

APPENDIX

POLICY ON THE ADMISSION OF PUPILS TO CHELSEA ACADEMY

1. This document sets out the admission arrangements for Chelsea Academy. The document forms an Annex to the Funding Agreement between Chelsea Academy and the Secretary of State. These arrangements are without prejudice to the provisions of Annex 3 to this agreement. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. Chelsea Academy is a Church of England Academy within the Diocese of London.
3. Notwithstanding these arrangements, the Secretary of State may direct Chelsea Academy to admit a named pupil to Chelsea Academy. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for Chelsea Academy for the year 2012/2013 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a) Chelsea Academy has an agreed admission number of 162 pupils. Chelsea Academy will accordingly admit at least 162 pupils in the relevant age group each year if sufficient applications are received;
 - b) Chelsea Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Chelsea Academy will consult those listed at paragraphs 19-20 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

5. 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 provided by the home Local Authority where the child resides. Those applying for foundation places should also complete the supplementary form and ensure it is returned to the Academy by the date specified within the Academy's prospectus and on its website. Chelsea Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the RBKC Admissions Forum or LA:
 - a) September - Chelsea Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria,

for the following September (e.g. in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. Chelsea Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

- b) September/October - Chelsea Academy will provide opportunities for parents to visit the Academy;
- c) November - CAF to be completed and returned to the LA to administer
- d) LA sends applications to Academy
- e) Academy carries out aptitude test for Music Specialist places
- f) Academy sends list of pupils to be offered places to LA
- g) February - LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- h) 1st March offers made to parents.

Consideration of applications

6. Chelsea Academy will consider all applications for places. Where fewer than 162 applications are received, Chelsea Academy will offer places to all those who have applied. The home LA will seek confirmation of address. If incorrect information has been provided on the application the child in question may be given a lower priority for admission which could, in some circumstances, result in the original offer being withdrawn.

Procedures where Chelsea Academy is oversubscribed

7. 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 children with statements of SEN, places will be allocated to applicants in the following priority order:

- i) Young people who are in public care
- ii) Young people whom the Governors and Principal accept have an exceptional medical, social or educational need for a place at Chelsea Academy. Applications will only be considered under this category if they are supported by a written statement from a medical consultant, senior social worker or other appropriate professional. In each case there must be a clear connection between the child's need and Chelsea Academy, and an explanation of the difficulties which would be caused if the child were to attend another school.
- iii) Up to 10% of the agreed admission number of pupils will be admitted on the basis of aptitude in Music, using a specified

assessment process, which will be published in the Academy prospectus (Year 7 Secondary Transfer only). Applicants for those places must complete a supplementary information form. Applicants who are not offered a place under this category will automatically be considered for a place under the admission criteria described below.

Admission under i) to iii) will be considered irrespective of any religious affiliation.

a) Balance of Foundation and Community Places

50% of the remaining places per year will be Foundation Places (Church) and 50% Community Places (Open), with any vacant places being taken up by oversubscription from the other category. Foundation Places are defined as places for those pupils who meet the foundation criteria established for their admission to Chelsea Academy. Community Places are defined as places for those pupils who meet the community criteria established for their admission to Chelsea Academy.

If from the remaining places fewer applications were received, all those applications would automatically gain admission. In the event that either or both of the categories of Foundation and Community places are oversubscribed, then the remaining places will be allocated using the oversubscription criteria and procedures.

b) Foundation Places

Foundation places are open to applicants who meet the criteria for foundation places.

Foundation Applicants

Applicants eligible for Foundation Places will be allocated places in the following order of preference:

1. Children who regularly attend¹ one of the Church of England churches in the Deaneries of Kensington and Chelsea and who attend a Church of England Primary School in the Deaneries.
2. Children who regularly attend¹ other Christian Churches or chapels² and who attend a Church of England Primary School in the Deaneries.

¹ Regular attendance at church must have been for at least one year, on at least two occasions per month. A Vicar's/Minister's letter will be required. The only exception will be those families who have moved into the area within the previous year and can provide a Vicar's/Minister's letter to confirm that they attended a church regularly in the place where they used to live.

² "Christian Churches or chapels" refers to those churches that are members of Churches Together in Britain and Ireland or are members of the Evangelical Alliance or Afro-Caribbean Evangelical Alliance.

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3. Children who regularly attend¹ one of the Church of England churches in the Deaneries of Kensington and Chelsea, or other Christian Churches or chapels² in the Deanery area.
4. Other children who attend a Church of England Primary School in the Deaneries of Kensington and Chelsea.

If any of the above categories are over-subscribed, random allocation will be used as a tie-break. Those not offered foundation places will be considered against the criteria for community places and vice versa.

If a tie-break involves twins or triplets, Chelsea Academy will offer places over the published number to accommodate the children.

c) Community Places

Community places are open to all applicants.

Community Places: Over-Subscription Criteria

Places will be offered in the following order of priority.

1. To applicants who on the closing date for applications attend a primary school in the Royal Borough of Kensington and Chelsea which is not a Church of England primary school.
2. To other applicants who attend a primary school in RBKC.
3. To brothers and sisters of children on the roll of the Academy at the time of admission.
4. To other applicants that do not attend a RBKC primary school.

If there are more applicants than places available in either category 1, 2, 3 or 4 places will be offered to children who live nearest the school.

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre point of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order. Should more than one child have the same distance a decision will be made using random allocation.

If a tie-break involves twins or triplets, Chelsea Academy will offer places over the published number to accommodate the children.

Operation of waiting lists (Year 7)

8. Where in any year Chelsea Academy receives more applications for places than there are places available, waiting lists will operate for foundation and community places. The lists will be maintained by Chelsea 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(s), following an unsuccessful application. You will need to contact your Home LA if you would like to either make a late preference for your child or to be added to the waiting list(s) if you have already applied.

9. After Year 7 has begun, pupils will no longer be admitted on the basis of aptitude in Music. Priority will first be given in the way described above in 7.i and ii. After that, children's position on the waiting list(s) will be determined in accordance with the foundation and community oversubscription criteria outlined above in 7a, b and c. Where places become vacant they will be allocated to children on the waiting lists in accordance with the oversubscription criteria.

10. The Local Authority will co-ordinate admissions for in-year applications and applications for year groups other than the normal point(s) of entry. You will need to contact the Academy to find out your child's position on the waiting list(s).

Arrangements for admission to post 16 provision

11. Chelsea Academy will operate a co-educational sixth form for a maximum of 250 students.

The admission number for the sixth form is 125 for the years 2011/12, 2012/13 and 2013/14.

For 2014/15 and subsequent years the Academy will not admit external applicants into its sixth form unless it is undersubscribed by pupils progressing from its own Year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy and, if a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria in paragraph 12.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for entry. In addition to the minimum academic entry requirements for the sixth form, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Academy's prospectus and website and in the LA composite admissions prospectus.

12. When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in the following order:

- (1) Looked after children
- (2) Places will be offered to children who live nearest the school.

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre point of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order. Should more than one child have the same distance a decision will be made using random allocation.

Details relating to prior attainment requirements (for external applicants) will be required on a supplementary application form

13. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants and those existing Chelsea Academy pupils refused progression into the sixth form.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left Chelsea Academy (Years 8 -11)

14. 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 will 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, priority will first be given in the way described above in 7.i and ii. After that, the waiting list(s) will be ordered according to the foundation and community oversubscription criteria outlined above in 7.a,b and c, with the exception that attendance of a Royal Borough of Kensington and Chelsea Primary school will no longer be considered when applying the foundation and community place criteria. Parents whose application is turned down are entitled to appeal.

Arrangements for admission of pupils as Chelsea Academy builds to its full capacity

15. Chelsea Academy opened on 1 September 2009 with a Published Admission Number relating solely to pupils in Year 7.

16. During the period from 1 September 2009 to the admission of Year 7 in September 2013 to Chelsea Academy there will not be a Published Admission Number against which to consider applications for admission to all year groups. Initially in September 2009 there will be four such Year groups (Year 8-11) reducing by one in each subsequent academic year.

17. Admission to year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Chelsea Academy

and the efficient use of resources.

18. There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

19. Chelsea Academy shall consult each year on its proposed admission arrangements.

20. Between 1 November and 1 March Chelsea Academy will consult the following for 8 weeks:

- a) RBKC LA;
- b) RBKC Admission Forum
- c) London CE Diocese / LDBS
- d) Primary and secondary schools in the area
- e) Any affected admission authorities in neighbouring areas
- f) Parents in the area
- g) Community groups
- h) Teaching unions (if admission numbers are rising)

Determination and publication of admission arrangements

21. Following consultation, Chelsea Academy will consider comments made by those consulted. Chelsea Academy will then determine its admission arrangements by 15 April of the relevant year and within 14 days will notify those consulted what has been determined.

Publication of admission arrangements

22. Chelsea Academy will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in RBKC LA;
- b) copies being sent to the offices of RBKC LA;
- c) copies being made available without charge on request from the Academy;
- d) copies being sent to public libraries in the area of RBKC LA for the

purposes of being made available at such libraries for reference by parents and other persons.

23. The published arrangements will set out:

- a) the name and address of the Academy and contact details;

- b) a summary of the admissions policy, including oversubscription criteria;

- c) a statement of any religious affiliation;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.