



**Chestnut Grove Academy**  
**'A CREATIVE LEARNING COMMUNITY'**

# **ADMISSIONS POLICY**

**REVIEWED: MARCH 2018**



Chestnut Grove Academy

## **1. Introduction**

Chestnut Grove Academy is committed to providing an excellent education for a fully comprehensive intake and work within the Local Authority's co-ordinated procedures for admitting students to secondary schools.

Chestnut Grove complies with the Equality Act 2010 in not discriminating against the admission of children with disabilities or any other protected characteristic.

## **2. Places on offer**

Chestnut Grove will admit 180 students into Year 7. Places are allocated as follows:

### **2.1. Specialist places**

- Up to 30 places for students showing aptitude in Art and Design;
- Up to 30 places for students showing aptitude in Modern Foreign Languages.

### **2.2. General places**

The remaining students are divided into 5 bands of ability, based on their score in the Wandsworth test. The Academy admits, as far as possible, an equal number into each band.

## **3. The allocation of specialist places:**

**3.1.** Applicants for a specialist place must list the Academy on their Local Authority application form **and** complete the specialist application form included within the 'Choose a Wandsworth School' booklet or available from the school. Applicants must have completed the specialist test on the designated test date in order to be eligible for a specialist place.

### **3.2. Aptitude Assessment Day:**

Children of applicants for either an Art and Design or Modern Foreign Language place will be invited to the Academy to take a test of aptitude in the chosen subject. This will take place in the autumn term in advance of the deadline for the Local Authority application form.

#### **Please note:**

- a) It is not possible to apply for both subjects;
- b) For the Languages test it is not necessary to be able to speak a second language already; the test is of aptitude, not experience.
- c) In a small number of cases, where applicants have an Education Health Care Plan, the Academy may put test concessions in place, eg. extra time. Applicants must inform the school of their EHCP when invited to the specialist test.

**3.3.** Applicants scoring 40% and above are placed in rank order and places are offered in each specialism to the 30 applicants with the highest scores. Applicants are informed of their score and position in the ranked order in advance of the deadline for the Local Authority application form.

**3.4** In the instance of two or more applications for a specialist place attaining the same score on the aptitude test, their position on the ranked list will be determined by their geographical proximity measured over a straight line distance from the applicant's home address to the centre of the Academy site.

**3.5.** Applicants not offered a specialist place are automatically considered for a general place if they apply for a place at Chestnut Grove Academy on the Local Authority application form.

**3.6.** If there are insufficient applications for the 30 places for either Art or MFL places, or insufficient applicants attaining 40% or above, these places are allocated as general places.

#### **4. The allocation of general places**

**4.1.** All students applying to Chestnut Grove must take the **Wandsworth Test** (even if they are applying for a specialist place).

**4.2.** Applicants are placed in one of five bands of ability based on their score in the Wandsworth test. (Band A = the top 20%, Band B = the next 20% and so on).

An equal number of applicants are admitted from each band. Where the number of places available is not equally divisible by five, an additional place will be allocated in one or more bands. Where there are insufficient applicants remaining to fill the available places within any band, places will be allocated alternately from adjacent bands.

**4.3.** Places are offered within each band using the criteria (i) – (v) below:

(i) Children Looked After and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order.

(ii) Children with a professionally supported exceptional medical or social need for a place at the Academy, as decided by the Local Academy Committee.

Applications made on acute medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social groups must be supported by a current letter from a social worker or other care professional working with the family. The letter must give reasons why the child's condition or circumstances make it necessary for the child to attend Chestnut Grove Academy, and the difficulties that would be caused if they had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under these criteria.

A sub-committee comprising the Chair of the Local Academy Committee, Headteacher and Deputy meet to review the evidence provided by applicants. Members of this group are not themselves experts in the very many medical or social problems that could be suffered by an applicant, so we are totally reliant on the evidence supplied to support the claim. The Local Academy Committee can only grant an offer of a place upon the basis of exceptional medical or social need in instances where a suitably qualified professional person has written to say that the child suffers from a certain medical condition or social disadvantage, but that because of this situation the child has to attend Chestnut Grove Academy, and that if he or she did not, they would suffer as a consequence.

(iii) Children who have a sibling on roll at the time of application. This includes Art and Language specialists. In the event of one twin being allocated a place under the Art or Language specialist places, and the other not, the second twin automatically becomes a sibling and is slotted into the appropriate place on the waiting list.

(iv) Children of members of the teaching, administrative, catering and premises staff who have worked at the Academy for more than two years.

(v) Geographical proximity measured over a straight line distance from the applicant's home address to the centre of the Academy site. This is measured by the Wandsworth own Geographical Information System. In the event of two or more applicants living the same distance from the school (for example, in the same block of flats), they are ranked randomly.

**4.4.** In the event of there being more applicants than places in a particular band, a waiting list for that band is maintained until September 1st in the order of criteria (i) – (iv) above.

**4.5** In the event of an applicant not taking the Wandsworth Test, he or she will be randomly allocated to one of the ability bands.

**4.6.** In the event of there being more siblings in a particular band than places, siblings will be admitted in order of distance from home to the Academy.

**4.7.** Any applicants not offered a place at the Academy will be informed of the right to appeal against the decision to an independent appeal committee. There is no right of appeal against the refusal of a specialist place, if a general place has been offered.

## **5. Admission of Students with Education Health Care Plans including disabilities**

Students with Education Health Care Plans do not apply through the above procedures. The Academy receives applications for the admission of students with EHCPs through the student's local authority.

## **6. The operation of the Waiting List and In-Year Admissions**

6.1 After September 1st we maintain a waiting list for each year group. This waiting list is held until the last school day of the academic year, after which applicants must contact the school should they wish to remain on the waiting list. Banding does not apply to the waiting lists held after September 1<sup>st</sup> and the waiting list is ordered using the following criteria:

(i) Children Looked After and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order.

(ii) Children with a professionally supported exceptional medical or social need for a place at the Academy, as decided by the Local Academy Committee.

Applications made on acute medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letter must give reasons why the child's condition or circumstances make it necessary for the child to attend Chestnut Grove Academy, and the difficulties that would be caused if they had to attend an alternative school. This information must be provided at with the application form otherwise the application will not be considered under these criteria.

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(iv) Children of members of the teaching, administrative, catering and premises staff who have worked at the Academy for more than two years.

(v) Geographical proximity measured over a straight line distance from the applicant's home address to the centre of the Academy site. This is measured by the Wandsworth own Geographical Information System. In the event of two or more applicants living the same distance from the school (for example, in the same block of flats), they are ranked randomly.

6.2 Applications to the school for entry to years 7-10 after September 1<sup>st</sup> are called 'In Year Admissions'. Applicants for these places should apply via a transfer form through Wandsworth Pupil Services team.

6.3 Where there is a vacancy in a year group, places are allocated on the basis of the criteria outlined in section 6.1.

6.4 In instances where no vacancies are available in a year group, a waiting list is maintained in the year group, in the order of the criteria in 6.1.

## **7. Admission of children outside their normal age group**

7.1. Parents may seek a place for their child outside of their normal age group, for example, if the child was summer born, has experienced problems such as ill health or has missed considerable amounts of schooling.

7.2. Decisions on whether to admit a child outside his or her normal age group will be made by the head teacher and be based on the circumstances of each case and in the best interests of the child concerned.

This will include:

1. Taking account of the parent's views;
2. Information about the child's academic, social and emotional development;
3. Where relevant, their medical history and the views of a medical professional;
4. Whether they have previously been educated out of their normal age group;
5. Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;

When informing a parent of their decision on the year group the child should be admitted to, the school must set out clearly the reasons for their decision.

7.3. If Chestnut Grove Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant year group (i.e. the year group to which pupils are normally admitted to the school, in this case Year 7) the local authority and Chestnut Grove Academy will process the application as part of the main admissions round. The child will be given equal priority with other children in the relevant year group.

7.4 Parents of children applying for in-year admissions also have the right to apply for a place for their child outside their normal age group. In such instances, the decision on whether to admit the child outside his or her normal age group will be made by the head teacher as in Section 7.2. If such request is granted, the child will be given equal priority with other children in the relevant year group.

7.5. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.