

HARRIS ACADEMY SOUTH NORWOOD

DETERMINED ADMISSION ARRANGEMENTS FOR 2022-23

FOR THE SEPTEMBER 2022 INTAKE

1 Introduction

- 1.1 Harris Academy South Norwood (**Academy**) is a mixed comprehensive secondary academy located in the London Borough of Croydon, which is operated across two separate sites, one in South Norwood (**Clocktower site**) and one in Upper Norwood (**Beulah Hill site**). It is part of Harris Federation (**Trust**), a multi academy trust.
- 1.2 Admission to all state funded schools is governed by the School Admissions Code 2021 (**Code**). Under the Code, the Trust is the 'Admission Authority' for the Academy, and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code.
- 1.3 The Trust Board delegates the task of determining the admission arrangements each year to the Governing Body of the Academy. Thereafter, the Academy's admission arrangements are determined and implemented by a committee of three which is called the Admission Committee. The Admission Committee is comprised of the two Principals (who are ex officio Governors) and the Chair of Governors.
- 1.4 This policy and all other admission related documents referred to herein and used during the admission process, together form the Academy's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances, and usually only with Secretary of State consent.
- 1.5 In addition to the main school, the Academy also has a sixth form. The admission arrangements for the sixth form are also set out in this policy, insofar as they relate to external candidates. All references to 'child' (and plural derivatives) in this policy should be taken to include references to 'external candidates' (and plural derivatives).

2 Definition of a 'Parent'

- 2.1 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3 Inclusivity and Equality

- 3.1 The Academy is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The Academy's admission

arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

4 Children with an Education Health and Care Plan (EHC plan)

- 4.1 Children with an EHC plan are admitted to school under separate statutory procedures set out in the Children and Families Act 2014. These procedures are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the Academy to be named in their child's EHC plan as their child's school.
- 4.2 Where this happens in the normal admission round (i.e. entry to Year 7 in September) these children will be allocated places before all other children, reducing the number of places left within the published admission number (**PAN**).
- 4.3 At all other times, children with an EHC plan naming the Academy will be admitted even where this means the PAN will be exceeded.

5 Published Admission Numbers (PANs)

- 5.1 The PAN for Year 7 is **360** pupils.
- 5.2 The PAN for Year 12 is **10** pupils. This figure relates to external candidates for Year 12 places only, as the Academy's existing Year 11 pupils will simply transfer to Year 12 in the usual way, if they meet the Minimum Academic Entry Criteria (see below) and want to continue their education in the sixth form.
- 5.3 Once the total number of places allocated to internal pupils and external candidates within a year group are known, it may be possible to admit further external candidates until Year 12 reaches capacity.

6 Banding in Year 7

- 6.1 The Academy uses 'banding' in the allocation of places in Year 7 in the normal admission round in September.
- 6.2 Banding is used by secondary schools to ensure the admission of a proportionate spread of children of different abilities (according to the national average) at their normal point of entry. It is not designed to enable the selection of high ability pupils, as is the case with grammar schools.
- 6.3 In summary, all children for whom a place is sought in Year 7 (including looked after and previously looked after children and children with an EHC plan) will take a non-verbal reasoning test which will be standardised against the national distribution of abilities.
- 6.4 The test has no pass or fail mark. When the results are known, all of the children will be placed in rank order according to their mark, and will then be allocated to one of nine groups (known as 'bands') ranging from highest to lowest ability. The number of places allocated to each

band is determined by the national distribution of abilities, by applying national percentages in each band to the number of places available within the published admission number. This essentially means that there will be more places available in the middle bands than in the outer bands where the highest and lowest ability bands are.

- 6.5 Once all children have been placed in their applicable band, places will be allocated to children in each band by applying the criteria in this policy. Children with an EHC plan will be allocated their places first, and then the oversubscription criteria set out in this policy will be applied to each band, using the tie breaker where necessary.
- 6.6 Where there are still places left in a band after all children in that band have been allocated a place, the remaining places will be allocated to children in adjacent bands, starting with the lower ability band first and then alternating between lower and upper.
- 6.7 Full details about the banding process and tests, including the dates that the tests are scheduled and how standardisation works, will be published alongside this policy and all other admission related documents on the Academy's website.

7 Oversubscription Criteria for Year 7

- 7.1 Where there are more applications than places available (**within each band**), the order in which places will be allocated will be as follows:

7.1.1 Looked after and previously looked after children

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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (on behalf of the Trust) to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible [here](#)) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

7.1.2 Children of staff members employed at Harris Academy South Norwood

For inclusion in this category, the staff member must be permanently based at Harris Academy South Norwood for more than 50% of their normal working hours each week during term time, and have been:

- Employed for at least two years at the time of application; **and/or**
- Recruited to fill a vacant post for which there is a demonstrable skill shortage,

as confirmed by their HR Manager. For the avoidance of doubt, it is **not** possible for a staff member to have priority at more than one Academy within the Trust.

For the purpose of this category, a 'child' of a staff member is:

- their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- their step-child or child of their cohabiting partner, who lives and sleeps with the staff member at their home address for more than 50% of their time from Sunday to Friday night during term time.

For the avoidance of doubt, or a step-child or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place under this category.

Applications in this category must be accompanied by a completed Children of Staff Supplementary Information Form, to be received by the application deadline. The same parent must complete both this form and the application form giving only their own details.

Part A must be completed by the parent, and Part B must be completed, signed and stamped by the parent's HR Manager. This form is available to download on the Academy's website, or in hard copy format from the Academy's main office.

7.1.3 **All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

8 Allocation of Places at the Clocktower Site and Beulah Hill Site

- 8.1 The Academy can accommodate up to 192 pupils at the Clocktower site and up to 168 pupils at the Beulah site.
- 8.2 However, parents are only able to express a preference for the Academy itself, rather than a particular site at the Academy, when they apply for a place, and all places within the PAN will be allocated and offers made without taking into account any preference in this respect.
- 8.3 Once all places have been offered and accepted, the Academy will allocate its future pupils a place at one or other of the two sites, primarily by reference to whether the child already has a sibling at one site and the distance they live from that site. At this stage, parents will be able

to notify the Academy if they have a preference for a particular site, and the Academy will try its best to accommodate this.

- 8.4 Parents should note, however, that the Academy cannot guarantee that their child will be allocated a place at their preferred site, and they will not have a statutory right of appeal (as set out below) if they are offered a place at the Academy, but it is not at their preferred site.

9 Minimum Academic Entry Criteria for Entry to Year 12 (Sixth Form)

- 9.1 The Academy's sixth form is part of Harris Sixth Form, a consortium of sixth forms at several different Harris secondary academies. Further information can be found on the Harris Sixth Form [here](#).
- 9.2 All current Year 11 pupils at the Academy wishing to transfer to Year 12, and all external candidates applying for admission to Year 12, must meet the minimum academic entry criteria set out in the table below:

Course	Minimum Academic Entry Criteria
3 A Levels	A minimum of seven grade 5s in full course GCSE subjects. No vocational subjects allowed. Must obtain at least a grade 6 at GCSE in a relevant subject for the subjects being considered for A Level.
4 A Levels	Must have a minimum average grade 8 from best 8 GCSE results.
3 A Level/vocational Level 3 combination	Minimum of three grade 5s and two grade 4s at GCSE or a merit or above in a relevant equivalent qualification (such as BTEC or CNAT Level 2). Students must choose two vocational subjects and one A level. A level student must have the minimum subject specific requirements.
Vocational Level 3 subjects	A minimum of five grade 4s at GCSE or equivalent, with at least a Merit or grade 4 in a relevant equivalent qualification (such as BTEC or CNAT Level 2).
General information	
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 be required to resit their Maths GCSE.

- 9.3 'Subject Specific Requirements' means the additional entry requirements for specific subjects/courses, as set out in the Minimum Academic Entry Criteria - Subject Specific Requirements document which is published alongside this policy on the Academy's website.
- 9.4 The Minimum Academic Entry Criteria is the same for Year 11 pupils and external candidates. Once met, Year 11 students will transfer to Year 12. All external candidates meeting the minimum threshold will be on an equal footing for places, with the oversubscription criteria being applied where there are more eligible applications than places available. Those achieving higher grades will **not** have higher priority.
- 9.5 A pre-application meeting may take place between members of the sixth form staff and Year 11 pupils/external candidates to discuss course options and entry requirements. Parents/candidates should note that this meeting is **not** an interview, and its outcome will play no part in the transfer/application process.
- 9.6 Parents/candidates should note that the Academy cannot make exceptions to the determined Minimum Academic Entry Criteria, except where it is necessary for the Academy to adjust this criteria in order to comply with its duties under the Equality Act 2010. Exceptions cannot be made in other circumstances, and parents/candidates should refrain from asking.

10 Oversubscription Criteria for Year 12 (Sixth Form)

- 10.1 Where there are more applications than places available, the order in which places will be allocated will be as follows allowing for subject availability to accommodate the options detailed by the applicant:

10.1.1 Looked after and previously looked after candidates

A 'Looked after child' is a child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (in behalf of the Trust) to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit the society), but ceased to be so as a result of being adopted.

Applications in this category must be accompanied by supporting evidence, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, and adoption or special guardianship order, and/or satisfactory documentary evidence of having been in state care outside of England (as defined above), to be received by the application deadline in the normal admission round.

10.1.2 All other candidates

This category will include all candidates who do not fall into any of the oversubscription categories above and will be selected by waiting list order and subject availability.

11 Tie Breaker (All Year Groups)

- 11.1 Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and **either the Clocktower site or the Beulah site (whichever is closer)** with those living nearest that site receiving highest priority.
- 11.2 Distance will be measured using London Borough of Croydon's computerised geographic information system (GIS) in a straight line from the child's home address to the designated entrance of the either **the Clocktower site or the Beulah site**, using geographical reference points by the National Land and Property Gazetteer (NLPG).
- 11.3 Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same specific reference point in the building so that the distance will be the same for all children living there.
- 11.4 Where two or more children live an equal distance from the Clocktower site or the Beulah site (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the Academy.

12 Child's Home Address

- 12.1 The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.
- 12.2 Where any uncertainty arises in respect of the child's home address, the Academy reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.
- 12.3 Where the child/child's family is/are not living in the area of the Academy at the time the application is submitted, the application will still be accepted and processed. However, the address used will be the child's current address unless the application is supported by documentary evidence of the future new address which will meet the definition set out above (for example, a signed tenancy agreement, formal mortgage offer, HMLR title deed/document).

13 Children of UK Armed Forces Personnel/Crown Servants

- 13.1 Applications for the admission of children of UK Armed Forces personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

- 13.2 The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address (for example, a signed tenancy agreement, mortgage offer, HMLR title deed/document, official letter confirming exchange of contracts etc.). Alternatively, where requested by parents, a Unit or quartering address will be used for this purpose.

14 Twins, Triplets and Siblings of a Higher Multiple Birth (Year 7 to Year 11 Only)

- 14.1 In Years 7 to 11, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, their twins, triplet(s) and sibling(s) of a higher multiple birth will also be offered a place to avoid them having to attend different schools.

15 Application Procedure for Admission to Year 7 in September

- 15.1 Applications in the normal admission round are coordinated by the Local Authority for all schools in its area. This includes late applications (i.e. applications received before the first day of term in September, but not made in time to enable the Local Authority to offer a place on National Offer Day).
- 15.2 Applications in the normal admission round must be made **directly to the child's home Local Authority** by completing and submitting a Common Application Form (CAF), which is available to download/complete online via the child's home Local Authority's website, by the application deadline. Parents must state a preference for the Academy in the CAF.
- 15.3 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to the Local Authority to arrive **by the application deadline**. If not, there is a significant risk that the child will be placed in a lower oversubscription category because they were not identified as qualifying for a higher one.
- 15.4 The application deadline for admission to Year 7 in the normal admission round is **Monday, 1st November 2021**.
- 15.5 National Offer Day for admission to Year 7 in the normal admission round is **Tuesday, 1st March 2022**.
- 15.6 **Late applications** (as defined above) will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly advised to submit their applications on time.

16 Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)

- 16.1 An in-year admission application is one for admission to Year 7 submitted after the first day of term in September, or of admission to any other year group. This is also known as admission 'outside the normal admission round'
- 16.2 Parents should note that the PAN set for Year 7 only applies for the duration of the school year entry (i.e. to applications both in and outside the normal admission round to Year 7 only). Such applications may be refused where there are no places remaining with the PAN set for that intake.

- 16.3 Where applications are made for Admission to any year group, the child will be admitted to the Academy unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources.
- 16.4 Where there are multiple applicants for a year group, and the Academy has determined that only a lower number of additional children can be admitted without prejudicing the efficient provision of education, and/or the efficient use of resources, the Academy will apply oversubscription criteria to determine which of the children are offered a place.
- 16.5 The admission arrangements that will apply will be those determined for Year 7 that school year.
- 16.2 For the avoidance of doubt, **banding does not apply to in-year admission.**
- 16.3 Applications for in-year admission must be made **directly to the Academy, not the Local Authority**, by completing an In-Year Admission Application Form and submitting it to the Academy marked for the attention of Sian Hall and Sylvia Saunders, the Academy's admissions officers. This form is available to download on the Academy's website or in hard copy from the Academy's main office.

17 Application Procedure for Admission to Year 12 in September (External Candidates)

- 17.1 For the avoidance of doubt, **banding does not apply to admission to Year 12.**
- 17.2 Applications for the admission of **external candidates** to Year 12 must be made **directly to Harris Sixth Form**, by completing and submitting a Sixth Form Admission Application Form, which is available to download on Harris Sixth Form's [website](#) or in hard copy from the Academy's main office, and submitting it to Harris Sixth Form marked for the attention of Andrew Ruddock, Sixth-Form Coordinator, and Maryann Harris-Stewart, Sixth Form Administrator.
- 17.3 As stated above, a pre-application meeting may take place between members of the sixth form staff and candidates, to discuss course options and entry requirements. This meeting is not an interview, and its outcome will play no part in the application process. Places are allocated solely by reference to the Minimum Academic Entry Criteria and oversubscription criteria set out in the Academy's admission arrangements.
- 17.4 The application deadline for admission to Year 12 in September is **Thursday, 31st March 2022.**
- 17.5 Conditional offers will be made by **Tuesday, 31st May 2022.** These offers will be based on the predicted grades stated in the Sixth Form Admission Application Form, and will be conditional upon the external candidate meeting the Minimum Academic Entry Criteria for the courses chosen when their awarded grades are known.
- 17.6 As stated above, the Academy cannot make exceptions to the determined Minimum Academic Entry Criteria, except where it is necessary for this criteria to be adjusted in compliance with

the Academy's duties under the Equality Act 2010. Exceptions cannot be made in other circumstances.

18 Waiting List

- 18.1 The Academy operates a waiting list for children who are unsuccessful in achieving a place throughout the school year.
- 18.2 The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.
- 18.3 Children placed at the Academy under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

19 Statutory Right of Appeal

- 19.1 Parents have a statutory right of appeal against the refusal of a place at the Academy. This applies to all year groups, including the sixth form.
- 19.2 Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.
- 19.3 The Academy will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Year 7 in September) alongside this policy on or before 28 February in the year in which offers are made.

20 Requests for Admission Outside Normal Age Group

- 20.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).
- 20.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the Academy's Admission Committee, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 20.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.
- 20.4 The Admission Committee will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views,

information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the Academy and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Admission Committee to consider.

- 20.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the Academy marked for the attention of the Clerk to the Admission Committee. This form is available to download on the Academy's website or in hard copy from the Academy's main office.
- 20.6 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the Academy.
- 20.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the Academy's published Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well.

21 Review and determination of the Academy's admission arrangements

- 21.1 The term 'admission arrangements' means *"The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered"*. The admission arrangements therefore include not only this policy, but all other admission related documents and any other published information about the Academy's admission processes.
- 21.2 Under the Code, the Admission Authority for a school must formally determine the admission arrangements for the next intake at that school **every year on or before 28 February**.
- 21.3 Where no changes (other than changing dates/deadlines) are proposed, there is no need to go to consultation. However, where changes are proposed (other than a proposed increase in PAN), the Admission Authority must carry out a 6 week statutory consultation in accordance with the Code between 1 October and 31 January ahead of determination of the admission arrangements.
- 21.4 Where no changes have been proposed in the intervening period, the Admission Authority must in any event consult on the admission arrangements every 7 years.
- 21.5 Once determined on or before 28 February, the Academy's admission arrangements for that intake must be published, and cannot be varied except in very limited circumstances to correct a mistake or give effect to a decision of a Schools Adjudicator. Any other variations will require Secretary of State consent, which will only be granted where there has been a 'major change in circumstances'.

- 21.6 The admission arrangements for the September 2022 intake were determined by the Governing Body at their meeting on 11th February 2021. They will be reviewed again early in the Autumn term for the next intake.