

## Admissions Policy 2024/25

### Admission arrangements for Community Schools Trust and schemes of coordination for the school year 2024/25

Community Schools Multi Academy Trust (CSMAT) is the admission authority for Haggerston School, Weymouth Terrace, London E2 8LS in the London Borough of Hackney. Haggerston School participates in the co-ordinated admissions procedure, provided by Hackney Education.

This policy will be administered fairly and impartially and accords with the School Admissions Code 2021. The admissions policy for Haggerston School is reviewed annually in line with requirements laid down in the School Admissions Code (SAC) and full consultation occurs at least every seven years. These admission arrangements will be displayed on the school website for the whole of the offer year e.g. admission arrangements for 2024/25 will be displayed until 31 August 2024.

The arrangements outlined here, together with the documents listed below which are available separately, form the admission arrangements for the London Borough of Hackney.

- Hackney Education's Scheme for coordination of admissions to Year 7 and Reception in maintained schools and academies in 2024/25.
- Hackney Education's Scheme for coordinating In Year admissions to maintained schools and academies in Hackney in 2024/25.

### The Published Admissions Numbers (PAN)

The PAN for the school is 180 for Year 7.

### Applying for a place in the normal admission round (Year 6 to 7 transfer)

In common with all schools in the London Borough of Hackney, Hackney Education coordinates the application process on behalf of Haggerston School according to the scheme which they publish in their annual Admissions Protocol which is published in accordance with the SAC.

Parents must use the Common Application Form (CAF) of the Local Authority in which they are resident to apply for a place for their child at Haggerston School. The CAF must be submitted to the Local Authority by the deadline date published in the Local Authority Protocol.

All year 7 applications must be made through Hackney Education via Hackney Education's website.  
<https://education.hackney.gov.uk/section/admissions-and-transfers>

The Local Authority Protocol and information on their website includes clear guidance on:

- How to complete the CAF online.
- closing dates to submit an application.
- dates for notification to parents of admissions decisions.
- closing dates for accepting places or lodging appeals.

Children transferring from Year 6 to secondary school will take the Cognitive Abilities Tests (CAT 4) designed by GL Assessments for the purpose of fair banding. The test is not an entrance examination that pupils pass or fail. The test is not a form of academic selection as no applicant is excluded from consideration on the basis of the test results. The test is a way of ensuring that schools admit children of all abilities.

Children transferring from Year 6 to secondary school will be placed in one of four ability bands which as far as possible will be of equal size based on the score in the cognitive ability tests. The minimum and maximum score for each band are determined using the range of scores of the tests undertaken each year. Schools or Hackney Education may seek other evidence of a child's academic ability e.g. advice from the primary school teacher or other school professional's assessment and will be assigned to the appropriate band on that basis. Children transferring from Year 6 to secondary school will be ranked in each band according to the following admission criteria.

Children with an Education, Health and Care Plan naming a school will be admitted to that school and counted against the overall admission number. Where such children have taken the cognitive ability test they will be assigned to the relevant band based on their test score.

Places will then be offered to the same number of pupils in each band in the following priority order:

1. Looked after children and children who were previously looked after, including children in state care outside of England, but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order<sup>1</sup>.
2. Children subject to a Child Protection Plan<sup>1</sup>.
3. Children whose exceptional medical or social needs<sup>2</sup> justify the allocation of a place at a particular school.
4. Children with a brother or sister<sup>3</sup> on roll at the school in Years 7 to 13 at the time of the proposed admission.
5. Children of staff in either or both of the following circumstances subject to there being no more than one child offered a place under this priority in each class
  - a. Where the staff member has been employed at the school for two years at the time of the application for (admission) and/or
  - b. The staff member has been recruited to fill a vacant post for which there is a demonstrable skills shortage
6. Applicants living nearest to the school<sup>4</sup>.

### *Tie Breaker*

Distance<sup>4</sup> will be used as a tie-breaker. If two applicants live exactly the same distance from the school the allocation of the place will be determined by random allocation.

Random allocation will be managed by every preference being assigned an individual random number (between 1 and 1 million) as the application is processed and the applicant with the lowest random number is given priority.

Under criterion 5, if there is more than one applicant qualifying for the same class, the allocation of the place will be determined by random lottery as described above.

### **Explanatory Notes**

1. Confirmation/evidence is required from the parent/carer or from Children's Social Care. Evidence can include a copy of the adoption, special guardianship, child arrangements order, child protection plan or a letter from the child's social worker confirming their status. Children who were not looked after immediately before being adopted or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this rule.
2. The Local Board after consultation with the Headteacher will make decisions on such cases and will seek, if necessary, advice from appropriate health professionals. A parent's medical need cannot justify a place

at a particular school but a child could have a social need arising from a parent's medical need. In every case the applicant must provide independent professional evidence e.g. a written statement from a GP, medical consultant, social worker or other agency or professional who supports the child. The evidence must be specifically about the child's medical/social condition, the effects of the condition and why, in view of this, they need to attend a particular school. The evidence should demonstrate detailed knowledge of the school in terms of resources and organisation which demonstrate that the child can only be admitted to the specific school and why no other school is suitable. It is the parent/carer's responsibility to provide evidence to support the claim and this must be submitted with the application by the closing date. If evidence is submitted after the closing date, it may not be possible to consider it in time for National Offer Day but it will be considered for offers made after this date. If the box on the application form is ticked but evidence is not submitted, the application will not be considered under this criterion and a reminder will not be sent to submit evidence.

3. A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes a half brother or sister, step brother or sister or a foster brother or sister who lives permanently as a family unit at the same address.
4. Distances will be measured in a straight line using a computerised measuring system from the child's home address to the main entrance of the school using eastings and northings. These are geographical references as provided by The National Land and Property Gazetteer. The eastings and northings are not necessarily located to the front door of the home address. In the case of a number of addresses in a block with the same easting and northing geographical reference, the children's ranking will be determined by random allocation. If two or more applicants live exactly the same distance from the school, the place will also be allocated by random allocation.

## Definitions

**Looked After Child:** A looked after child is a child in the care of the local authority or provided with accommodation by them in the exercise of their social service function (see definition in section 22(1) of the Children Act 1989)

**Special Guardianship Order:** is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s)

**Child Arrangement Orders:** is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live.

## Notes to Published Admission Criteria

- **UK Service Personnel and Crown Servants.** In the case of UK service personnel with a confirmed posting in the area or Crown servants returning from overseas who will reside in Hackney, we will allocate a school place on the basis of the family's intended future address. For UK service personnel the application must be accompanied by an official letter declaring a relocation date and unit address or quartering address in Hackney. The required evidence from Crown servants will be dealt with on a case by case basis and proof of the intended future address and return date must be provided, particularly in the case where the application includes oversubscribed schools. In all other aspects these applications will be treated as for any other Hackney resident and in accordance with published admission arrangements.
- **Multiple Births.** If only one place is available for more than one child, who are twins or of a multiple birth within the same family, we will allocate above numbers if they are 'excepted children' under Infant Class Size legislation. If they are not 'excepted children' we will establish if the school is able to admit above numbers. If this is not possible, the allocation of the place will be determined by random allocation as described above. We will also establish if an alternative school can offer all of the children places.

- Where parental responsibilities are equally shared, the home address will be considered to be with the parent/carer with whom the child spends the majority of time and nights between Monday and Friday. In the case of a child who spends equal time of the week with each parent, the parents must jointly elect one address for all preferences.
- For families permanently living on boats the distance will be calculated using the vessel's long-term/permanent mooring point. For families permanently living on boats without a long-term/permanent mooring the vessel's location in January 2024 will be used. This may be confirmed by a site visit carried out by the Admissions team.
- As part of the process, Hackney Education will check addresses against council tax and other council records. Where it is not possible to confirm addresses against council records, evidence will be sought directly from applicants. Applicants who have changed address in the previous 12 months who have applied for oversubscribed schools may be asked to complete a questionnaire to prove that they live permanently at the address given on the application. Applicants who obtain places by providing fraudulent information will have their offer withdrawn.
- Applying from overseas. Families who currently reside outside the UK but are intending to return to live in Hackney before the start of or during the 2024/25 academic year can apply for a school place but must apply using the overseas address at the time of application. For In Year applications, an application for a Hackney school place will only be processed for children currently overseas if proof is provided that the child will be resident in Hackney within four weeks. In Year offers are made on the assumption that the child will accept the school place and be on roll within two weeks of the offer date. All overseas applications will be processed on the basis of the overseas address until proof of residence in Hackney is provided. Home-to-school distance measurements will also be based on the overseas address used at the time of application. This means that you are unlikely to be offered a place at an oversubscribed school on the basis of distance. Upon returning to the UK and providing proof of residence, the application will then be considered on the basis of the Hackney address.

## **In year applications**

Parents can apply for a place at Haggerston School at any time during the school year. All applications must be made using the In-year Common Admission Form available on Hackney Education's website:  
<https://education.hackney.gov.uk/section/admissions-and-transfers>

All in year applications will be considered on the basis of the oversubscription criteria set out above. In Year applications will not be divided into bands as described above but will be ranked as one group according to the following admission criteria. All in-year admissions will be managed by Hackney Education in consultation with CSMAT.

## **Applications for children outside the normal age group**

### **Applications for year 7 places outside the normal age group**

Haggerston acknowledges that some children deferred their admission to a primary school and have been taught out of their chronological year group. Nevertheless, Haggerston School reserves the right to make the decision if the applicant should join year 7 or year 8. All such applicants must, before 31 October, give supporting evidence from relevant professionals working with the child/family that states why it is in the child's best interest to remain outside their normal age group to Haggerston School. All decisions will be made by the Local Board after seeking consultation with the Headteacher. Any decisions will be taken based on current guidance from the Department for Education (DfE).

Further information is available online at [education.hackney.gov.uk/deferreception](https://education.hackney.gov.uk/deferreception)

## **In Year applications to be admitted out of normal age group**

Applicants who wish to apply for their child to be admitted to a Haggerston School out of their normal age group cohort via the In Year admission process should provide evidence to support the request from relevant professionals working with their child/family that demonstrates why it is their child's best interest to be placed outside their normal age group cohort.

All decisions will be made by the Local Board after consultation with the Headteacher. All decisions will be based on the individual circumstances of the case including the views of the parents, the Headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of their normal age group cohort.

The DfE's most recent Guidance on the admission of summer born children (May 2021), states that "in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated outside their normal age group in very limited circumstances". In line with this guidance, requests to be admitted out of cohort will only be agreed where the evidence provided demonstrates clearly that it would be in the child's best interest.

## **Waiting Lists**

Waiting lists for entry to Year 7 (i.e. coordinated admissions for the normal point of entry) will be maintained throughout the year of admission. Applicants wishing to remain on the waiting list after the October half term in 2024 must reapply via the In Year application process by Friday 20 October 2024.

Waiting lists for In Year admission will be maintained until the end of the academic year. Applicants must reapply via the In Year application process to remain on the list for the following academic year.

It is the applicant's responsibility to remember to reapply. Hackney Education or Haggerston School will not contact applicants to remind them to reapply. Please refer to the Hackney Education's Scheme for coordination of admissions to Year 7 in maintained schools and academies in 2024/25 or Hackney Education's scheme for coordinating in year admissions to maintained schools and academies in Hackney in 2024/25 for further information about how waiting lists will be operated.

## **Fair Access Protocol**

Haggerston School participates in the Local Authority In-Year Fair Access Protocol to ensure provision across the borough for hard to place students. Haggerston School will admit children under the Fair Access Protocol before those on the waiting list, and over the Published Admission Number (PAN) if required

## **Challenging Behaviour**

Haggerston School reserves the right to refuse applications from students with challenging behaviour outside the normal admissions round even though places may be available if it is felt that the admission of the student would have a significant negative impact on the Academy's resources and/or the attainment of other students. In such cases, CSMAT will refer the application to the Fair Access Panel and advise parents of their right of appeal if the Fair Access Panel agrees the applicant should be educated at another school.

## Admission appeals

Any applicant who is unsuccessful in gaining a place for their child (or the applicant themselves in the case of 6th form applications) at Haggerston School will be informed of their right to an independent appeal against this decision.

Information and how to appeal is displayed on the school's website. Any decision made by the Independent Appeal Panel is binding on the school and the parent.

## 6th Form Admission Arrangements

Our PAN for Year 12 is 100. Dependent upon overall numbers on the site, we reserve the right to extend our PAN to 150.

Course	Entry requirements	Special requirements
A Levels	6 GCSEs at grade 4 or above including in English Literature and Language.	See Prospectus for specific requirements for each subject. Usually a 6 or above in subjects to be studied.
Applied courses L3	6 GCSEs at grade 4 or above including in English Literature and Language. Merit or Distinction in applied level 2 course .	See Prospectus for specific requirements for each subject.

Pupils with an Education, Health and Care Plan for whom the school is named in the plan will be admitted to the school and counted against the admission number, provided the pupil meets the published entry requirements above.

Pupils already on roll at the schools will not need to apply formally for places in year 12 but will need to meet the minimum entry requirements set out above. The school will meet with all applicants to provide advice on options and entry requirements for particular courses.

## External applicants

Haggerston School has 60 places available for external students. Extra students may sometimes be accommodated over the admission number if the chosen course is not full. External candidates will require a reference from their previous school or college specifying their predicted grades. Deadlines for applications are published annually on the school website.

If there are more external applicants who meet the minimum entry and subject requirements than places available, places will be offered in accordance with the following criteria:

1. Looked after children and children who were previously looked after, including children in state care outside of England, but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order<sup>1</sup>.
2. Children subject to a Child Protection Plan<sup>1</sup>.

3. Children whose exceptional medical or social needs<sup>2</sup> justify the allocation of a place at a particular school.
4. Children with a brother or sister<sup>3</sup> on roll at the school in Years 7 to 13 at the time of the proposed admission.
5. Applicants living nearest to the school<sup>4</sup>.

## **Tie Breaker**

Distance 4 will be used as a tie-breaker. If two applicants live exactly the same distance the allocation of the place will be determined by lottery which will be carried out by the Admissions Team in the presence of an independent witness. Applicants applying outside the normal admission round should apply directly to the school. Application forms will be available from the school.

## **Late Applications**

All late applications received after the deadline will be considered after all the ontime applications are processed. The same applies to students who seek admission after the publication of GCSE results who did not submit an application to the School in advance.

## **Appeals**

Parents and students are able to appeal jointly and separately to an independent appeal panel against a decision refusing a student admission to a 6th Form. Appeal forms are available on the Haggerston School website. Appeals will be heard in September following the release of GCSE results in August 2024.

## **Explanatory Notes and notes to Published Admissions Criteria**

Please see information pertaining to all other school admissions. The same explanatory notes are followed.

## **Policy documentation control**

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