

# The Totteridge Academy

## Admissions Policy

United Learning and The Totteridge Academy welcomes children of all faiths (and none), cultures, races and family backgrounds to our schools. We welcome children with disabilities, as long as both parents and school conclude that we can make appropriate provision for the child's specific needs.

The Totteridge Academy Admissions Policy has regard to the School Admissions Code (December 2014), the School Admissions Appeal Code, (February 2012) and other relevant legislation. Individual school policies are available on the school's website or via the main school office.

United Learning academies will consider all applications. Where the number of applications received is fewer than the school's Published Admissions Number (PAN) in respect of any one-year group, the academy will offer places to all those who have applied.

Students with an Education, Health and Care Plan (EHCP) that names an academy in the statement will be given priority over other admissions, to that academy.

United Learning is committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the United Learning Equal Opportunities policy. This document is reviewed annually or as events or legislation requires.

### Process of Application

- a. Applications for places at The Totteridge Academy will be made in accordance with the Local Authorities (LA) co-ordinated admission arrangements and will be made on the Common Application Form provided and administrated by the LA. Where parents are applying to The Totteridge Academy and want to be considered for a place under the Oversubscription Criteria 5 (as they are eligible for the Pupil Premium) they must also complete the Supplementary Information Form which MUST be returned fully completed to the Academy by Friday 22nd October 2021.<sup>1</sup>

The Totteridge Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the LA:

### Year 7 Admissions

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<sup>1</sup> As eligibility to free school meals is constantly changing, qualification under this criteria will be proven by a signature and stamp from the primary school of the applicant confirming Pupil Premium status on the submission date of Friday 22<sup>nd</sup> October 2021.

**September** – The Totteridge Academy will publish information about the arrangements for admission

<b>November</b> -	Sixth Form Open Evening Applications Open
<b>January</b> -	Deadline for applications (specific date published on website annually) Conditional Offers Released
<b>August</b> -	On or immediately after GCSE Results Day, offers are accepted and courses are confirmed Sixth Form Enrolment

including details of open evenings and other opportunities for prospective students and their parents to visit the school. The Totteridge Academy will also provide information to the LA for inclusion in their composite prospectus, as required.

**October and throughout the year** – The Totteridge Academy will provide, where possible, opportunities for parents to visit the Academy.

**October** – Common Application Form to be completed and returned to the LA to administer.

**December** – LA sends application details to the Academy.

**January** - The Totteridge Academy returns ranked list, based on admissions criteria, of all applications to LA.

**February** – LA applies agreed scheme for local schools, informing other LEAs of offers to be made to residents.

**March** – Offers are made to parents.

#### **Published Admissions Number (PAN)**

The Totteridge Academy has the following published admission numbers for the year 2022/23:

- 180 places for Year 7
- 100 places for Year 12

#### **Consideration of applications**

The Totteridge Academy will consider all applications for places. Where the number of applications received is fewer than the school's Published Admissions Number (PAN) in respect of any one-year group, the academy will offer places to all those who have applied.

#### **Procedures where the Academy is oversubscribed**

If the number of applications for admissions is greater than the school's PAN after allocating places to those with The Totteridge Academy named on their Education, Health and Care Plan, places will be allocated in accordance with the following criteria applied in the order in which they are set out below

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>
2. Students with significant, specific medical, social<sup>3</sup> or special educational needs, which the school is particularly able to meet and is compatible with the efficient education of all.
3. Students with a sibling or siblings who will be attending the academy on the date when the applicant would be admitted. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins. United Learning academies reserve the right to ask for proof of relationships.
4. Children of staff of the academy 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 will be in employment at the school when the child starts school.
5. Children who are in receipt of the Pupil Premium at the date of application<sup>4</sup>.
6. Students who live the nearest distance 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.

(NB: Proof of address can be requested at any time throughout the admissions process and the offer of a place withdrawn and the application cancelled if false or misleading information is provided).

#### Applications on behalf of Twins or Triplets (Multiple Births)

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<sup>2</sup> 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

<sup>3</sup> Applications made under this criterion must be supported by a current letter from a doctor, social worker or other appropriate professional. The letter must name the school and specify the reasons why the particular school is most suitable for the child and the difficulties that would be faced if the child attends an alternative school. Information not provided at the time the application is submitted may not be considered at a later date.

a. <sup>4</sup> 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 criteria will be proven by a signature and stamp from the primary school of the applicant confirming Pupil Premium status on the submission date of Friday 22<sup>nd</sup> October 2021.

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, The Totteridge Academy will go over the PAN to support the family.

### Operation of waiting lists

If in any year an academy receives more applications for places than there are places available, the academy will operate a waiting list until a month after the admission date. It is open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places in the academy become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

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: [www.gov.uk/schools-admissions/appealing-a-schools-decision](http://www.gov.uk/schools-admissions/appealing-a-schools-decision).

### Year 12 Admissions

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 website.

The overall capacity of the Sixth Form is 200 students across Years 12 and 13.

Both internal and external 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:

- 5+ Maths and English
- 6+ in chosen A-level subjects, and/or
- 7+ in Biology, Chemistry, Physics, Maths
- 8+ in Maths for Further Maths

In addition to the sixth form's minimum academic entry requirements 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 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 and all courses are subject to sufficient demand at enrolment.

The academy will admit any pupils with an Education, Health and Care plan naming the school who meet the entry requirements for the courses they wish to pursue.

Internal applicants transferring from Year 11, will be given priority, subject to meeting the minimum entrance requirements. Any remaining places will be offered to external students, subject to meeting the minimum entrance requirements, and subject to course availability. When there are more **external applicants** that satisfy any academic entry requirements than the PAN, priority, will be given in the same order as the oversubscription criteria listed above.

### In Year Admissions

The Totteridge Academy may refuse admissions to particular applicants where less than the PAN apply in a year group. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs up for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

### **Years 7-11**

Applications for in-year admissions for Years 7-11 should be made directly to the London Borough of Barnet Admissions Team. Guidance regarding in-year admissions can be found on the LB Barnet website. In the event of more in-year applications than there are spaces available the same over-subscription criteria will apply.

### **Year 12 & 13**

Applications for in-year admission to either Year 12 or 13 should be made directly to the school and addressed to the Director of Sixth Form. The same minimum academic entry requirements and subject specific requirements detailed above and in the relevant year's prospectus will apply.

#### **Requests for admission outside the normal age group**

Children are educated in school with others of their age group, with the curriculum differentiated as necessary to meet the needs of individual children. However, parents may request that their child is exceptionally admitted outside their age group, for example if their child is gifted or talented or has experienced problems such as ill health. The Headteacher will decide whether or not the individual circumstances make this appropriate on educational grounds and in the best interests of the child. This will include taking account of the parent's views; student's views; school's view in terms of what would benefit the young person most;

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

Parents seeking admission to an age group below the child's actual age should submit their request in the September of the year before the year when children of the same age are due to start school.

#### **Changing Admissions**

Each of our schools will consult when admission arrangements are changed or if they have not been consulted on within the last 7 years. For entry in 2017 and each subsequent academic year thereafter, schools will consult for a minimum of 6 weeks.

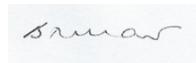
United Learning school is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006.



This policy is reviewed annually to ensure compliance with current regulations. The date of the next review is **September 2022**.

**NEW: Updated School Admissions Code (May 2021) (Statutory variation required for Admissions Policies 21/22 and 22/23)**

Following public consultation and the Parliamentary process, a new school admissions code came into force on 1 September 2021. Key changes include new provisions to support the in-year admission of vulnerable children and help reduce to a minimum any gaps in their education. These changes were approved by the LGB on **7<sup>th</sup> July 2021**.

<b>Name:</b> Chris Fairbairn	<b>Name:</b> Bronwen Tumani
<b>Signature:</b> 	<b>Signature:</b> 
<b>Role:</b> Principal	<b>Role:</b> Chair of Governors

Approved By:	LGB
Last Review Date:	July 2021
Review Frequency:	Annually
Next Review Date:	July 2022