CONSULTATION ON ADMISSIONS ARRANGEMENTS FOR 2014/15 ENTRY

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Richmond Upon Thames Admissions Forum  
Headteachers and Chairs of Governors of Community, Voluntary Aided and Academies in the London Borough of Richmond Upon Thames  
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Richmond Park Academy's Funding Agreement requires the Academy’s Governing Body to consult with admission authorities within the ‘relevant area’ (the administrative boundary of the London Borough of Richmond upon Thames) and with neighbouring Local Authorities on the proposed admission arrangements prior to making a determination or admission arrangements.

This consultation is with respect to the following admissions arrangements which are proposed to come into effect for admission of students in September 2014.

1. A reduction of the admissions number at Year 7 from 220 to 180.
2. Making Year 12 a normal point of entry with an admissions number of 120 and the associated admissions arrangements.
3. Removal of the “Linked Primary” criterion from the over-subscription criteria.
4. Removal of admissions arrangements for students at the point of transfer from...
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the predecessor school to the Academy.

A full copy of the proposed Admissions arrangements can be found in Annex A.

Copies of this proposal are available, without charge, on request from the Academy, on the Academy website.

Views are welcome regarding these proposed changes by the deadline date of 29 March 2013. A consultation response form has been included at the end of this proposal for your convenience. Anyone who wishes to comment on any of the proposals should complete the response form and send it to: Simon Danciger, Chair of Governors, Richmond Park Academy, Park Avenue, London SW14 8RG

**BACKGROUND**

**1. Reduction in Admission Number For Year 7**

Richmond Park Academy is currently an 11 to 16 school which admits 220 students each year.

The school ran a consultation between December 2011 and March 2012 on the addition of a Sixth Form of 200 students to the Academy. The views of respondents were positive and the DfE granted permission for this in September 2012.

The planning approval for the new buildings at the Academy limits the number of students at the site to 1,140 and the new building has been designed to accommodate that number. A Sixth Form of up to 200 students can therefore only be accommodated by reducing the number of students aged 11 to 16 through a reduced admissions number. This change was made clear during the Sixth Form consultation.

In practice, the Academy and its predecessor school have not recruited 210 students in recent history with numbers below 100 until recent years.

**2. Admission at Year 12**

The proposed Sixth Form will open in 2014 for 40 students transferring from the Academy’s current Year 11. The proposed changes are required to allow admission of students from other local schools wishing to attend the Sixth Form.

The co-ordinated approach to Sixth Forms in the area envisages complementary curriculum offers with no one school offering a full range of subjects. This recognises
that some students may wish to transfer to another school at 16 to take advantage of a particular curriculum offer.

The proposed admissions criteria are based on the admissions criteria at Year 7.

The London Borough of Richmond has removed the “Linked Primary” criterion from the oversubscription criteria for all mixed community secondary schools in the Borough as from September 2012.

Richmond Park Academy and the AET are committed to keeping its admissions criteria in line with the other Richmond schools and is proposing to make the same change. The proposed oversubscription criteria have been revised to match those proposed for other Richmond schools.
Annex A – Proposed Admissions Policy

THE ADMISSION OF PUPILS TO RICHMOND PARK ACADEMY

GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and Richmond Park Academy.

2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.

3. Notwithstanding the generality of paragraph 2 of this Annex, the Academy Trust will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.

4. Notwithstanding any provision in this Agreement, the Secretary of State may:
   (a) direct the Academy to admit a named pupil to Richmond Park Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
   (b) direct the Academy to admit a named pupil to Richmond Park Academy if the Academy has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

5. The Academy shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

6. The Academy shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
7 In paragraphs 5 and 6 above, ‘relevant children’ means:
   a) in the case of appeals for entry to a sixth form, the child, and;
   b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Relevant Area

8 Subject to paragraph 9, “relevant area for consultation” means the “Relevant Area” determined by the local authority for maintained schools in the area (in accordance with the meaning of “Relevant Area” within the School Admissions Code). The Relevant Area for Richmond Park Academy is the administrative area of The London Borough of Richmond upon Thames.

9. If the Academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.

10. The Secretary of State will consider the Academy’s application and will by 30 September either:
   a) determine the area for consultation; or
   b) determine that the meaning within paragraph 8 should apply.

11. The Secretary of State may consult the local authority before making such a determination.

12. Within 14 days of the Secretary of State’s determination, the Academy will notify the consultees listed in paragraph 14 of the determination.

13. In the event of a paragraph 10a determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this annex B.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

14. The Academy shall consult the following parties on the Academy’s proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the ‘Determination Year’:
   a) The LA.
   b) The admission forum for the LA.
   c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
   d) Any other governing body for primary and secondary schools (as far as
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not falling within paragraph c)) located within the relevant area for consultation.

e) Affected admission authorities in neighbouring local authority areas.
f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
g) Community groups which the Academy considers relevant;
h) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

Note: A ‘determination year’ is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2009 and determination to be in April 2009 for admissions in September 2010.

15. From 2011-12, and for subsequent years, consultation in line with paragraph 14 is not required in any year where the following conditions are met:
   a) the admission arrangements were consulted upon in one or both of the previous two years; and
   b) there have been no changes, or proposed changes, since the last consultation.

16. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 14 must be followed for the next determination year.

Academy Trust Determination of Admission Arrangements

17. The Academy will consider comments made by those consulted in accordance with paragraph 14, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.

18. The Academy will determine the Academy’s admission arrangements annually by 15 April of the Determination Year and notify consultees listed in paragraph 14 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

19. Where the Academy Trust has determined the Academy’s admission arrangements and notified all consultees listed in paragraph 14, if any of those persons or bodies object to the Academy’s admission arrangements,
including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

**Secretary of State’s Consent for Changes to Admission Arrangements**

20. Where the admission arrangements determined in a Determination Year in accordance with paragraph 18 are different from the admission arrangements currently in existence for the Academy, the Academy Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

**Secretary of State’s Power to Accept, Modify or Reject Admission Arrangements**

21. Where the Secretary of State has received any representations made in accordance with paragraph 19, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy amends the proposed admission arrangements for the Academy. The Academy shall comply with any such direction.

22. Where the Secretary of State has received an application made in accordance with paragraph 20 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

**Publication of Admission Arrangements**

23. The Academy shall each Determination Year publish Richmond Park Academy’s agreed admission arrangements by:

   a) copies being sent to the persons consulted in paragraph 14;
   b) copies being sent to primary and secondary schools in the LA’s area;
   c) copies being sent to the offices of the LA;
   d) copies being made available without charge on request from the Academy;
   e) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.
   f) a copy being uploaded to the Academy’s website (if it has one).

24. The published admission arrangements will set out:

   a) the name and address of Richmond Park Academy Academy and contact details;
   b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
   c) a statement of any religious affiliation if relevant;
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d) numbers of places and applications for those places in the previous year; and
e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by Richmond Park Academy
After Arrangements Have Been Published

25. Subject to paragraph 26, once the Academy’s admission arrangements have been determined for a particular year and published, the Academy will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

   a) the Academy has consulted those who are required to be consulted under paragraph 14 above on the proposed variation;
   b) following such consultation, the Academy has applied to the Secretary of State to approve the change setting out:
      i) the proposed change;
      ii) reasons for wishing to make such a change;
      iii) any comments or objections to the proposal from those consulted; and
   c) following such application, the Secretary of State has provided his consent to the proposed variation.

26. The Academy shall following the prior written agreement or direction of the Secretary of State vary the Academy’s admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

27. Any changes to the Academy’s admission arrangements brought about through the variation processes in paragraphs 25 or 26 above must be published within the Academy’s prospectus and on its website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 14.

28. The Academy must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy’s admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

29. Where a representation is made in accordance with paragraph 28, the Secretary of State may, after consulting the Academy, direct that the Academy modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the
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Codes as they apply to maintained schools. The Academy must comply with any such direction.

30. Records of applications and admissions to the Academy shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

Admission Number(s)

31. The Academy has the following agreed admission number for the Academy for the year 2014/2015 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

a) 180 for pupils in Year 7.

32. In any specific year, the Academy may set a higher admission number than Richmond Park Academy’s agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 14. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

33. If the Academy admits a total of 26 pupils in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting those bodies listed at paragraph 14.

Process of Application

34. Arrangements for applications for places at Richmond Park Academy will be made in accordance with the LA’s co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

35. The Academy will use the London Borough of Richmond upon Thames LA’s timetable for applications to Richmond Park Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within London Borough of Richmond upon Thames LA as agreed by the, Admissions Forum, London Borough of Richmond upon Thames LA, local schools and Academies

a) By September - The Academy will publish in Richmond Park Academy Academy’s prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2007 for admission in September 2008). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy will also provide information in relation to Richmond Park Academy to
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the London Borough of Richmond upon Thames LA for inclusion in the composite prospectus, as required;

b) September/October - The Academy will provide opportunities for parents to visit Richmond Park Academy;

c) October – Common Application Form to be completed and returned to the pupil’s home LA to administer

d) London Borough of Richmond upon Thames LA sends Richmond Park Academy applications to the Academy;

e) Academy sends list of pupils to be offered places at Richmond Park Academy to London Borough of Richmond upon Thames LA;

f) February - London Borough of Richmond upon Thames LA applies agreed scheme for own schools, informing other affected neighbouring LA’s of offers to be made to their residents.

g) 1st March offers made to parents.

36. From 2011-12 there will be a national closing date for applications as follows:

1. 31 October for secondary applications; and

2. 15 January for Primary applications

3. The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

37. The Academy will consider all applications for places at Richmond Park Academy. Where fewer than the published admission number for the relevant year groups are received, the Academy will offer places at Richmond Park Academy to all those who have applied.

Procedures where Richmond Park Academy is oversubscribed

38. Places will be allocated to those children whose parents/carers have expressed a preference for that school by submission of an application form to the Local Authority by the published deadline. If there are more preferences expressed than available places, they will be allocated in accordance with the following criteria in order of priority:

1. Children in public care

2. Children who have an exceptional medical or social need requiring attendance at the Academy rather than any other school. These needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers.
These circumstances cannot be taken into account unless information is provided at the time of application. Failure to provide this information at that stage may therefore affect whether or not the children are allocated places at the Academy. All information submitted will be regarded as confidential;

3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at the school at the point of admission;

5. Children living closest to the Academy, measured by the shortest route by road or publicly maintained footpath, accompanied as necessary, from the seed-point of their home to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system.

Notes:

1. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.

2. Children with a statement of special educational need that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

3. These criteria will apply to all applicants, regardless of the borough in which they live.

4. Late applications apart from applications on behalf of looked after children will NOT be processed until after all the applications received on time.

5. The Academy reserves the right to seek, or for its agents to seek, verification of the information parents have given on the application form and to withdraw places if false information has been given.

6. The Authority's Behaviour and Attendance Panel may make placements, over the admission number if the school is full, for children who are deemed to be 'hard to place'.

Operation of waiting lists

39. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year
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group. Where in any year Richmond Park Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. These waiting lists will be maintained by the London Borough of Richmond on Thames 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. The Academy will inform the Council of any such requests.

40. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 38, above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Arrangements for Admitting Pupils to Other Year Groups, Including To Replace any Pupils who have Left Richmond Park Academy**

41. From 2010-2011 local authorities will co-ordinate admissions for in-year applications and from 2011-2012 for applications for year groups other than the normal point(s) of entry. This will not affect the Academy’s right to determine which applicants have priority for admission.

42. 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 unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 38 shall apply. Parents whose application is turned down shall be entitled to appeal.

**Arrangements for Admitting Students To The Sixth Form**

43. Any places unfilled by internal candidates will be filled by external candidates.

44. The Academy operates a Sixth Form with a capacity for a total of 200 pupils. 120 places overall will be available in year 12 (the year 12 ‘capacity’). Pupils already on the Year 11 Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry.

45. If less than 120 of the Academy’s own Year 11 pupils transfer in the Year 12, additional external pupils will be admitted until the Year 12 meets its capacity.

46. The Academy will apply the same academic entry requirements as it does to students 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 38.

47. The Academy will publish, at the beginning of the academic year prior to admission (e.g. September 2013 for those seeking admission in September 2014), the specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. It will also publish academic entry requirements for each course available based
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upon GCSE grades or other measures of prior attainment. These criteria are
the same for internal and any external applicants and will be published in its
prospectus and on its website. Pupils failing to meet the grades for their
preferred course option will be offered alternative courses if available.

48. There will be a right of appeal to an Independent Appeals Panel for internal
pupils refused transfer and any external applicants refused admission.
Response to Consultation

I agree that Richmond Park Academy should change its admissions arrangements number as proposed from September 2014

Yes / No

If you wish to qualify any of the above responses, or have any other comments regarding the proposal, please write them here:

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