



The Elms Academy

The best in everyone™

Part of United Learning

Admission Policy 2023-2024



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Date of next review	September 2022	Author	Jon Lynes
Type of policy	Statutory	Approval	LGB
SLT member in charge	Jon Lynes		

The Elms Academy is an inclusive school and welcomes children from the local community. It is part of United Learning (the Trust).

Admissions Number

The admission number for Year 7 is 135.

The admission number for external admissions for Year 12 is 10. This is the minimum number of places which will be offered on an annual basis and applies only to those eligible applicants being admitted from outside the Academy. All eligible internal applicants who apply for a place will automatically transfer to Year 12. If fewer than 110 of the Academy's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until 120 pupils have been admitted to Year 12.

Process for Application

The Governors of the Academy are delegated responsibility by the Trust for the admission of pupils. For entry into year 7 the admissions application and offer process will be coordinated via [Lambeth Council](#), the Pan London Coordinated Admissions Scheme and its timetable.

Applications should be submitted on the Common Application Form to the home borough / local authority (that is, the local authority responsible for the child's address).

Admission Arrangements to the Sixth Form are set out at the end of this policy.

The admission of students with an Educational Health Care Plan is conducted through a separate process. Parents of these students should contact their home local authority's SEND department.

Consideration of Applications for entry into Year 7

There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome. All students are admitted without reference to ability or aptitude.

The Academy will consider all applications for places. Where fewer than 180 places are received, the Academy will offer places to all those who have applied.

Procedures where the Academy is oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered as follows. After the admission of pupils with Education Health Care Plans (EHCP) where The Elms Academy is named on the EHCP, the criteria will be applied in the order in which they are set out below:

1. Children who are "Looked after" by a Local Authority, or a child who was previously looked after but immediately following being looked after were subject to an adoption or residency order, including those from outside of England (*see notes A and B*).
2. Children who have medical needs, social needs and special needs which are not covered by an EHCP but mean admission to The Elms Academy is necessary. In such circumstances, the application must be supported by written specific professional advice, e.g., from a doctor or specialist, not a primary school alone. The decision as to whether the academy is uniquely placed to meet the stated need of the applicant will be determined by a panel comprising governors and at least one independent panel member. The panel will give special consideration to children with a visual impairment (*note C*).
3. Children with an older brother or sister currently attending The Elms Academy in one of Years 7 to 12 and who will continue to do so in one of Years 8 to 13 on the point of admission into the Academy. See below for explanation of the term brother / sister (*note*

D).

4. Children of staff subject to either or both of the following circumstances:

- a. where the member of staff has been continuously employed at the school for two or more years at the time at which the application for admission to the school is made; and / or
- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Distance from the applicant's home address to the Academy (see notes E and F). The distance is measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for students. The applicants will be ranked nearest to furthest (see note G).

The Academy will apply the above criteria to applicant's subject to the following exceptions:

- Where an applicant is seeking admission for September in the normal admission round, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness involving hospitalisation or a bereavement.
- When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

Admission Criteria - Notes

- A. A "Looked After Child" means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.
- B. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants will be asked to provide evidence in order to verify the previously looked after status of a child at the time of application. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.
- C. The significant specific need which parents may ask to be taken into account must: relate directly to the student; be significant to the extent that it will or is likely to have an

impact on the ability of the student to access the provision of education. Parent(s) wishing to make application on the basis of this criterion must demonstrate that the Academy is specifically suited to meet the need described in the application and that no other school can meet this need. Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The Academy reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the Academy. Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the Academy to consider late information.

- D. Brothers or sisters are defined as full or half-brother/sister, adoptive brother/sister, fostered brother/sister, and the children of parents who are married or cohabiting, where the parents and children live together in the same household. For the purpose of clarity, it does not include cousins. The Academy reserves the right to ask for proof of relationship.
- E. The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy Trust what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.
- F. Applications from separated Parents/Carers Only: One application can be considered for each child. Where parents/carers are separated, it is essential that agreement be reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. The address used should be the one of the parent/guardian who receives the Child Benefit Allowance for the child. If Child Benefit is not claimed, the address should be that at which the child spends most of their time during term time at the point of application.
- G. In the case of over subscription against criteria 1 - 5, priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation. Details of this process are outlined below under 'Final tie-break allocation process'.

Waiting Lists

The Academy operates a formal waiting list from for those who are unsuccessful in securing

a place.

The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Education Health Care Plan or one who is required to be admitted through an In-year Fair Access Protocol (see below), are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date. The governors will review the waiting list regularly and all parents / carers will be asked to reaffirm their intention to remain on the waiting list at the end of each academic year.

Final Tie-Break Allocation Process

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the Trust's IT system in use at this time and ratified by the governing body.

Late Applications

Secondary transfer applications received after the deadline of 31st October will be processed after National Offer Day. Late applications will be processed in accordance with the admissions criteria.

National Offer Day

On National Offer Day (normally the 1st of March) your home borough / local authority will inform you of the outcome of your application and which school you have been allocated. The Elms Academy will also send out offer letters with a deadline for accepting or declining a place.

In-Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round

Applications outside of the normal admissions round are known as in-year admissions. Parents are encouraged to apply for a place in-year via the local authority by completing this form [here](#). Parents will be notified of the outcome of their in-year application within 20 school days

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

Admissions: outside of the normal age-range

Families may seek a place for their child outside of his/her normal age group under various circumstances such as for summer born children who started primary school later, ill health, if the child is gifted and talented or when the child has experienced problems.

Where a parent wishes to seek a place for their child outside their normal age group, they should contact the Academy whereupon the process will be explained. The Academy will make its decision on the basis of: (a) the circumstances of each case and in the best interests of the child concerned; (b) taking account of the parent's views; (c) information about the child's academic, social and emotional development; (d) the child's medical history and the views of a medical professional (where relevant); (e) whether the child has previously been educated out of their normal age group; and (f) whether they may naturally

have fallen into a lower age group if it were not for being born prematurely. The Academy will also take into account the views of the head teacher. When informing a parent of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for their decision.

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7 or Year 12) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group

Rights of Appeal

Parent(s) can appeal against the refusal of a school place under the School Standards and Framework Act 1998.

Appeals: New Year 7 admissions for September

If you wish to appeal against the decision not to offer you child a place at The Elms Academy in the new Year 7, you will need to contact the Clerk to the Independent Appeals Panel, Democratic Services, 1st Floor, Lambeth Town Hall, Brixton Hill, SW2 1RW Telephone 020 7926 2170, Email: democracy@lambeth.gov.uk. For late applications, an appeal should be lodged within 20 school days of receipt of application outcome letter. Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date. Parents/carers can obtain appeal forms and further details of the appeals process for entry into Year 7 via the Lambeth Council School Admissions Appeal page [here](#).

Appeals: In-Year admissions

In-year admission appeals (for people applying for school places in the middle of a school year) are dealt with by the school. Please contact admin@theelmsacademy.org for further information. Appeals should be lodged within 20 days of receipt of the application outcome letter.

All appeals, whether as part of the Year 7 standard admissions round, or in-year admissions, will be heard by an appeal panel which will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code (the "Code") published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

If parents/carers decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and parents/carers will have the opportunity to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

Fair Access Protocol

The Elms Academy participates in the In-Year Fair Access Protocol managed by Lambeth Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by The Admissions Forum on a regular basis.

Sixth Form Admissions Policy 2022-23

There are 240 places at The Elms Academy's Sixth Form, with 120 places available in each of Year 12 and Year 13.

The Admission Number for external candidates for Year 12 is 10. This is a minimum number applicable to external candidates, so the actual number of external admissions may be higher depending on how many Year 11 pupils at the Academy move into Year 12. Where an external candidate has an EHCP which names the Academy then that applicant will be admitted and the number of available places for external applicants will reduce accordingly.

To be eligible for admission to the Sixth Form the Academy has specific academic criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades.

A minimum of 5 GCSEs at grade 5 or above including English Language and Maths is required. In addition, the Academy also has minimum GCSE requirements for each subject which are set out in the Academy's Sixth Form Prospectus [here](#).

The entry criteria are the same for internal and external applicants. Please note that being offered a place in the Sixth Form is not a guarantee of a specific course of study.

Process for Application

To apply for the place in the Sixth Form, please complete the application form available [here](#) where you can also find out more about the Sixth Form.

Oversubscription Criteria

If there are more than 10 external applicants for Year 12 (or a higher maximum number of spaces available for external applicants given the number of eligible internal students), the oversubscription criteria set out below will be applied to external applicants. (For notes, please see pages 2-3):

1. Children who are "Looked after" by a Local Authority, or a child who was previously looked after but immediately following being looked after were subject to an adoption or residency order, including those from outside of England (*see notes A and B*).
2. Children who have medical needs, social needs and special needs which are not covered by an EHCP but mean admission to The Elms Academy is necessary. In such circumstances, the application must be supported by written specific professional advice, e.g., from a doctor or specialist, not a primary school alone. The decision as to whether the academy is uniquely placed to meet the stated need of the applicant will be determined by a panel. The panel will give special consideration to children with a visual impairment (*note C*).
3. Children who will have siblings in the Academy in years 7-11 at the time of admission (*see note D* for definition of siblings).
4. Children who are in Year 11 at The Hurlingham Academy, Peterborough Rd, London SW6 3ED.
5. Children of staff subject to either or both of the following circumstances:
 - a. where the member of staff has been continuously employed at the school for two or more years at the time at which the application for admission to the school is made; and / or

- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Distance from the applicant's home address to the Academy (see notes E and F). The distance is measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for students. The applicants will be ranked nearest to furthest (see note G).

Right of Appeal for Sixth Form

Where a student is refused admission to the Sixth Form, both the parent/carer of the student and the student have a right of appeal before an independent admissions appeal panel. For further information please contact Lambeth Council via their School Appeals pages [here](#).

Monitoring and Review

This policy has been made in accordance with the most recent legislation. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.