THE TOTTERIDGE ACADEMY ADMISSIONS POLICY 2026-2027

The Totteridge Academy is an inclusive school and welcomes children from the local community. It is part of United Learning (the Trust).

Admissions Number
The published admission number for Year 7 is 180.
The published admission number for Year 12 is 100.

Process for Application
The Governors of the Academy are delegated responsibility by the Trust for the admission of pupils. For entry into year 7 the admissions application and offer process will be coordinated via London Borough of Barnet, the Pan London Coordinated Admissions Scheme and its timetable.

Applications should be submitted on the Common Application Form to the home borough / local authority (that is, the local authority responsible for the child's address).

Admission Arrangements to the Sixth Form are set out at the end of this policy.

The admission of students with an Educational Health Care Plan is conducted through a separate process. Parents of these students should contact their home local authority's SEND department.

Consideration of Applications for entry into Year 7
There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome. All students are admitted without reference to ability or aptitude.

The Academy will consider all applications for places. Where fewer than 180 places are received, the Academy will offer places to all those who have applied.

Procedures where the Academy is oversubscribed
Where the number of applications for admission is greater than the published admission number, applications will be considered as follows. After the admission of pupils with Education Health Care Plans (EHCP) where The Totteridge Academy is named on the EHCP, the criteria will be applied in the order in which they are set out below:

1. Children who are "Looked after" by a Local Authority, or a child who was previously looked after but immediately following being looked after were subject to an adoption or residency order, including those from outside of England *(see notes A and B).*

2. Children with an older sibling currently attending The Totteridge Academy in one of Years 7 to 12 and who will continue to do so in one of Years 8 to 13 on the point of admission into the Academy. See below for explanation of the term sibling *(note C).*

3. Children of staff subject to either or both of the following circumstances:

    a. where the member of staff has been continuously 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

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

4. Up to 60 places will be allocated to children who are in receipt of the Pupil Premium at the date of application (*see note D)*. Priority will be given based on proximity of the applicant's home address to the academy (*see notes E and F)*. The applicants will be ranked nearest to furthest *(see note G).*

5. Distance from the applicant's home address to the Academy *(see notes E and F).* The distance is measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for students. The applicants will be ranked nearest to furthest *(see note G).*

The Academy will apply the above criteria to applicant's subject to the following exceptions:

- When considering twins, triplets, or other multiple birth places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin,triplet, or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

Admission Criteria - Notes

A. A "Looked After Child" means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was"previously a Looked After Child" means a child who after being Looked After who became subject to an Adoption Order under the Adoption Act 1976 or underSection 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

B. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer aplace, or if already offered, may withdraw the offer.

C. Siblings are defined as full or half brother/sister, adoptive brother/sister, fostered brother/sister, and the children of parents who are married or cohabiting, where the parents and children live together in the same household. For the purpose of clarity, it does not include cousins. The Academy reserves the right to ask for proof of relationship.

D. The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children.

This criterion relates only to children in receipt of the pupil premium at the date of application and does not extend to cover those eligible for the service premium. As eligibility to free school meals is constantly changing, qualification under this criterion will be proven by a signature and stamp from the primary school of the applicant confirming Pupil Premium status on the submission date, as set by Barnet London Borough Council.

E. The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy Trust what evidence is required(evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

F. Applications from separated Parents/Carers Only: One application can be considered for each child. Where parents/carers are separated, it is essential that agreement be reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. The address used should be the one of the parent/guardian who receives the Child Benefit Allowance for the child. If Child Benefit is not claimed, the address should be that at which the child spends most of their time during term time at the point of application.

G. In the case of over subscription against criteria 1 - 5, priority will be given within category to children who live closest to the Academy. (Distance is measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate using the Council's computerised geographical information system). 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 academy is equidistant in any individual case.

Waiting Lists

The Academy operates a formal waiting list from for those who are unsuccessful in securing a place.

The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Education Health Care Plan, or one who is required to be admitted through an In-year Fair Access Protocol (see below), are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date. The governors will review the waiting list regularly and all parents/carers will be asked to reaffirm their intention to remain on the waiting list at the end of each academic year.

Final Tie-Break Allocation Process

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s)will be allocated using a random allocation process. The process will be electronically administered through the system London Borough of Barnet use at this time and ratified by the governing body.

National Offer Day
On National Offer Day (normally the 1st of March) your home borough / local authority will inform you of the outcome of your application and which school you have been allocated. The Totteridge Academy will also send out offer letters with a deadline for accepting or declining a place.

In-Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round
Applications outside of the normal admissions round are known as in-year admissions.
Parents are encouraged to apply for a place in-year via the local authority by completing this form here.

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

Fair Access Protocol
The Totteridge Academy participates in the In-Year Fair Access Protocol managed by London Borough of Barnet in order to minimise the number of students who are at risk of underachievement by being out of school.

Admissions: outside of the normal age-range
Families may seek a place for their child outside of his/her normal age group under various circumstances such as for summer born children who started primary school later, ill health, if the child is gifted and talented or when the child has experienced problems.

Where a parent wishes to seek a place for their child outside their normal age group, they should contact the Academy whereupon the process will be explained. The Academy will make its decision on the basis of: (a) the circumstances of each case and in the best interests of the child concerned; (b) taking account of the parent's views; (c) information about the child's academic, social and emotional development; (d) the child's medical history and the views of a medical professional (where relevant); (e) whether the child has previously been educated out of their normal age group; and (f) whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Academy will also take into account the views of the head teacher. When informing a parent of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for their decision.

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group. as part of the main admissions round (Year 7 or Year 12) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group

Rights of Appeal
Parent(s) have the right of appeal if they are dissatisfied with an admission decision of the Academy. Please see the Totteridge Academy Admissions Appeal procedure on the website. Further

information about admission appeals can be found here.

If parents/carers decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and parents/carers will have the opportunity to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

Sixth Form Admissions Policy 2026-27

The Sixth Form capacity at the Academy is 200.

Both Year 12 and Year 13 have a capacity of 100 places.

The Published Admission Number (for external candidates) for Year 12 is 5. This is a minimum number applicable to external candidates, so the actual number of external admissions may be higher depending on how many Year 11 pupils at the Academy move into Year 12. Where an external candidate has an EHCP which names the Academy then that applicant will be admitted and the number of available places for external applicants will reduce accordingly.

To be eligible for admission to the Sixth Form the Academy has specific academic criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades.

The entry criteria are the same for internal and external applicants. Students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are set out in the 6th Form Brochure on the Academy's website.

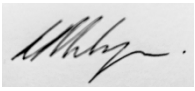
Please note that being offered a place in the Sixth Form is not a guarantee of a specific course of study.

Process for Application
All applications for Year 12 admissions should be made directly to the Academy via the Sixth Form Admission Form which can be found on The Totteridge Academy website here.

Oversubscription Criteria
If there are more than 5 external applicants for Year 12 (or the maximum number of spaces available for external applicants is more than 5 can be accommodated due to internal student numbers), the oversubscription criteria set out on pages 1-2 be applied to external applicants.

Right of Appeal for Sixth Form
Where a student is refused admission to the Sixth Form, both the parent/carer of the student and the student have a right of appeal before an independent admissions appeal panel.

Entry to Year 13
External applications to join Year 13 will only be considered in exceptional circumstances.

Name: Tom Knott **Signature:** **Role:** Principal	**Name:** Anahita Milligan **Signature:**  **Role:** Chair of Governors

Approved By:	LGB
Last Review Date:	September 2026
Review Frequency:	Annually
Next Review Date:	September 2027