

# THE FRANCES BARDSLEY ACADEMY FOR GIRLS



## Admission Policy September 2022

Ratified by Local Governing Body January 2021

To be reviewed by E Darabasz January 2022

Governors welcome, in particular, applications for places for girls whose parents wish them to be educated at this single sex school. The Governors will admit to the school a child with an Education Health Care Plan that names the school. In the event that there are not enough places to satisfy the demand in any given Year, it is important that there is clarity as to the approach that will be taken on determining admissions and the priorities that will be considered

## Definitions

**Sister:** Children who live as sisters in the same house, including natural sisters, adopted sisters, stepsisters or foster sisters.

**Child:** Anyone under the age of 18.

### **Children Looked After (previously Looked After Children):**

Children who are registered as being in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and;

Children who have previously been in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

**Children of staff:** Where the member of staff has been employed at the school for two or more Years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

### **A. Policy and number for entry into Year 7**

The School provides an 11 to 18 education. Students will be admitted at age 11. The number of intended admissions for the Year commencing the 1 September 2022 will be 240.

### **B. Oversubscription for entry in Year 7**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

- i. Children Looked After and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- ii. Children of staff at the school.
- iii. Sisters on roll:

Please note that we have adopted the Local Authority's definition for an older sister which is:

An older sister is defined as:

- A sister (that is, another child of the same parents, whether living at the same address or not), or half-sister or a step-sister or an adoptive or foster sister, living as part of the same family unit at the same home address. This is excluding a sister in Year 6, (the final Year of primary education) irrespective of their place of residence (please refer to the definition of Home Address in section).
- iv. Students attending a Feeder Primary School within the LIFE Education Trust. For entry into Year 7 from September 2022 this is Benhurst Primary school, Dame Tipping Church of England Primary School, Margaretting Church of England primary School, Roxwell Church of England Primary School, and Ford End Church of England Primary School.
- v. Students living nearest the school as measured by the agreed by the Local Authority measuring system.
- vi. Up to 24 children (10% of the Published Admission Number) who have an aptitude for music will be selected on this basis. These students must reside within the RM1, RM2 or RM11 postcodes. Parents wishing for their child to take the testing for aptitude are required to complete a Supplementary Information Form (SIF), obtainable from the school or from the schools' website. All SIF's must be returned to the school by Friday 1st October 2021. Testing will take place on Saturday 9th October 2021 at the Frances Bardsley Academy. Test results will be posted to parents within 7 days of completion of the tests. Places will be allocated in rank order based on the outcome of the aptitude testing. In the case of a tie on the score, the straight line distance criteria will be applied.

## **Home Address**

The home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

FBA will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify FBA and the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending the School.



If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

### **C. Waiting Lists:**

Waiting lists are maintained and administered by the Local Authority, in the event that parents/carers are offered a lower preference School Havering will automatically place children on a waiting list for higher preference Schools. The child's name will automatically remain on the waiting list for the Autumn Term (September to December) unless a parent advises the School Admissions Team to remove them from the list/s.

The Havering School Admissions Team holds and maintains the waiting lists for all schools in Havering.

Havering are not responsible for waiting lists for Schools located outside of Havering. Parents/carers should contact the individual School concerned or the Schools Local Authority to ask about waiting list procedures.

Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list. Waiting lists are re-ranked in accordance with the School's published admission criteria each time a child's name is added to the waiting list.

A child's position on the waiting list can move up as well as down.

#### **Remaining on a waiting list after the Autumn Term**

At the end of the Autumn Term (December) 2022, parents/carers wishing for their child's names to remain on the waiting list for their preferred schools, must complete an In Year Common Application Form (ICAF). These forms are available from the Havering website [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF). The ICAF will only allow parents/carers to request 4 Schools and parents will only be able to appeal for Schools which they have not already appealed for within the Year 7 Year group.

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

Applicants may choose to seek a place outside their child's chronological (correct) Year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If it is agreed for the child to have a decelerated entry to the school, the place cannot be deferred and instead the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following Year for the decelerated cohort

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If it is agreed for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following Year for the correct cohort

Applicants must state clearly why they feel admission to a different Year group is in the child's best interest and provide what evidence they have to support this.

## **E. Tie Break**

Proximity to the school will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to Looked After Children / Previously Looked After Children) with those living closest to the school. Distance will be measured from the centre of the child's home to the centre of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is the same in any individual case.

If children of multiple birth (twins and triplets) are tied for the final place, those sisters will be admitted over PAN.

## **F. Appeals:**

Parents or Guardians who are unhappy about not being offered a place for their daughters at the Frances Bardsley Academy may appeal to an independent appeal panel.

Applicants are only able to appeal once each academic Year, unless there is a significant change in circumstance.

For information on how to appeal appellants should contact the school within 20 days of being notified that their application has been unsuccessful. Information on the timetable for the appeals process is on the school website.

## **Admission to the Sixth Form 2022**

Students who wish to study at Frances Bardsley should have a strong work ethic and should be committed to their personal and academic development. All students will be expected to uphold the values of the school and adhere to the Sixth Forms code of conduct as well as maintain good attendance, punctuality and behaviour.

### **Admissions Criteria**

All students will be admitted onto at least 3 A Level programme of study, plus additional curriculum and enrichment provision.

To study 4 A Levels you must have achieved 8 or more 6-9 grades at GCSE including at least a grade 4 in GCSE Maths and one GCSE English (Literature or Language).

To study 3 A levels you must have achieved 6 or more 6-9 grades at GCSE including at least a grade 4 in. GCSE Maths and one GCSE English (Literature or Language).

To study a Level 3 BTEC course you must have achieved 5 or more 4-9 grades at GCSE, there are subject specific requirements in addition to this.

To gain admission into the Sixth Form, all applicants, whether they have previously studied at Frances Bardsley or joining us from another school, will be required to meet the specific entry grade requirements for each course they wish to study.

Each subject has its own entry criteria, which can be found in the Course Information booklet.

If the applicant has studied elsewhere for Year 12 they must have demonstrated a commitment to their studies evidenced by their school progress report including good attendance and punctuality.

We are unable to enrol students if they have completed two years of sixth form education at another institution.

### **Admissions Number**

The total anticipated entry number to Year 12 is 120. In addition to students currently on roll at The Frances Bardsley Academy, we welcome girls from all local schools. The entry criteria applies equally to students who are continuing their studies at Frances Bardsley and the students who are joining our community in Year 12.

### **Oversubscription:**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below;

- i. Children Looked After and children, who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- ii. The availability of spaces in particular subjects

### **Entry into Year 13**

We expect virtually all Year 12 students to progress to Year 13. All A Level subjects are now linear and students will not sit public AS examinations in these courses. In order to ensure that the students are on the right courses for them, it is expected that students will:

- Have at least a D grade in their Year 12 examination in order to continue to study the subject in Year 13
- Have shown a good level of attendance, punctuality and behaviour.

This is to ensure that all students at the end of Year 13 will leave with qualifications.

No new admissions will be considered for Year 13.

### **Admissions procedure:**

**November-January:** All students will have to submit an application form, stating which subjects they wish to study with ONE reserve choice

**February-March:** Provisional offers will be made to students according to the criteria above based on predicted grades and reference provided by their current school. Frances Bardsley students will also be offered a place based on predicted grades and overall attitude to learning, behaviour and attendance.

**August:** Frances Bardsley students and other students wishing to join our community must visit the school to enrol on GCSE results day.

### **Other Admissions:**

It may be possible for a student to retake Year 12. This step will only be considered if the student has a good attitude to learning, behaviour and attendance or if there are exceptional mitigating circumstances. All decisions will be at the discretion of the Head of Sixth Form and will only be agreed after careful consideration. If a decision is made to allow the student to retake Year 12 they will not be able to study all 3 same A-level subjects.

### **Appeals:**

Students who are not offered a place in the Sixth Form or on an individual course have the right to appeal in writing to the Governing Body by 1st September.