

ADMISSION ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO *MOSSBOURNE COMMUNITY ACADEMY*· 2016/17

Year 7 Admissions

Definitions

In this document the following words and expressions (unless the context requires otherwise) have the following meanings:

Mossbourne Community Academy – Throughout this document the terms ‘Mossbourne Community Academy’ and ‘the Academy’ refer solely to the Academy school located at 100 Downs Park Road, Hackney, E5 8JY. It should be noted that Mossbourne Community Academy acts as its own admission authority.

Mossbourne Federation –Throughout this document the term ‘Mossbourne Federation’ refers to the federation governing two local Academies, Mossbourne Community Academy and Mossbourne Victoria Park Academy.

Hackney Learning Trust is the name used by Hackney Council for the part of the Council that provides education services. Hackney Learning Trust is not a separate entity and is part of the Children and Young People’s Directorate of Hackney Council. All references to Hackney Learning Trust mean Hackney Council. Hackney Learning Trust co-ordinate admission to all secondary schools in Hackney as part of the pan-London agreement.

Siblings - Brothers and sisters living at the same address as the child for whom the application is being made. This includes half brothers and sisters, step brothers and sisters who live at the same address.

Geographic Information System - The Geographic Information System (GIS) refers to the computer software by which straight line distance measurements are calculated from the Academy’s front gate to the home address of applicants. Such measurements are used to place pupils into the inner, middle or outer zones.

Inner Zone – The area defined by the Academy’s computerised GIS as being within a radius of 1km of the Academy’s front gate.

Middle Zone – Any location from 1km to 2.3km of the Academy’s front gate.

Outer Zone- Any location from 2.3km to 3km of the Academy’s front gate.

The 3km cut-off for the outer zone does not apply to pupils who meet oversubscription criteria I-V. These pupils will be considered in the zone with the most places left.

CAT test – The Cognitive Abilities Test 3 produced by GL assessments comprising a verbal, non-verbal and quantitative aspect.

CAT score – The mean result attained by an individual pupil on the CAT test.

Band – The ability group into which an applicant is placed on the basis of their CAT score.

Random Computerised Lottery – The process of allocation of places using a random computerised lottery system developed by a software company independent of the Academy and its sponsors which is overseen and verified by a second independent expert.

PROCESS OF APPLICATION

The *Mossbourne Community Academy* has operated as an Academy since 2004 and its admission arrangements will form part of Hackney Learning Trust's co-ordinated admissions scheme. The Academy intends to use the following timetable for applications each year (exact dates within the months *may* vary from year to year) agreed by Hackney Learning Trust and intended to secure a co-ordinated approach to admissions for parents/carers and pupils:

- a. **September:** the Academy will publish in its prospectus, information about the arrangements for admission for the following academic year September (for example the Academy will publish its prospectus in September 2015 for admission in September 2016), including criteria for dealing with over-subscription. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. The Academy will also provide information to Hackney Learning Trust for inclusion in the composite prospectus, as required;
- b. **September:** the Academy will hold open evenings/ opportunities for parents to visit the Academy;
- c. **October:** closing date for application forms to be returned (exact date to be specified);
- d. **November:** applications considered as part of Hackney Learning Trust's coordinated admission arrangements.
- e. **December - January:** applications considered by the Academy and a list of applications ranked in accordance with the Academy's oversubscription criteria sent to the Learning Trust;
- e. **March:** offers of places notified in writing to parents by the Home Local Authority.

CONSIDERATION OF APPLICATIONS

The Academy's published admission number is 200. The Academy will consider all applications for places. Where fewer than 200 applications are received, the Academy will offer places to all those who have applied.

Notwithstanding the above paragraph, the Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. The ability to refuse applications applies to applicants who have been permanently excluded from two or more other schools and the ability to refuse admission runs for a period of two years from the date of the last exclusion. Exclusions that took place before the child concerned reached compulsory school age do not count for this purpose and this provision does not apply to children with statements of special educational needs; children who were reinstated following a permanent exclusion; and children who would have been reinstated following a permanent exclusion had it been practicable to do.

The Academy may also, outside the normal admissions round, refuse admission to pupils where the Academy considers that the admission of a child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources at the school. In this situation the case would be referred to the local authority for action under the fair access protocol.

PROCEDURE FOR ALLOCATING PLACES, INCLUDING DEALING WITH OVER-SUBSCRIPTION

All pupils applying to the Academy will be asked to sit the CAT test. If the number of applications to the Academy in a particular year exceeds the number of places available then the results of this test will be used for the purpose of assisting the Academy in placing applicants into one of four ability bands.

Children will be placed into one of four ability bands, A, B, C and D dependent on their CAT score. The boundaries of each band reflect the national range of abilities and are as follows:

Band	CAT score
Band A	Above 110
Band B	101-110
Band C	90-100
Band D	Below 90

Children with statements of special educational need/education, health and care plan and children in public care who do not take the test will be allocated to the appropriate band on the basis of an alternative appropriate assessment.

Having received a band allocation on the basis of their CAT score each pupil will then be allocated to the Inner, Middle or Outer zone on the basis of the proximity of their home address to the academy using a GIS system. The Academy will not normally undertake measurements for individual parents upon request.

Oversubscription Criteria

Of the 200 places available at the Academy, 25% will be available to each of the four bands. These shall then be divided between the inner, middle and outer zones giving 50% to the inner zone, 30% to the middle zone and 20% to the outer zone. This gives the following numbers per band and zone as follows.

- Band A Inner – 25 places
- Band A Middle – 15 places
- Band A Outer – 10 places
- Band B Inner – 25 places
- Band B Middle – 15 places
- Band B Outer – 10 places
- Band C Inner – 25 places
- Band C Middle – 15 places
- Band C Outer – 10 places
- Band D Inner – 25 places
- Band D Middle – 15 places
- Band D Outer – 10 places

Pupils with statements of special educational need/Education Health and Care plan for whom the Academy is named on the statement are admitted ahead of other applicants but will be included in the band and zone allocation in

which they fall. Pupils with a statement living further than 3km from the Academy's front gate will still be considered in the outer zone for the band in which they are placed. Pupils meeting priorities (i) to (v) below who live further than 3km from the Academy's front gate will also be considered in the zone with the most places.

Starting with the inner zones of each band working from band A to band D in order, then the middle and outer zones in each band working from band A to band D in order, places shall be allocated according to the following oversubscription criteria:

- I A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption order, residence, or special guardianship order. 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.
- II Children with a child protection plan for whom the Academy is their nearest school.
- III Children with a sibling on roll at the Academy in years 7 to 13 at the time of application.
- IV Children whose acute medical or social need justifies a place at the Academy. To assist the Academy in determining whether this oversubscription criterion applies to a particular applicant, it is the responsibility of the parent of the child to provide supporting professional evidence for example a GP's letter or social worker's letter which demonstrates why the child should be given a place at the Academy rather than any other school.
- V Children of staff who work at Mossbourne Community Academy full time with at least two years' continuous employment by the Mossbourne Academy or where the Academy reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.

If the total number of applicants meeting oversubscription criteria I-V in any one band and zone exceeds the stated number then places shall be allocated from the alternative zones within the same band if available. For example, if Band A outer zone required more places, these would be taken alternatively from the other zones in Band A starting with the zone nearest the school, if they are available. If any of the zones within the same band require further places these will be allocated from the equivalent zone in the nearest band with places remaining, alternating (firstly) between the band above and (thereafter) the band below except for Band A, in which places will be taken from a lower band only, and Band D where places will be taken from a higher band only. If two or more bands were affected in this way then the places in the affected bands would be allocated in descending order from A-D.

All remaining places in each band and the inner, middle and outer zone will then be allocated amongst remaining applicants in that band and zone using a random computerised lottery. In the case of twins or multiples if one child is allocated a place through the lottery their sibling(s) will automatically be allocated a place from the band and zone in which they have been placed.

Any places remaining after the above applicants have been considered will be allocated to pupils living outside all zones using a random computerised lottery.

In the event of a tiebreak a random computerised lottery will be used.

OPERATION OF WAITING LIST:

In-year Admissions

The Academy will participate in the arrangements published by Hackney Learning Trust, which provide for the allocation of places in line with the Academy's admissions policy and the maintenance of a waiting list of pupils applying to the Academy, should no vacancies be available at the time of application.

In September, banded waiting lists will be maintained for one term in Year 7 only using pupils' band positions from secondary transfer. Pupils who have not taken the banding test will be allocated to the appropriate band on the basis of an alternative assessment, where possible KS2 SATs results will be used. During this first term vacancies arising in each band will be allocated to a pupil from the same band. Within each band priority will first be given to pupils who meet criteria I-V below in the order in which they are written and thereafter using a random computerised lottery.

After the first term in year 7, and in all subsequent years, all places will be allocated in the same way. Priority will first be given to pupils who meet priority I-V below in the order in which they are written here. If a place arises when there is no child meeting criteria I-V then places will be allocated from all pupils on the waiting list for that year using a random computerised lottery. In any tie-break situation a random computerised lottery will be used.

- I A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption order, residence, or special guardianship order. 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.
- II Children with a child protection plan for whom the Academy is their nearest school.
- III Children of staff who work at Mossbourne Community Academy full time with at least two years' continuous employment by the Mossbourne Academy or where the Academy reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.
- IV Children whose acute medical or social need justifies a place at the Academy. To assist the Academy in determining whether this oversubscription criterion applies to a particular applicant, it is the responsibility of the parent of the child to provide supporting professional evidence for example a GP's letter or social worker's letter which demonstrates why the child should be given a place at the Academy rather than any other school.
- V Children with a sibling on roll at the Academy in years 7 to 13 at the time of application who are joining the Academy at any time beyond the standard year 7 entry point.

Year 9 Admissions

The Academy will admit up to 20 pupils each year into Year 9 who demonstrates an aptitude for rowing. This number will be in addition to the standard number of 200.

Applications will be invited from candidates from all schools in Hackney and elsewhere.

The application should be made during Year 8 on an application form, which can be obtained from the Mossbourne Academy website. This application should be sent back to the Academy by **20th January 2016**. If there are more applicants who have an aptitude for rowing than places available, priority will be given those who score the highest in the physiological aptitude test.

Details of the aptitude test are available www.mossbourne.hackney.sch.uk

Selection of candidates will be carried out using an aptitude test designed and carried out by London Youth Rowing. Successful candidates will be informed by **29th April 2016**.