



# STATIONERS' CROWN WOODS ACADEMY

A member of the Leigh Academies Trust

Executive Principal: Mr David Millar

## **ADMISSION ARRANGEMENTS Stationers' Crown Woods Academy for the academic year 2019/2020**

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.

Stationers' Crown Woods Academy has an agreed published admission number of 270 for entry into Year 7 for the year 2019 / 2020.

### **Process of Application**

To apply for a place at Stationers' Crown Woods Academy, 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.

All applicants will be invited to sit a general ability test. It is not possible to pass or fail the test, but those not sitting the test at all, will only be prioritised after those children who have sat the test. The dates of the test will be published widely, including on the Academy website. Parents wishing to apply for this academy should do so to the local authority in the usual way and register for the test by sending a supplementary form, available from the academy website, to the main office of the academy prior to the cognitive ability test date.

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the academy and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Applications must be made to the Local Authority, with written confirmation from the academy Principal attached. Applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the academy's oversubscription criteria.

## **Procedures where the Academy is oversubscribed**

Applications for places at the academy will be considered as follows:

1. Before the application of oversubscription criteria the following groups will be admitted and the published admissions number will be reduced accordingly:
  - Children with a Statement of Special Education Need or Education, Health and Care Plan (EHCP) that names Stationers' Crown Woods Academy.
  - Looked After Children or previously Looked After Children. A Looked After Child is one 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 who was adopted, or subject to a Child Arrangement Order, or special guardianship order, immediately following having been looked after.
  
2. Those applicants who have undertaken the cognitive ability test will then be split into 5 equally sized bands, based on the results of the cognitive ability test. This is to ensure that students across a broad range of abilities are admitted. If the number of applicants is not divisible by five the following process will apply:
  - If there is one extra applicant when the number of applicants is divided by five there will be an additional applicant placed in Band 2;
  - If there are two extra applicants, there will be one additional applicant placed in Band 3 and one in Band 4;
  - If there are three extra applicants there will be one additional applicant placed in Band 5, one in Band 1 and one in Band 2;
  - If there are four extra applicants there will be one additional applicant placed in Bands 2, 3, 4 and 5 respectively.

Once students have been allocated priority within each band will be given in the following order:

**(a) Admission of students whose sibling(s) currently attends the school** and who will continue to do so at the time of entry. For this criterion brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. Children residing in the same households as part of an extended family, such as cousins, will not be treated as siblings. If siblings from multiple births (twins, triplets, etc.) apply for the Academy and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its PAN. The Academy reserves the right to ask for proof of relationship.

**(b) Acute Medical/Social Needs.**

Medical, health, social and special access reasons will be applied in accordance with Stationers' Crown Woods Academy's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Stationers' Crown Woods Academy. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend the Academy. Such claims will need to be supported by written evidence from a suitably qualified, independent registered medical or other practitioner, at the time of original application, who can demonstrate a special connection between these needs and Stationers' Crown Woods Academy.

### **(c) Child of a 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 step-son or daughter, or foster child. 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. The Academy reserves the right to ask for proof of relationship.

### **(d) Distance from the Academy**

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 academy. 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 property to the centre of the Academy site. The same point on the school site is used for everybody.

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.

**3.** Those applicants who did not undertake the general ability test will then be considered. Priority will be given in the following order:

- (a) Admission of students whose sibling(s) currently attends the school;
- (b) Acute medical/social needs;
- (c) Child of a staff member;
- (d) Distance from the Academy.

The definitions of these criteria are the same as listed in section 2 above.

### **Tie breaker**

In the unlikely event that two or more applicants living the same distance away from the Academy and in all other ways have equal eligibility for the last available place at the Academy, the names will be issued a number and drawn randomly to decide which child should be given a place.

### **Late Applications**

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

### **In Year Admissions**

Applicants applying for a place at Stationers' Crown Woods Academy need to apply direct to the Academy. The process regarding children admitted via Fair Access Panel will be in line with Greenwich Local Authority's published arrangements.

## **Waiting list for Year 7**

The Academy will operate a waiting list in all ability bands. Where in any year the Academy receives more applications for places than there are places available a waiting list will operate until 31<sup>st</sup> December 2019. 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. Any child for whom a place is requested on the waiting list will undertake the general ability test, thus allowing each child to be placed in one of the ability bands. The lists will be ranked in line with the published oversubscription criteria and no further information can be considered. If a place becomes available the Academy 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.

Looked After Children, previously Looked After Children and those allocated a place in accordance with the local authority Fair Access Protocol will take precedence over those on the waiting list.

To remain on the waiting list for the following academic year, an in-year admission application must be submitted.

## **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 c/o the Academy. An independent panel will hear appeals in accordance with the School Standards and Framework Act 1988.

## **POST 16**

### **Sixth Form Admissions**

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: 450 places.

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

- Priority is given to students who have previously been attending Stationers' Crown Woods Academy;
- Applicants that have achieved all required grades for the subjects identified in their application form, as detailed in the 2019 / 2020 prospectus;
- Applicants who have attended the summer term orientation/induction day.
- Applicants who submitted applications before the 31st January 2019.
- Nearness of the applicants home. The academy will use the distance between the child's permanent home address and the main entrance of the Academy building, measured in a straight line. The same point on the Academy site is used for every applicant.

If 270 or more students from within Stationers' Crown Woods Academy meet the admissions criteria and wish to enter Y12 of the 6th form, no external applicants will be considered.

Where there are more external applicants for any available Sixth Form places than places available, after the admission of students with special educational needs where the Academy is named on the statement, the oversubscription criteria above will be applied to determine who is admitted. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants, whether they are internal or external applicants.

### **Application Procedure**

1. All potential applicants are invited to attend Open Evenings in the autumn term prior to admission year.
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.

Students who wish to apply for Stationers' Crown Woods Academy Sixth Form should apply to the Academy directly.