



## **The Victory Academy Admissions Policy 2019/20**

### **Year 7 Admission Arrangements**

The arrangements for coordinated admissions in Medway will be set out in detail in the Medway LA booklet for parents 'Admission to Secondary School', a copy of which will be available with the Principal or from the admissions team at the Education Office. The main points are summarised below:

- Parents complete the Medway common application form (CAF) in accordance with the Medway Co-ordinated Admission Scheme.
- The Local Authority will then act as clearing house for the administration of pupils' preferences. Parents will be informed on 1 March 2019.
- The school will also post to parents decisions of the governors on admission and details of the right of appeal against the governors' decision.

The school's published admission number for Years 7 – 11 is 240.

At Victory Academy we operate a 'Fair Banding' admissions process to ensure we have a balanced proportion of students from across the whole ability range - a comprehensive intake. Students who wish to apply for a place at Victory Academy must take a Fair Banding test to be considered for admission to the Academy and this will be required if their parents/carers intend to put Victory Academy on the common admissions form. This test is usually a cognitive ability test(s) – it is not a pass or fail test. Students are asked to take it and their scores on the test are then used to place them in an ability band. Students taking the test are placed in one of five ability bands representative of the national ability range. Please see the table below for information regarding the number of student places in each ability band.

These banding arrangements are an effective practice in schools providing fair oversubscription criteria, provided arrangements are fair, objective and not used as a means of unlawfully admitting a disproportionate number of high ability children.

If places in a band are not filled or become vacant, for example, because parents/carers accept offers of places at other schools, and no applicants in those bands remain without a place, they **must** be evenly filled by children falling into the next nearest bands (i.e. the bands on either side, or below or above, if the first child is from the band above then the next **must** be from the one below). This allocation is carried out randomly by the Local Authority.

### **Banding Children in Care or Children with an Educational Health Care Plan (EHCP) or Children with a Statement of Special Educational Needs**

Children in Care, with an EHCP or with a Statement of Special Educational Needs, who apply in the normal admissions round, **must** be included in any banding arrangements and given top priority within each band.

	Band1	Band 2	Band 3	Band 4	Band 5	Total
% of students in each ability band	10%	20%	40%	20%	10%	100%
Number of student places available in each ability band	24 Places	48 Places	96 Places	48 Places	24 Places	240

The Academy is committed to ensuring that all SEND students have access to the same opportunities as other students. The Academy has facilities for students with disabilities including lift access, accessible bathroom facilities in all of the Academy blocks. All students are encouraged to take full part in the everyday activities of the Academy. The SENCo will put in place additional support if required to enable every student to have the opportunity to take advantage of outside visits and field trips. Timetable and any other reasonable adjustments can be arranged if necessary to ensure full access to the curriculum.

If the number of applications for admission to the Academy is greater than the Published Admissions Number (PAN) of 240, places will be allocated in the following priority order:

- (a) Looked After Children and all children who have been previously looked after, but following being looked after became subject to an adoption order, child arrangement order or special guardianship order\*\*. <sup>1</sup>
- (b) Children with an EHCP plan or a Statement of Special Educational Needs.
- (c) Children who, at the time of the admission, have a sibling who attends the Academy or any other TSAT secondary academy in Medway, i.e. The Rochester Grammar School and Holcombe Grammar School. For this purpose, "sibling" means a whole, half or step-sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household. In the case of multiple births or siblings in the same year group, where there is only one place available in the Academy, the other child/children will be offered place above PAN.
- (d) Children who attend any Thinking School Academy Trust primary school.
- (e) Children of staff employed by the Trust: following the criteria above, priority will be given to the child of a person (1) who has been employed at the Academy for two or more years at the time the application was made and/or (2) where the person was employed by the Trust to fill a vacant post for which there is a demonstrable skills shortage.
- (f) Child's health reasons. Written medical evidence from a General Practitioner or hospital consultant must be provided which demonstrates a specific health reason which requires the child to attend The Victory Academy.
- (g) Children who live closest to the school. Distance will be based on the shortest distance from home to school, using the LA Geographical Information System. Should there be two or more identical distances requiring prioritisation, places will be allocated to both students over PAN.

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<sup>1</sup> in the care of the Local Authority or provided with accommodation by the authority for a continuous period of more than 24 hours

*If the school is over-subscribed from within any of the above categories, then a system of random selection will be used to prioritise applications.*

### **Waiting List**

All parents who have been refused a place at the school will have the option to indicate their wish to remain on the waiting list.

Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

Medway Council will be responsible for holding a waiting list for parents who request their child's name be added until 31 December.

Notwithstanding a child's place on the waiting list, if the local fair access protocol identifies the academy as offering a suitable place for a child, i.e. one who falls within the scope of the protocol, then he or she will be offered a place.

### **Applications for admission outside the normal admissions round – in-year applications (all year groups).**

The Academy will consider all applications. Each applicant must take a fair banding test. If the student attains a score that a band can accommodate, they will be admitted to the school as outlined in the Admissions Code of Practice. Should a student be considered to be hard to place under Admission Code of Practice paragraph 3.15, the admission request will be referred to Medway to be considered by the Fair Access Panel rather than follow the normal admissions process.

If more applications are received than there are places available, the oversubscription criteria shall apply. Please see the oversubscription criteria section for more information. Parents/Carers whose application is turned down shall be entitled to appeal.

However, within exceptional circumstances as set out in the Admissions Code of Practice, the Academy may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. Children with statements of special educational needs, where the Academy is named, will be offered a place over PAN. The Academy reserves the right to discuss this with relevant agencies.

### **Application for admission outside the normal age range**

Any parent wishing to place a child in the school in a year group different to their chronological age should first contact the school to explain the situation and the rationale underpinning the decision. The school will, in accordance with the School Admissions Code, consider all such requests and will respond to the parent on whether such an application would be accepted. If an application was submitted, it would be processed in line with the admission arrangements and the relevant test and, if applicable, oversubscription criteria applied.

### **Children from Overseas**

Children entering the country for the first time will need to provide proof of British citizenship, EEA nationality or appropriate leave to remain in the UK. Documentation should ideally be included with the application.

### **Post 16 Admission Arrangements**

Specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment will be published in our prospectus and on our website.

The Victory Academy will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website. Students failing to meet the grades for their preferred course option will be offered alternative courses if available. Students already on The Victory Academy roll are entitled to transfer to Year 12 if they meet the published academic standards of entry.

### **Post 16 Oversubscription Criteria**

If Year 12 is oversubscribed (PAN for Year 12 is 220) then, after the admission of students with Special Educational Needs who meet the entrance criteria and where the Victory Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- (a) Looked After Children and all children who have been previously looked after, but following being looked after became subject to an adoption order, child arrangement order or special guardianship order\*\*.
- (b) Children who have attended any other TSAT secondary academy in Medway, i.e. Holcombe Grammar School or The Rochester Grammar School.
- (c) Children who, at the time of the admission, have a sibling who attends the Academy or any other TSAT secondary academy in Medway, i.e. The Rochester Grammar School and Holcombe Grammar School. For this purpose, "sibling" means a whole, half or step-sister or brother, or an adopted child resident at the same address. The Academy will also include in this criterion children whose parents are married or cohabiting and live together within the same household. In the case of multiple births or siblings in the same year group, where there is only one place available in the Academy, the other child/children will be offered place above PAN.
- (d) Children of staff employed by the Trust: following the criteria above, priority will be given to the child of a person (1) who has been employed at the Academy for two or more years at the time the application was made and/or (2) where the person was employed by the Trust to fill a vacant post for which there is a demonstrable skills shortage.
- (e) Child's health reasons. Written medical evidence from a General Practitioner or hospital consultant must be provided which demonstrates a specific health reason which requires the child to attend The Victory Academy.
- (f) Children who live closest to the school. Distance will be based on the shortest distance from home to school, using the LA Geographical Information System. Should there be two or more identical distances requiring prioritisation, places will be allocated to both students over PAN.

*If the school is over-subscribed from within any of the above categories, then a system of random selection will be used to prioritise applications.*

**Year 13**

Students successfully passing their year 12 courses or school equivalent assessment will automatically progress into Year 13. If a student does not meet their targets at the end of year 12, the school will engage in a conversation with students and their parent/carer to discuss various support options, e.g. returning to restart year 12 with different options or the same options, or, where possible, dropping a qualification.

**Right of Appeal**

Parents have the right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal panel will be made in accordance with the Code and the outcome of the appeal hearing will be binding on all parties.

**Distance criterion**

Where it is necessary to prioritise applications the criterion will be prioritised based on the shortest distance from the child's home to school. Distances will be measured using the council's Geographical Information System (GIS). Only distances measured by GIS will be taken into account for the purposes of the distance criterion.

**Child's Home Address**

A child's home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child's normal place of residence. If a child resides between split parents for different parts of the week the parents must agree and nominate one of their addresses to be used for the application.