Band B is full then places will be taken alternating (firstly) between the band below and (thereafter) the band above. The same will operate for Band C as Band B. If Band D requires more places, these will come firstly from Band C and move up the bands as necessary. If two or more bands were affected in this way then the places in the affected bands would be allocated in descending order from A-D.

All remaining places in each band will then be allocated amongst remaining applicants in that band admitting first, those who live closest to the school. In the case of twins or multiples, if one child is given a place in any band, their sibling(s) will automatically be allocated a place from the band within which they have been placed.

Random computerised allocations, which will be independently verified, will be used in any tie-break situations.

## REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE RANGE

Parents seeking a place outside the normal age group at transfer from Year 6 to Year 7, or any other time of the school year (in-year transfer) and wish to continue, should read the guidance regarding out of normal age group admissions in 'Hackney's Secondary Schools Admission Guide for Parents'. The booklet is available at [www.learningtrust.co.uk](http://www.learningtrust.co.uk) Please note: such requests will only be agreed in very exceptional circumstances.

## OPERATION OF WAITING LIST

### In-year Admissions

The Academy will participate in the arrangements published by Hackney Local Authority, which provide for the allocation of places, in line with the Academy's admissions policy and the maintenance of a waiting list of pupils applying to the Academy, should no vacancies be available at the time of application.

In September, banded waiting lists will be maintained for one term in Year 7 only, using pupils' band positions from secondary transfer. Pupils who have not taken the banding test will be allocated to the appropriate band on the basis of an alternative assessment, where possible KS2 SATs results will be used. Pupils will be admitted according to vacancies arising within each year and band and will be prioritised in the following order:

- I A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption order, child arrangement order or special guardianship order. 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.
- II Children with a Child Protection Care Plan for whom the Academy is their nearest school.
- III Children of staff who work at Mossbourne Victoria Park Academy, full-time with at least two years' continuous employment by the Mossbourne Academy or where the Academy reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.
- IV Children whose acute medical or social need justifies a place at the Academy. To assist the Academy in determining whether this oversubscription criterion applies to a particular applicant, it is the responsibility of the parent of the child to provide supporting professional evidence for example a GP's letter or social worker's letter which demonstrates why the child should be given a place at the Academy rather than any other school.

- V Children with a sibling on roll at the Academy in Years 7 to 11 at the time of application who are joining the Academy at any time beyond the standard Year 7 entry point.

If there are no pupils meeting criteria I-V, then places shall be allocated by admitting first to those who live closest to the academy.

Random computerised allocations, which will be independently verified, will be used in any tie-break situations.