

Admission Arrangements for Harris Academy Tottenham for 2020/21 Academic Year Only

Note: Throughout this document the following definitions apply:

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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002 (or became subject to a residence order under the terms of the Children Act 1989 or special guardianship 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).

Primary aged provision

- 1.1 The Academy has an agreed admission number of 60 pupils. The Academy will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received.
- 1.2 **Deferred entry for infants**
Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. Children become of compulsory school age on the first prescribed day following their 5th birthday: that is 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday). However, places cannot be deferred until the next academic year.

If oversubscribed, the following criteria will apply.

Oversubscription criteria

- 2.1 When the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs/ Educational Health Care plan where the school is named in the Statement/Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:
 - (1) Looked after children or previously looked after children:
 - (2) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) in years R-6 of the Academy. Proof of the sibling relationship will be required (short birth certificates).
 - (3) Applicants who are children of staff at the school 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.
 - (4) Other children

If in categories 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. This is measured by using a computerised mapping system from the post office address point of the home address to the post office address point of the school. If children are tied for the final place(s) to be allocated with exactly the same distance, priority for the final place(s) will be determined by random allocation using a computerised system. Proof of residence or offer of letting from landlord will be required (council tax bill, utility bill).

Random allocation will be used as a tie-break in categories 2-3 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

- 2.2 The Academy will not admit over 30 pupils to any infant class unless the last place would be awarded to a pupil who has a sibling born on the same date and both children are applying for admission. In that case both children would be admitted.

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Waiting lists

- 3.1 The Academy will operate a waiting list for each year group. (But please see para 10.1 below). Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust 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.
- 3.2 Children'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 children on the waiting list in accordance with the oversubscription criteria. Where casual applications are made and a request made to be added to the waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

Admission of children outside their normal age group

- 4.1 Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;

- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of

the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Appeals

- 5.1 The school will offer an appeal to anyone refused admission. The appeal will be before an independent appeals panel constituted in accordance with the School Admission Appeals Code. If refused admission you should contact the school to lodge an appeal.

Secondary (11 – 16) aged provision

- 6.1 The Academy has an admission number of 180 in Year 7.
- 6.2 The Academy will accordingly provide for the admission of 180 pupils to Year 7 in the academic year 2019/20 if sufficient applications for entry are received. Where fewer applications than the published admission number for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.
- 6.3 The Academy will admit students representing all levels of ability among applicants for admission to the Academy. **For Year 7** all applicants will take a standardised non-verbal reasoning test, which will be standardised against the national distribution of ability. Then students will be placed in rank order and will be allocated to one of nine bands (with the number of places in each band allocated to reproduce the national distribution of ability). There is no pass or fail to the assessment but the process produces valid and reliable scores so that places can be allocated from each of the nine bands to produce a balanced and equitable intake. Applicants who complete the common application form showing one of the preferences to be for the Academy will also be asked to complete a Supplementary Application Form which should be submitted to the Academy to allow arrangements to be made for the test and any special requirements allowed for.

Oversubscription criteria for Year 7

- 7.1 When the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs/Educational Health Care Plan where the school is named in the Statement/Plan (who will be tested to determine which band they are in but this will not affect their admission), the following criteria will be applied to the children placed within each ability band to determine which children will be offered the places in that band, in priority order:
- a) Children who are looked after or previously looked after children;
 - b) Pupils who are attending Harris Primary Academy Philip Lane or Harris Primary Academy Coleraine Park;
 - c) Applicants who are children of staff at the school 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.

- d) Distance from the Academy with the child living closest to the school being given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. This is measured by using a computerised mapping system from the post office address point of the home address to the post office address point of the school. If children are tied for the final place(s) to be allocated, with exactly the same distance, priority for the final place(s) will be determined by random allocation using a computerised system. Proof of residence or offer of letting from landlord will be required (council tax bill, utility bill).

These criteria will be applied to candidates as they are allocated to each group as a result of the tests until the correct number in each group as identified in paragraph 5.3 above is reached;

If two or more children within criteria b) are tied for the last place in an ability band the child or children living closest to the Academy will be given priority in accordance with the tie break methodology set out in c) above.

If at the end of this process there are unallocated places in any group these will be filled by the applicants next in line for admission to the groups above and below, alternating between the group above and below, using the same allocation criteria set out above and random allocation to determine between candidates if there are two or more candidates who are tied for the last place(s) because the application of the criteria is unable to differentiate between them.

Statemented children, Looked after children and former looked after children will always be allocated the first places in any group.

Proof of residence or offer of letting from landlord will be required (council tax bill, utility bill).

- 7.2 Other than children with Statements of Special Educational Needs and Looked after children, those who apply via the CAF and then do not turn up for the test, will be considered for a place after all those children who have sat the test.

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Waiting lists

- 8.1 The Academy will operate a waiting list for Year 7. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust 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.
- 8.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria, but not including banding. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Where casual applications are made and a request made to be added to the waiting list the rank order of children on the waiting list will be recalculated using the oversubscription criteria.

Admission of children outside their normal age group

9.1 Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development, including their prior learning if recently admitted to the country from abroad;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

This applies to all admissions whether made in the normal admissions round through the CAF or in-year admissions.

In the case of students joining in-year who have recently entered the country we will counsel parents on when it is in the best interest of the child to make an application for admission outside the normal age group.

Appeals

10.1 The school will offer an appeal to anyone refused admission. The appeal will be before an independent appeals panel constituted in accordance with the School Admission Appeals Code.

Oversubscription criteria for Year 12

11.1 The Harris Tottenham Free School operates a sixth form for a total of 250 students. 150 places overall will be available in year 12 (the year 12 'capacity'). The admission number for year 12 is 150.

11.2 To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment, which will be consulted upon alongside its other admission arrangements whenever a change is proposed. The Harris Tottenham Free School will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be published in its prospectus and on its website. A copy of the criteria is appended at Annex A.

11.3 Young people failing to meet the grades for their preferred course option will be offered

alternative courses if available.

- 11.4 If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs/Educational Health Care Plan where the Harris Tottenham Academy is named on the statement/Plan, the criteria will be applied in the order in which they are set out below:
- a. Looked after children and former looked after children
 - b. Distance of the applicant's home from the Free School with those applicants living closest being given priority. Distance will be measured in accordance with the method set out in paragraph 4.1 above.
- 11.5 There will be a right of appeal to an Independent Appeals Panel for pupils refused admission.

Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the Academy

- 12.1 As the Academy builds to full capacity not all year groups will be taught within the Academy.. The Academy will consider any applications for other year groups and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the place will be allocated using the criteria set out in para 4.1 for Year Reception and para 8.1 for Year 7.
- 12.2 The Number intended to admit for Year 10 and Year 11 will be restricted to 90 and staffing will be based on this number. Admission to Year 10 and 11 above the PAN of 90 will be based upon the size of teaching groups already existing in the Academy and the efficient use of resources.

Applications 2019/20

Sixth Form Entry Requirements

Applicants applying to the Harris Sixth Form will attain the required entry-level standard. These are:

Course Level	Requirements
4 A Levels	Must have a grade 8 average in GCSEs.
3 A Levels	Seven 9 - 5 grades in full course GCSE subjects. No vocational subjects allowed,
3 A Level / Vocational Level 3 Combination	Combination of five 9 - 4 grades at GCSE or merit or above in Vocational subjects.
Vocational Level 3 subjects	Five 9-4 grades at GCSE or equivalent, with at least a Merit or grade 4 in a relevant Vocational qualification or GCSE. A Levels require a grade 6 in a relevant GCSE subject. Extended writing A Level subject students will need at least 5 in English Language. ESOL not included as part of the entry criteria
General information	
Maths	Student wishing to study A Level maths will need a maths GCSE grade 7.
English Literature	Students will need grade 6 in English Language and English Literature GCSE.
Science Based Subjects	Students must have at least a grade 6/6 for Trilogy Science GCSE (double award). Students taking Separate Science GCSEs must have at least a grade 6 in the relevant Science subject for Biology, Chemistry or Physics A Level studies. For Vocational Science students must have at a grade 5/5 for Trilogy Science (double award) and at least a Merit at Vocational Level 2.
Resit English GCSE	Students who have not achieved a grade 4 or above in either English Language or Literature will be required to resit English Language GCSE.
Resit Maths GCSE	Students who have not achieved a grade 4 or above will need to resit their Maths GCSE.

Enrolment from the age of 17/18 is at the discretion of the Principal who will take into account the students most recent academic results. In most cases students will only be accepted onto Vocational level 3 courses unless there are exceptional circumstances.

Subject	English Lang	Maths grade	Relevant subject	Other requirements/information
Art	5	-	At least a grade 6 at GCSE	Must bring a portfolio to course discussion meeting.
Biology	5	6 (Minimum grade- see other reqs)	Must attain an overall grade 6 in Y11 GCSE, including grade 6 on the Biology exam paper (higher tier paper).	Extended writing subject. Students need to have studied a minimum of two GCSEs in science, reaching grade 6 at least in both. # Students must complete Maths for Science A Level Course.
Business	5	5	Not required but if taken, grade 6 at GCSE	Extended writing subject. #
Chemistry	5	6	At least a 6 grade at GCSE	Students must complete Maths for Science A Level Course.
Computer Science	-	6	At least a grade 6 in Computer Science	Students who have not studied Computer Science will require a grade 7 or above in Maths GCSE.
Core Maths	-	5	At least a – grade 5 at GCSE	-
Drama	5	-	At least a grade 6 at GCSE	
Economics	5	5	Not required but if taken, grade 6 at GCSE	Extended writing subject
Further Maths	-	8	-	Must also be doing Maths A Level
Geography	5	5	At least a grade 6 at GCSE	Extended writing subject #
History	5	-	At least a grade 6 at GCSE	Extended writing subject
History of Art	5	-	At least a grade 6 at GCSE	Students will need a grade 6 in a Humanities subject
Media	5	-	At least a grade 6 at GCSE	Students who have not studied Media will require a grade 6 or above in a related subject such as Art or History GCSE.
Modern Foreign Languages	5	-	At least a grade 6 at GCSE	-
Music	5	-	At least a grade 6 at GCSE	Will need to have studied Grade V in their instrument of choice and will also need to attend an audition
Music Technology	-	-	Grade 6 or above at GCSE Music or Distinction at Vocational Level 2 Music	Required to have basic keyboard skills and some knowledge of reading notation.
PE	5	-	Students also require a grade 6 or above in Physical Education and Biology GCSE.	Must be actively involved in a sport outside of the Academy
Photography	5	-	-	Will need to attend a portfolio interview
Physics	5	6	At least a grade 6 at GCSE	Will also need to study A Level Maths
Politics	5	-	Grade 6 in another Humanities subject at GCSE	Extended writing subject
Product Design subjects	5	5	At least a grade 6 in the specific Product Design subject	Must bring a portfolio to course discussion meeting.
Psychology	5	5	Not required but if taken, grade 6 at GCSE	Extended writing subject.#
Religious Studies	5	-	At least a grade 6 at GCSE	Extended writing subject
Sociology	5	5	Not required but if taken, grade 6 at GCSE	Extended writing subject. #

Will be expected to follow the L3 Core Maths programme if a 6 grade or above not attained at GCSE Maths.