

## Thomas Clarkson Academy Admissions Policy 2020/2021

### **Year 7 Admissions**

*The published admission number for the school for the Year 7 intake is 240.*

#### Oversubscription Criteria

Children who have a statement of Special Educational Needs or Education Health Care (EHC) Plan where the statement names Thomas Clarkson Academy as the appropriate provision will be admitted.

In the event of the number of applications received exceeding the PAN, priority for places will be allocated against the following criteria in the order listed:

1. **Looked after Children (LAC)** and all previously Looked after Children.
2. **Sibling link** – children who will have an older sibling attending the Academy at the time of admission in years 7 to 13 or had a sibling in year 13 on National Secondary Allocation Day.
3. Other children based on the **distance between home and school**. Priority will be given to children who live nearest the Academy according to the shortest straight-line distance. In the case where multiple applications from the same shared dwelling occurs (e.g. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker. The Trust will use [www.randomizer.org](http://www.randomizer.org) to undertake the random allocation process which will be independently verified.

The distance for admissions purposes is measured using the straight line distance from the reference point of the home, as defined by the National Land and Property Gazetteer (NLPG) to the main pupil entrance of the Academy.

#### Late Applications

Late applications will be processed after all on-time applications have been processed. Where possible, late applications received before Secondary National Allocation Day, will be processed so that all applicants receive notification of the outcome of their application on Secondary National Allocation Day.

#### Waiting List

Where more applications exceed the number of places available, a waiting list will be operated by Thomas Clarkson Academy. The list will be kept in strict order according to the oversubscription admissions criteria. If a place becomes available and there is no one on the waiting list, the place will go to the student with the highest priority according to the oversubscription criteria. The waiting list will be open to any parent/carer to ask for his/her child's

name to be placed on the waiting list, following an unsuccessful application to the Academy and to parents/carers who have not previously applied for a place during the academic year.

### Appeals

Parents/carers have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The arrangements for the appeal will be in line with the Code of Practice on School Admissions Appeals as published by the Department for Education. The determination of the appeal panel will be binding on all parties. Guidance for parents on how the appeals process works will be provided on request to parents/carers, and published on the Academy website.

### Withdrawal of Places

The offer of a place at the Academy will be withdrawn if:

- It has been offered in error.
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.
- The parent/carer has not responded to the offer by the 1st July 2018 nor responded to two written communications from the Academy.

### In-Year Admissions

The In-Year application process is for parents applying for a school place during the academic year rather than at the usual transfer point of September entry into Year 7. The co-ordination of places is organised through the Local Pupil Placement Agreement between schools. Applications are made on the In-Year Cambridgeshire Application Form and should be filled in online with the paper copies returned directly to the Academy.

### In-Year Waiting List

In-Year places which become available are filled from the In-Year Waiting List using the same process as for new intake Year 7 admissions i.e. in accordance with the oversubscription criteria. Parents/carers whose In-Year application is unsuccessful are entitled to appeal to the Independent Appeals Panel if they are dissatisfied with the admission decision of the Academy. Although most children will be admitted to the Academy within their own age group, Thomas Clarkson Academy will make decisions on the year group of entry based upon the individual circumstances of each child.

### Sixth Form Admissions

It is important that students select courses appropriate to their needs in terms of ability and career plans. Students must gather as much information as possible to ensure that they make well-informed decisions. Students in Year 11 at both Thomas Clarkson Academy and external applicants will need to apply formally for a place in the Sixth Form and meet the criteria for all courses applied for.

Academy staff will examine subject choices and offer further guidance, should the need arise. Students will receive confirmation that their application has been successful. The Academy will admit students from outside Thomas Clarkson Academy into Year 12. Entry requirements for courses are the same for both internal and external applicants.

Students entering Thomas Clarkson Academy Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Post 16 study and the support that students can expect to receive from Academy staff. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.

*All students must complete a Thomas Clarkson Academy application form which can be obtained via the website or from the Academy.*

### Entry Requirements.

- Level 3 GCE courses: A minimum of 5 'good' grades at GCSE and for A level English, Maths and all Sciences, students are expected to have achieved at least a grade 6 at GCSE. For those students who have not achieved a grade 4 or above in English and/or Maths students will be expected to retake a level 2 qualification in this subject during year 12.
- Students obtaining 5 or more 'good' grades at GCSE are permitted to select 3 A level subjects.
- Level 3 vocational courses: A minimum of 5 grade 4s or equivalent at GCSE

Thomas Clarkson Academy reserve the right to remove any Sixth Form course if the interest in the course is not sustainable financially for the Academy. In such circumstances, students will be informed at the earliest opportunity and guidance given with regards to alternative options available.

### Oversubscription Criteria

In the event of the number of external applications received exceeding the overall Sixth Form PAN and following the admission of pupils with a statement of special educational needs statement or EHC plan which names the Academy, priority for places will be allocated against the following criteria in the order listed:

1. Looked after Children (LAC) and all previously Looked after Children.
2. **Sibling link** – children who will have an older sibling attending the Academy at the time of admission in years 7 to 13 or had a sibling in year 13 on National Secondary Allocation Day.
3. Other children based on the **distance between home and school**. Priority will be given to children who live nearest the Academy according to the shortest straight-line distance. In the case where multiple applications from the same shared dwelling occurs (e.g. Flats), a randomiser will be used to decide the priority in which the pupils within

the shared dwelling are selected in the event of a tiebreaker. The Trust will use [www.randomizer.org](http://www.randomizer.org) to undertake the random allocation process which will be independently verified.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants. A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the over subscription criteria.