

ADMISSIONS CRITERIA FOR ENTRY TO THE QUEST ACADEMY IN SEPTEMBER 2023

The Collegiate Trust is the admissions authority for *The Quest Academy* and in carrying out this function complies with all the relevant provisions of the statutory codes of practice as they apply at any given time. The *Local Governing Body* (LGB) of *The Quest Academy* operates the agreed procedures of the Trust and participates in the co-ordinated admission arrangements operated by Croydon Council.

During July, in any year information about the arrangements for applying for the intake in September of the following academic year will be available; this will include details of open events. Opportunities to visit *The Quest Academy* are provided during September and October.

The Quest Academy, in common with all other schools in Croydon, will admit students referred under the *Hard to Place* protocol via the *Fair Access Panel*, even if this means exceeding the admission number.

A place will be withdrawn if it has been obtained through an intentionally misleading or fraudulent application.

Entry to Year 7

The Planned Admission Number (PAN) for *The Quest Academy* is 180.

Applications for places must be made on the *Common Application Form* provided and administered by Croydon Council or by the Borough in which you live.

In the event of applications exceeding the number of available places, the following criteria will be applied.

1. Looked After Children:

Priority will be given to students in the care of a local authority at the time of application and also students who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after; this includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. An application made under this category must be supported by a letter from the relevant Local Authority's Children's Department and/or relevant documents including a copy of adoption, residence or special guardianship order where applicable.

2. Medical Reasons Pupils with serious medical reasons for needing to attend the Academy:

Places may then be offered to children whose parents are able to provide medical evidence, from a registered health professional, that entry to *The Quest Academy* rather than any other school or academy is essential. This evidence should be sent, with an accompanying letter from the parent, which provides the child's name, address and date of birth to: Admissions, *The Quest Academy*, Farnborough Avenue, South Croydon, CR2 8HD.

It is important that the medical evidence outlines why *The Quest Academy* is the only school or academy that can meet your child's needs; this evidence must, other than in exceptional circumstances, be from a GP or Consultant. It will be reviewed carefully by an appointed Trust panel, with a decision on whether to accept the medical need notified in writing.

3. Sibling:

Children with a brother or sister who will be in attendance at the Academy at the time of enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address.

4. Children of staff at The Quest Academy:

A member of staff is defined as:

- a) Someone who has been employed by The Collegiate Trust at *The Quest Academy* for two or more years at the time at which the application for admission to *The Quest Academy* is made, or
- b) Someone who has been recruited to fill a vacant staff post at *The Quest Academy* for which there is a demonstrable skill shortage.

5. Proximity:

Priority will be given to pupils living nearest to the Academy as measured in a straight line from the child's home address to the designed entrance(s) of the Academy. "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. *The Quest Academy* should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at Quest. Distance will be measured in a straight line from the child's home address to the designated entrance(s) of the Academy using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. If the distances are the same for two or more candidates, the order of ranking will be determined by random selection independently scrutinised.

Notes

- i. Please check the Croydon Education website for details of all deadline dates for each year. Applications received after the closing date will not normally be considered until after the offer date.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside of their normal age group. Any such requests should include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary; this will be considered by *The Collegiate Trust*.

Operation of Waiting List

The Quest Academy will operate a waiting list for each year group. Where in any year *The Quest Academy* receives more applications for places than there are places available, a waiting list will operate until at least the end of the first term (normally late December). This will be maintained by *The Quest Academy* 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for Appeals

Parents have the right of appeal to an *Independent Appeal Panel* at any time if they are dissatisfied with a decision made by the *Admission Authority*. Appeals are conducted in accordance with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works. The contact for this is *the Clerk to The Collegiate Trust, C/O Riddlesdown Collegiate*. We advise that appeals should be lodged with the Clerk within 20 school days of receipt of the Local Authority offer letter; full details on the appeals process will be published on the academy website www.thequestacademy.org.uk

In-Year Admissions

In-year admissions will continue to be co-ordinated by the Local Authority. An application form must be obtained from, completed and returned to, the Local Authority to apply for an in-year admission. A waiting list is maintained by the academy for each Year Group and reviewed annually.

Entry to Quest6 (Year 12)

The Quest Academy operates a sixth form for a total of 215 students. 108 places overall will be available in Year 12 (the year 12 'capacity'). The admission number for Year 12 is 5. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 103 of the Academy's own year 11 pupil's transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 108 as long as they meet our sixth form entrance criteria as published annually in the sixth form prospectus.

Process of Application

Application to *Quest6* is via the information on our website.

Post 16 admission criteria

Minimum entrance requirements for Year 12 and for individual courses based on GCSE grades are published in the Academy's prospectus and posted on its website. Children meeting the general entrance requirements but failing to meet the grades for their preferred course option will be offered alternative courses if available. Children already on the Academy roll are entitled to transfer to Year 12 if they meet the published academic standards of entry.

If Year 12 is oversubscribed then, after the admission of students with an Education, Health and Care Plan (EHCP) where *The Quest Academy* is named on the EHCP, the criteria will be applied in the order in which they are set out below:

1. Looked After Children:

Priority will be given to students in the care of a local authority at the time of application and also students who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. An application made under this category must be supported by a letter from the relevant Local Authority's Children's Department and/or relevant documents including a copy of adoption, residence or special guardianship order where applicable.

2. Sibling:

Children with a brother or sister who will be in attendance at the Academy at the time of enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address.

4. Children of staff at The Quest Academy:

A member of staff is defined as:

- a) Someone who has been employed at The Quest Academy for two or more years at the time at which the application for admission to The Quest Academy is made, or
- b) Someone who has been recruited to fill a vacant staff post at The Quest Academy for which there is a demonstrable skill shortage.

5. Proximity:

Priority will be given to pupils living nearest to the Academy as measured in a straight line from the child's home address to the designed entrance(s) of the Academy. "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Quest Academy should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at Quest. Distance will be measured in a straight line from the child's home address to the designated entrance(s) of the Academy using a computerised measuring system (Free Map Tools). If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. If the distances are the same for two or more candidates, the order of ranking will be determined by random selection independently scrutinised. If a student splits their time between separated parents, the home address is deemed to be that of the parent who receives the Child Benefit payment.

Operation of Waiting List

The Quest Academy operates a waiting list whenever there are more applicants than places. The list will operate from the day after offers are made and will be maintained for one term in the academic year of admission. A student's

position on the waiting list will be determined solely in accordance with the admissions criteria. Where places become vacant they will be allocated to students on the waiting list in accordance with the criteria.

Arrangements for Appeals

There will be a right of appeal to an *Independent Appeals Panel* for internal pupils refused transfer and external applicants refused admission.

Appeals are conducted in accordance with the *Code of Practice on School Admission Appeals* published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works. The contact for this is *the Clerk to The Collegiate Trust*. Appeals must be lodged with the Clerk within five weeks of receipt of the Local Authority offer letter; full details on the appeals process will be published at www.thequestacademy.org.uk.