

UNIVERSITY ACADEMY OF ENGINEERING SOUTH BANK

Admissions Policy

1. Admissions procedure for 2017/18

The University Academy of Engineering will manage admissions for 2017/18. Application forms can be obtained by:

- downloading from the Academy website www.uaesouthbank.org.uk or
- calling 020 7277 3000

The Academy follows the procedures used by the LA for its coordinated scheme. Students who apply to the University Academy of Engineering South Bank will be invited for a test as part of the National process of 'fair banding'. This is not a pass or fail test, it just ensures that children across the full attainment range are admitted.

Our Academy will consider all applications for places. For the Academic year 2017/18, the Academy will offer places to students entering years 7, 8, 9 and 10 as well as 6th form.

The order in which places are given at The Academy are listed below and are also clearly detailed in the 'Starting Secondary school in Southwark 2017/18' booklet.

2. Admission arrangements for entry at Year 7 to The University Academy of Engineering South Bank from September 2017

The University Academy of Engineering South Bank has an agreed admissions number of 150 students in Year 7 open equally to girls and boys. The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. The Academy is not required to consult on any proposed increase to the PAN, however it must notify the Local Authority of the increase and specify the changes on the Academy website.

- When applying parents and carers should understand that the intake is required to reflect the full range of attainment and as far as possible the social, economic and cultural character of the catchment area.
- Each applicant is given equal consideration in line with the Academy Equal Opportunities Policy.

3. Late applications

If your child is about to start year 7 in September 2017, please refer to the Southwark Council secondary school admissions information regarding late applications. Late applications for other year groups will be considered using the criteria shown in

section 6, however (with the exception of Children in Local Authority Care or Previously Looked After Children) only after all applications received by the closing date have first been considered.

An application may be regarded as late if any of the following criteria apply:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving to the area
- other exceptional circumstances

4. Process of application

Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the respective home LA's of the applicants.

The Academy will use the following timetable for applications each year but please note that the dates will vary from year to year and will be compliant with the common timetable agreed by the Southwark Admissions Forum or LA:

- September - the Academy will publish on its website information about the arrangements for admission and for open evenings to provide opportunities for parents/carers to visit the Academy.
- October - CAF to be completed and returned to the LA to administer
- November- LA sends applications to Academy;
- December – Academy tests applicants to allocate to ability groups;
- January- Academy sends list of pupils to be offered places to LA;
- February- LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents;
- Early March the Academy offers made to parents/carers.

5. Procedures where the University Academy of Engineering South Bank is oversubscribed

Where the number of applications for admission is greater than the Published Admissions Number, applications will be considered for Year 7 against the criteria set out below.

After the admission of Students with Statements of Special Educational Needs where The Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:

The applicants will be split into 5 equally sized bands based on their non-verbal reasoning test results. The number of places in these groups will represent the national distribution of abilities by applying national percentages in each group to the number of places available. There is no pass or fail to the assessment but the

process produces valid and reliable scores and within each band places will be offered in the following proportions:

Band 1.1	20%
Band 1.2	20%
Band 2.1	20%
Band 2.2	20%
Band 3	20%

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below.

After the admission of pupils with EHCs (Education, Health and Care Plans) where the Academy is named on this, the criteria will be applied in the order in which they are set out below to create the rank order in each group for offering places:

- a) Looked after children¹ and children who were looked after but ceased to be so because they were adopted (or became subject to a residence/special guardianship order)
- b) children for whom it is essential that they be admitted to the Academy because of a significant medical or social need²
- c) siblings of Students who will be registered Students at the school on the first day of the term when the applicant Student would be joining the school³

¹ 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 (c) those who were looked after, but ceased to be so, because they were adopted or became subject to a residence order or special guardianship order.

² All applications under this criterion must be supported with relevant written evidence from a qualified professional source, declared in writing at the time of the application and where such submissions offer specific evidence that necessitates attendance at this particular Academy. Any evidence of a more general medical condition offered without such focus is deemed inadmissible, although the application will then be considered under other criteria. Applicants should also state clearly why the Academy is more suitable than any other school and what the difficulties would be if their child was not offered a place)

³ Siblings are children who live as brother or sister in the same house, including biological brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The Academy reserves the right to ask for proof of relationship.

- d) children who live nearest to the school¹
- e) children of staff employed for at least two years at the school or recruited to meet a skills shortage

This process of allocation using the criteria above will continue until reaching the correct number in each group. Where fewer than 150 applications are received, the Academy will offer places to all those who have applied.

At all stages in the process children with Statements of Special Educational Needs and Looked After or Previously Looked After children will be allocated a place before other applicants.

If at any stage in the process set out at criteria b. to e. above two or more children are tied for the last place in any group then the student to be offered the place will be determined by drawing lots, independently verified.

6. Waiting list

Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy and will be open to any parent and carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Children on the waiting list will be ranked in the same order as the published oversubscription criteria.

7. Admissions outside the normal age range

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 his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will

¹ The determination of distance. Measurement from the main entrance of the Academy to the main entrance of the child's main place of residence. A child's home is considered to be the child's permanent residence. If custody of a child is shared, the address given should be that of the parent or carer with whom the child spends most of the school week.

submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development, including their prior learning if recently admitted to the country from abroad;
- 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.

The Academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

This applies to all admissions whether made in the normal admissions round through the CAF or in-year admissions. In the case of students joining in-year who have recently entered the country we will counsel parents on when it is in the best interest of the child to make an application for admission outside the normal age group.

8. Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the Academy

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the place will be allocated using random allocation, independently verified. In the case of applications for such places in years 8-10 the Academy may refuse admission to pupils with challenging behaviour in cases where there are fewer students in a particular year group than the published admissions number. Such refusals will only occur where the student concerned has been previously

excluded from two or more schools or where special circumstances apply as specified in the Admissions Code. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding. Parents/Carers whose application is turned down are entitled to appeal.

9. Arrangements for appeals panels

Parents and carers will have the right to appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents and carers about how the appeals process will work and provide parents and carers with a named contact who can answer any enquiries parents and carers may have about the process.

10. Children hard to place

The Academy will co-operate with the LA's Admission Forum's protocol for admitting children hard to place.

11. Post-16 Admissions - Year 12 - 13

The Academy Post 16 provision for a total of 150 students opened in 2016.

The University Academy of Engineering South Bank has an agreed Published Admissions Number (PAN) of 85 students in Year 12 for the years 2016-19.

Where there is space within Year 13 from September 2017 (i.e. where there are fewer than 65 students in the year group) the Academy will admit additional students up to this number using the oversubscription criteria below in to this year group. However, the Academy will prioritise Year 12 applications during the recruitment process.

To determine eligibility criteria for admissions, the Academy has published specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment and these criteria are the same for internal and external transfers and have been published on our website on the post 16 field. Please refer to the Post 16 Admissions Policy on our website.

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

8. Review

In accordance with the 2012 regulations the Academy will consult on its admission arrangements every seven years, if no changes are proposed.