



ADMISSIONS POLICY for Entry in September 2019

DRAFT

Responsible: The Principal
Reviewed: December 2018
Date Approved by Governing Body: December 2018
Next Review: December 2019

1. Introduction

- a. Global Academy will act in accordance with the School Admissions Code, the School Admission Appeal Code, equalities law and the law on admissions.

2. Capacity and Planned Admission Numbers

- a. Global Academy will have a total capacity for 800 students. The following table outlines the expected student numbers by year group.

Admission Year	2019
Year 10	200
Year 11	200
Year 12	200
Year 13	200
TOTAL	800

- b. Accordingly, the Planned Admission Numbers (PAN) for the normal points of entry to the Global Academy will be as follows:

- i. **Year 10**

200

- ii. **Year 12**

In 2019 it is anticipated that up to 100 of the 200 places available for Year 12 will be filled by students progressing from our Year 11, providing they meet the entry criteria for their chosen courses of study. Accordingly, the Planned Admission Number (for eligible external candidates) will be 100 in 2019. In subsequent years, it is anticipated that the year 12 capacity will be met from our own year 11 students and the indicative admission number will zero. However, if fewer than anticipated Global Academy year 11 students progress to year 12, the Global Academy will admit additional number of eligible external candidates up to the capacity of 200.

3. Process of Application

- a. From 2018, arrangements for applications for Year 10 and Year 12 places at Global Academy will be made directly to Global Academy and considered in waves.
- b. All students will be invited to attend a meeting with a member of the school's staff to discuss their application.
- c. Application Waves
 - i. **Wave 1** Deadline for application: 31st October 2018
Notification of application outcome: by 1st December 2018
 - ii. **Wave 2** Deadline for applications: 31st January 2019
Notification of application outcome: by 1st March 2019
 - iii. **Wave 3** Deadline for applications: 30th April 2019
Notification of application outcome: 1st June 2019

- iv. All applications received after 30th April 2019 will be considered after the 1st June 2019 if places are available

4. Consideration of Applications

- a. Global Academy will consider all applications for places. Children with an Educational Health Care Plan (EHCP) will be allocated a place if their EHCP names Global Academy. If Global Academy is undersubscribed, applicants will be offered a place unless they have been twice excluded and the last exclusion is within 2 years. (Year 12 applicants must meet the minimum academic requirements – see Section 7).

5. Procedures where Global Academy is oversubscribed

- a. After the admission of children with an EHCP where Global Academy is named on the statement, place will be awarded in the following priority order:
 - i. Looked after children and previously looked after children;
 - ii. Children who are eligible for the pupil premium, including the service premium;
 - iii. A maximum of 50% of remaining places (after SEN/EHCP children and those allocated under i) and ii) will be allocated by independently verified random allocation to applicants whose home address is within the catchment area, a radius of 5 miles from Global Academy.
 - iv. If an uneven number of places is to be allocated into iii) and v), then the additional place will be allocated to iii).
 - v. A maximum of 50% of places will be allocated by distance from Global Academy to applicants whose home address is outside the catchment area (more than 5 miles from Global Academy). Distance will be measured by a straight line from the front door of the child's home address to the main entrance of Global Academy.
 - vi. If v) is undersubscribed, remaining places will be re-allocated to iii). Similarly, if iii) is undersubscribed, remaining places will be re-allocated to v).
- b. It is our intention to review the admission arrangements each year and it is possible that the catchment will change once Cross rail has opened. We may introduce fair banding in the future. We do not prioritise siblings of former students or existing students at Global Academy and applications from children of multiple births will be considered separately. We will consult on any changes in line with the School Admissions Code.
- c. 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 definition in Section 22(1) of the Children Act 1989).
- d. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

- i. children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and
 - ii. children whose parent(s) are serving in the regular UK armed forces, to the children of regular armed forces personnel who were serving in the past 3 years, or to children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.
- e. In relation to 5 (iii, iv & v) 'home address' means the address where a child is resident for the majority of the week (Sunday to Saturday). If a child spends equal time at more than one address, the address used will be that which is registered with their Doctor.

6. Tie Break

- a. In the event of two or more applications that cannot otherwise be separated, Global Academy will use independently verified random allocation as a tie-break.

7. Arrangements for Admission to Post 16 Provision

- a. Both internal students and external applicants wishing to enter the sixth form, will be expected to have met the minimum academic entry requirements. Level 2 students must have a minimum of **four** 9 - 4 grades (or equivalent) at GCSE and Level 3 students must have a minimum of **five** 9 - 4 grades (or equivalent) at GCSE.
- b. In addition to the sixth form's minimum academic entry requirements, students may need to satisfy additional entry requirements to the courses for which they are applying; some Level 3 courses may require additional qualifications. Both internal and external students who fail to meet the additional course requirements will be offered alternative courses for which they do meet the minimum academic entry requirements.
- c. Academy publishes its additional academic entry course requirements and these are detailed on the Academy's website.
- d. If there are more external applicants who satisfy the published minimum entry requirements than places available, the oversubscription criteria in Section 5 will apply.

8. Operation of Waiting Lists

- a. Global Academy will operate a waiting list. Where in any year Global Academy receives more applications for places (in either Year 10 or Year 12) than there are places available, a waiting list will operate until the end of the first term. Global Academy will maintain the waiting list 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.

- b. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5. Given the use of independently verified random allocation in the Global Academy oversubscription criteria it will not be possible for children considered under iii to v to be given an exact position on the waiting list. Parents will instead be informed of the total number of children remaining in each random category. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.
- c. Children awarded a place on appeal take precedence over those on the waiting list. Likewise, if a child is placed within Global Academy as a result of the operation of the Fair Access Protocol, or where the Secretary of State issues a direction to Global Academy to admit a child, this child will take priority over those on the waiting list.

9. Appeals

- a. All applicants will be notified if they have been successful or not on. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admissions Appeals Code. Information on how to appeal will be included in the letter.

10. In-year admissions

- a. Applications for admission to any year other than the normal year of entry or applications submitted outside of the normal applications process should be made directly to Global Academy.

11. Admission of children outside their normal age group

- a. 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 on his or her schooling. All such requests will be considered on their merits and either agreed or refused on that basis.
- b. The academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. Applicants will be informed of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

12. Global Academy: Admissions Policy Worked Examples

- a. Example 2: 200 places: Outer Area undersubscribed

	Applications	Places Available
Total	301	200
SEN/EHCP	1	1
Looked after Children	4	4
Pupil Premium	4	4
Total less SEN/EHCP, LAC and PP	292	191
Allocation to Catchment (50%)	211	96
Allocation to Outer Area (50%)	81	95 (81 offered)
Additional Catchment		(95-81)=14

- b. 301 applications are received for 200 places. 1 child with SEN/EHCP is allocated a place, leaving 199 places to allocate. 4 looked after and 4 pupil premium children are then allocated places leaving 191. 50% of the remaining places will be allocated to the Catchment (by random allocation) and 50% to the Outer Area (by distance). The Outer Area is undersubscribed so all 81 applicants are offered places. The resulting 14 unallocated Outer Area places are made available to those applicants from the Catchment. The 200 places are therefore allocated: 1 to SEN/EHCP, 4 LAC, 4 PP, 96+14 to the Catchment, 81 to the Outer Area.