



STATIONERS'
CROWN WOODS ACADEMY
Executive Principal: Mr David Millar

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ADMISSION ARRANGEMENTS Stationers' Crown Woods Academy (SCWA) for academic year 2018/19

Leigh Academies Trust is the Admissions Authority of the Academy. Applications for places will be made in accordance with Royal Borough of Greenwich co-ordinated admissions scheme and timetable.

1. Process of Application for Year 7 entry 2018/19

Stationers' Crown Woods Academy has an agreed published admission number of 270 for entry into Year 7 for the year 2018/19.

To apply for a place at SCWA, an applicant must apply through the home Local Authority, in accordance with the Co-ordinated Planned Admission scheme.

Consideration of applications

All applications for places will be considered. Where fewer applications are received than the agreed admissions number, the Academy will offer places to all those who have applied.

Notwithstanding this, SCWA may refuse admission to particular applicants in cases where fewer than the published admission numbers have applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. Exclusions which took place before the child concerned reached compulsory school age, do not count for this purpose.

Procedures where the Academy is oversubscribed

Before the application of oversubscription criteria, children with a Statement of Special Education Need or Education, Health and Care Plan which names Stationers' Crown Woods Academy, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If there are more applicants than places available, priority within each band will be given in the following order to:

1) Looked after children or 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 (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child

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Stationers' Crown Woods Academy is part of Leigh Academies Trust



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who was adopted, or subject to a child arrangement order, or special guardianship order, immediately following having been looked after.

2) Children who have a sibling (brother or sister) living at the same address who will be on roll at the Academy at the time of the child's admission

This does not include students attending Post 16 studies. Sibling means a full, half or step-brother or sister.*

3) Acute Medical/Social Needs.

Leigh Academies Trust (LAT), as the Admissions Authority, will require written evidence in such cases from any relevant professional at the time of the application such as a letter from a qualified medical practitioner or social worker. This evidence must set out the particular reasons why SCWA is the most suitable school and the difficulties that would be caused if the child had to attend another school. In making their decisions, LAT will consider advice offered by social workers, health visitors and other professionals.

4) Child of a teaching staff member

The son or daughter of a member of staff who has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or who has been recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage. For this criteria son or daughter means a child who lives in the same house the member of staff, including a natural son or daughter, an adopted child stepson or daughter, or foster child.*

5) Other children

Distance from home to the Academy is measured electronically using a computerised mapping system. This system measures a straight line from a single fixed point in the centre of the home address to the centre of the Academy. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required.

**Children residing in the same households as part of an extended family, such as cousins, will not be eligible under this criterion. If children come from multiple births (twins, triplets, etc) and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those children, the Academy will offer a place to each of the children, even if doing so takes the academy above its PAN.*

Tie breaker

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. Priority will be given to the applicants who live nearest to the Academy as measured in a straight-line using Ordnance Survey address point data. Distances are measured for a defined point within the child's home to a defined point within the Academy as specified by Ordnance Survey. In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two applicants live an equal distance from the school, the offer of a place will be decided by random allocation.

Late Applications

SCWA follows Royal Borough of Greenwich Local Authority's policy for late applications as stated in the booklet "Secondary Schools in Royal Greenwich".

Waiting list for Year 7

Children's names are added to our waiting list, in the appropriate ability band, ranked in Admission criteria order. As there are three ability bands, there are three waiting lists.

If a place becomes available we will offer it to the next applicant on the waiting list in the appropriate ability band. If there are no applicants in that band, we will offer the place to the next applicant in an adjacent band, and so on. This process will continue until the end of August 2019.

From September 2018, ability bands will no longer apply for the waiting list. The Academy will hold a single waiting list, in admission criteria order. Year 7 waiting lists will be maintained until the end of August 2019. To remain on the waiting list for the following academic year, an in-year admission application will need to be submitted.

2. In Year Admissions

Applicants applying for a place at SCWA need to apply directly to the Academy.

Where in any year the Academy receives more applications for places than the published admission number, a waiting list will operate. This will be maintained by the 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 detailed above.

The process regarding children admitted via Fair Access Panel will be in line with Greenwich Local Authority's published arrangements.

3. Appeals

Leigh Academies Trust, as the Admissions Authority, delegates the responsibility for the administration of appeals to the Academy. Parents who wish to appeal the decision to refuse their child a place at the Academy may appeal in writing to the Clerk to Governors % the Academy. Appeals will be heard by an independent panel in accordance with the School Standards and Framework Act 1998.

4. POST 16 - Arden Sixth Form Admissions

Arden Sixth Form in an inclusive community to which the Academy welcomes applications from students from any background looking to study in a supportive and caring environment.

Before application of the oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names Stationers' Crown Woods Academy will be admitted.

Sixth Form Published Admission Number: 400 places including 100 places reserved for students who have not previously attended Stationers' Crown Woods Academy.

In the event of oversubscription the following factors will be taken into account.

- Students who have consistently supported the Academy's code of conduct (SCWA applicants only).
- Applicants that have achieved all required grades for the subjects identified in their application form. (as detailed in the 2018/19 prospectus)
- Applicants who have attended the summer term orientation/induction day.*
- Applicants who submitted applications before the 31st January 2019.

Application Procedure

1. The Academy will hold two Open Evenings in the Autumn term prior to admission for all interested applicants.

2. All applicants should complete and submit an application form to the academy by the 31st January 2019.
3. Applicants will be invited to discuss their curriculum choices with a senior member of staff to establish whether a suitable programme of study course is available to them.*
4. An offer will be made on the condition that the applicant achieves the examination grades required for enrolment onto each of the courses which they have chosen (These can be found within the Sixth Form Prospectus)
5. Applicants holding conditional offers will be invited to attend an orientation day in the summer term.
6. Where candidates have achieved the required grades enrolment will take place in August following publication of the GCSE results.
7. Application forms will be available at the open evenings and can be found on the Academy website: www.scwa.org.uk.

Students who wish to apply for Arden Sixth Form should apply to the Academy directly.

** The curriculum meeting and orientation day are designed to ensure students receive independent careers advice and guidance and to facilitate a smooth transition into the Sixth Form. Offers will not be dependent on attendance to either the meeting or orientation.*