

Draft for consultation

PLATANOS COLLEGE



ADMISSIONS POLICY

Admissions for September 2020

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A. ADMISSIONS INTO YEAR 7

The main principle of admission to Platanos College is to secure and maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11 – 19 age range. In order to achieve this, the admissions criteria have been designed to produce an intake that is representative of the national ability range. Pupils will, therefore, be admitted into Year 7 according to a banding system.

The school participates in the Local Authority co-ordinated admission procedure and all deadlines within that should be adhered to by applicants.

Equality

The school welcomes applications from children of all abilities, including from those with additional or special educational needs or disabilities. In formulating this policy, the school has had regard to the principles and provisions of the Equality Act 2010, including the public sector equality duty. In particular, the school will not discriminate against any candidate in its admission arrangements or their implementation, because they or a member of their family has, or are perceived to have, a protected characteristic as set out in the Act.

1. ABILITY BANDS

Five ability bands (encompassing a proportionate spread of different abilities) will be determined by the results of Cognitive Ability Tests (CAT scores) and the school will admit equal numbers of applicants into each band for Year 7 entry.

All applicants will be required to sit the Cognitive Ability Test (Admissions Test) once following an application to Platanos College. This test takes place in the autumn term soon after the admissions deadline and applicants are informed of the date and details of the Admissions Test in writing.

It is not used to select children with a higher ability over those with a lower ability. Once children have been placed in the band which accords to their test results, the mark they achieved will not be considered any further during the admissions process.

In exceptional circumstances, in the case of inability to sit the Cognitive Ability Test due to serious illness or a learning disability or difficulty, proxy indicators of ability from the primary school will be used.

A separate Art/Music aptitude band in addition to the above is available for children who are successful in their application for a scholarship place as part of the admissions process.

2. ADMISSIONS NUMBER

The published admissions number (PAN) for Year 7 is 160 (proposed reduction from 210) which includes pupils admitted through the banding process and under the Art or Music selection process.

3. SCHOLARSHIP PLACES

3.1 Art or Music Scholarships

A maximum of up to 10% of our admission number (up to 16 places) will be designated as a priority for applicants who wish to apply for a such a scholarship and show aptitude and potential in Art or Music during the admissions application process. The school will make available scholarships to support those pupils who successfully obtain a place based on their aptitude in Art or Music. Pupils who are eligible for an Art or Music scholarship will be allocated a place in the separate Art/Music band.

Additional aptitude assessments take place separately for these applicants. Selection for places will require the applicant to demonstrate aptitude and potential in an interview (assessed by a panel with an independent assessor) where the pupil can discuss the subject, present any evidence, art portfolios or play a musical instrument. These take place on one day over a weekend in the autumn term but the school will take all reasonable steps to inform parents of the outcome of the aptitude tests before the closing date for secondary applications on 31 October. For further information, please see **Appendix A**.

Please note that children who apply for an Art or Music place must also sit the Admissions Test.

If there are fewer applicants for Art or Music places than the total places available, the unfilled places will become available to all other applicants at the end of the allocation procedure.

Children applying for an Art/Music place may also be considered for banded places if they sit the banding tests outlined above. Applicants who are unsuccessful in gaining an Art/Music place will be considered in accordance with the order of priority outlined below.

3.2 Scholarships in other subjects: English, Maths, Science, Drama, PE, Sports and Community Contribution

In addition, scholarships will be awarded to pupils who have been offered and accepted a place at the school who show academic achievement or other merit in the following subjects or area: *English, Mathematics, Science, Drama, Physical Education, Sports and Community Contribution*.

These awards are not used for the admissions selection criteria and are awarded to those pupils who have accepted a place at Platanos College. The purpose of these awards is to provide an aspirational approach to learning and to raise pupils' achievement. For further information, please see **Appendix A**.

4. PRIORITY ADMISSIONS

As according to the Admissions Code, children with statements of special educational needs (SEN) or an Education, Health and Care (EHC) Plan naming the school will be admitted. Children with a Statement of SEN or EHCP which names Platanos College will be allocated a place before other applicants are considered. The school will also give priority to applications on behalf of children in, or previously in, public care ('looked after children') residing with the primary carer with the relevant documentary evidence.

5. OVERSUBSCRIPTION

In the event of oversubscription in any ability band, admissions will be determined using the below criteria in the following order of priority for each ability band:

- a) Children in the care, or all children previously in the care, of a Local Authority ('looked after children'). Children with a SEN Statement or EHC Plan with supporting evidence naming the school are automatically admitted.
- b) Siblings of pupils who are attending the school at the time of the applicant's admission.
- c) Where applications are received from twins, or same year siblings, if one child is selected for a scholarship place, or by another admission criterion, the other sibling will be admitted into their respective band.
- d) Children of members of staff where the member of staff has been employed permanently at the school for two or more years at the time of application and will still be employed by the school on the date of admission.
- e) Children of members of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
- f) After applying the above criteria, random allocation within each ability band will be used for the remaining applicants and available places. This process will be supervised by someone independent of the school.
- ~~g) Children with exceptional medical circumstances supported by written medical evidence. The evidence should come from at least two registered health professionals and should set out the particular reasons why Platanos College is the most suitable school and what difficulties would occur if the child had to go elsewhere. Any such applications will be considered by the Admissions Committee of the school. Applications under this criterion do not guarantee a priority place and cannot be considered without the appropriate supporting evidence.~~
- ~~h) Proximity of the child's home to Platanos College using a straight line distance from the front door of the child's home address (including flats) to the main entrance of the school (Clapham Road) with those living nearest to the school receiving the higher priority.~~

Tie-breaker: In the event that two applicants for a particular ability band fall at the exact same position and cannot be separated by the above oversubscription criteria, the place will be allocated by random allocation, supervised by someone independent of the school.

In the event of undersubscription for a particular band, i.e. if after carrying out the above exercise there are any places remaining in any band, they will be allocated to: (1) any children in the band immediately above or below who have not yet been allocated a place, in the priority order above, then (2) any other children of other bands, then (3) children without a place who did not sit the banding test, then (4) late applicants.

6. ADMISSION OUTSIDE OF THE NORMAL AGE GROUP

Parents/carers may, under certain circumstances, request that their child be admitted to a year group outside of their normal age group.

The Academy Trust is the admission authority for considering such requests and will decide whether the individual circumstances make it an appropriate arrangement on educational grounds. Where a child has been educated out of their normal age group in their primary education, the parent/carer may again request admission out of the normal age group when they transfer to their secondary education. However, it will be for the Academy Trust to decide whether to admit the child out of their normal age group.

Parents/carers must consider the impact this may have and must submit evidence of support from a relevant professional.

The Academy Trust will comply with section 2.17 of the Admissions Code, that: *“Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned.”*

Parents requesting admission to an age group below the child’s actual age should submit an application for the child’s actual age group before the relevant closing date. The request for later admissions should accompany the application. This enables the application to be processed and a school place secured in the child’s actual age group if the request is refused by the school (subject to the application of the oversubscription criteria). Parents will be informed of the outcome of their request.

If the Academy Trust agrees to the request, the same oversubscription criteria above will be applied.

7. DEFINITIONS

‘Sibling’ refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

‘Looked after children’ refers to children who are (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application.

‘Previously looked after children’ refers to all children who were looked after (as above), but ceased to be so because they were adopted or became subject to a residence order or special guardianship order *immediately* following having been looked after.

‘Home address’ is the address at which the pupil currently lives at permanently and full time as the principal residence. The child’s home address excludes any business address, a relative’s address or a child minder’s address, and must be the child’s normal place of residence. If there is a genuine equal share custody arrangement between two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child.

Where there is an issue over whether the home address stated in the Common Application Form is the child’s main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue. This may include providing details of the times that the child has spent at the stated home address in the three month period immediately preceding the application deadline.

The address to be used for the initial allocation of places in Year 7 will be the child’s address at the closing date for application. Changes of address up to this date may be considered if there are exceptional reasons for the change, such as if the family has just moved to the area, or has returned from abroad. Parents and carers have a responsibility to notify the Local Authority of any changes of address and may be asked to provide evidence to enable us to investigate and verify the reasons for the change of address.

Any offer of a place is conditional upon the child living at the address on the closing date for applications.

The address to be used for waiting lists, after the initial allocation, will be the child’s current address.

In all the above criteria, documentary proof of residence will be required.

8. MAKING AN APPLICATION FOR YEAR 7 ENTRY

Common Application Form (CAF). Parents/Carers resident in Lambeth must ensure that they complete the Local Authority (Lambeth) **Common Application Form (CAF)** if they wish to apply for a place at Platanos College. Please ensure that Platanos College is clearly listed as one of the preferred schools on the CAF. All CAFs must be submitted to the home borough.

Applying to Platanos College from another borough other than Lambeth. Parents/Carers resident in another borough are welcome to apply to Platanos College for their child. Please contact *your home borough* for a CAF and instructions on how to apply to a school in a different borough. Ensure that Platanos College is clearly listed as one of the preferred schools. You should also contact Lambeth and request an admissions booklet, which will contain further information such as entry arrangements and open days at Platanos College.

Supplementary Information Form (SIF). In addition, **all** parent(s)/carer(s) must complete and return direct to the school a **Supplementary Information Form**. This can be obtained from Lambeth or direct from the school (please contact the school’s Main Office or visit www.platanoscollege.com).

Scholarship application. If the child is applying for the Art or Music scholarships an additional **Scholarship Form** needs to be completed. This can be obtained directly from the school’s Main Office or visit www.platanoscollege.com. For further information, please see **Appendix A**.

In-Year applications. For ‘In-Year’ applications (i.e. applying to join the school in the middle of the academic year) please contact the school office directly. The In-Year Application Form must be completed and returned directly to the school.

9. WAITING LIST AND LATE APPLICATIONS

Where there are more children applying than the total number of places available in Year 7, a waiting list will be maintained. Children on the Year 7 waiting list will be ranked in accordance with the order of priority outlined in Section 5 above, with the children remaining in their bands, and not in relation to the date that the application was received or when the child’s name was added to the waiting list. Where parents/carers wish to add their child’s name to the waiting list, all applicants will be tested and placed in one of the five ability bands based on their test results. The waiting list for Year 7 admission will be kept open until the end of the Autumn Term of that same admissions round.

Waiting lists are maintained for other year groups as above and places are also allocated in accordance with the oversubscription criteria as outlined in Section 5 above.

Late applications for Year 7 may be made to the school and will be maintained in order of the over-subscription criteria for each band in the year group. Any pupil not offered a place will be placed on the waiting list and will have the statutory right of appeal. Where places become vacant in a particular band, they will be allocated to applicants on the waiting list for that band in accordance with the oversubscription criteria.

In the event of a place being available for a particular band in a year group with no one on the waiting list, they will be allocated to: (1) any children in the band immediately above or below who have not yet been allocated a place, in order according to the oversubscription criteria above, then (2) any other children of other bands according to the same oversubscription criteria, then (3) children without a place who did not sit the banding test as according to the oversubscription criteria, then (4) late applicants as according to the oversubscription criteria.

Platanos College is committed to taking a fair and reasonable proportion of children who are vulnerable and/or hard to place, as identified in the locally agreed Fair Access Protocol in accordance with the Admissions Code.

10. IN-YEAR APPLICATIONS

Applicants for in-year admissions should contact the school directly to complete the school’s in-year application form.

The child will be required to sit the CAT admissions test before admission is considered. The CATs score will be used to assign the child to the appropriate ability band of the corresponding year group.

Allocation will follow the above over-subscription criteria if a waiting list exists for the ability band of the year group.

11. APPEALS

Parents or carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Appeals against admission decisions are heard by an Independent Admissions Appeal Panel and will be in accordance with the School Admission Appeals Code. An appeal against a refusal of a place must be made within 20 school days of the date of the refusal letter.

12. WITHDRAWING A PLACE

Parents and carers are asked to have regard to paragraphs 2.12 and 2.13 of the Admissions Code which lists the circumstances when an offer of a place may be withdrawn. This includes where an offer was obtained through a fraudulent or intentionally misleading application.

B. ADMISSIONS INTO PLATANOS COLLEGE 16-19 SIXTH FORM FOR YEAR 12

(PLEASE NOTE THAT THIS PROPOSED SIXTH FORM ADMISSIONS POLICY IS SUBJECT TO APPROVAL FROM THE REGIONAL SCHOOLS COMMISSIONER FOR THE COLLEGE TO ADD A SIXTH FORM. STAKEHOLDERS CAN STILL COMMENT ON THE DRAFT ADMISSIONS POLICY DURING THIS CONSULTATION.)

Platanos College Sixth Form is a co-educational sixth form catering for at least 200 students. Those students attending Platanos College who apply to the Platanos College 16-19 Sixth Form and meet the minimum entrance requirements and specific course requirements will be accepted.

There will be no automatic entry to a Sixth Form course at the Platanos College 16-19 Sixth Form. All students must meet the minimum entrance requirements and specific course requirements and in the event that the Sixth Form is oversubscribed, places will be allocated in accordance with our oversubscription criteria.

Internal pupils are already on the roll in Year 11 and can transfer into Year 12 if they achieve the minimum entry requirements. Internal pupils will therefore not need to be formally admitted. External candidates do need to formally apply for admission to the Platanos College Sixth Form. The academic entry requirements are the same for both internal pupils and external candidates.

13. ADMISSIONS NUMBER

The Platanos College Sixth Form will normally admit 100 students into Year 12 each year. The published admissions number (PAN) for external, eligible students will be 25. This number may be increased subject to the take up from students in Year 11 who are attending Platanos College. If fewer than 75 of the academy's own Year 11 students transfer to Year 12, additional external students will be admitted until Year 12 meets its capacity of at least 100.

The published admissions number for external applicants to the 18-19 Enterprise Academy will be 30.

14. ENTRY REQUIREMENTS AND PATHWAYS

The following will be the minimum entry requirements for applicants who wish to enter a specific pathway at the Platanos College 16-19 Sixth Form.

14.1 Academic pathway

In order to follow an academic pathway, students must have a minimum of 5 GCSE subjects at Grade 6 or above, including English and Mathematics. In addition, some courses may require students to achieve specific grades in particular subjects to enable study of the course. For further details on these subject requirements, please refer to the Sixth Form prospectus.

14.2 Vocational pathway

In order to follow a vocational pathway, students must have a minimum of 5 GCSE subjects at Grade 4 or above, including English and Maths. In addition, some courses may require students to achieve specific grades in particular subjects to enable study of the course. For further details on these subject requirements, please refer to the Sixth Form prospectus.

14.3 Level 2 transition courses

In order to study Level 2 transition courses, students must have a minimum of 5 GCSE subjects at Grade 4 or equivalent, one of which must be English or Mathematics. In order to be accepted to re-sit a GCSE subject, the student must have obtained a Grade 3 for the subject.

14.4 18-19 Enterprise Academy

Platanos College has an excellent track record as a specialist Business and Enterprise College.

Students at Post-18 will be encouraged to join our Enterprise Academy if they are interested in pursuing a wide range of work experience, under mentorship, in business, the public sector and the City of London to develop practical skills, before embarking on full-time higher education courses or full-time employment. There will also be opportunities to use 'seed capital' generated from fund raising to set up a range of mini business activities.

Entry to the 18-19 Enterprise Academy will require a separate application (by the June deadline immediately before September entry; please refer to the prospectus). Applicants must have completed 16-18 study and obtained two A-levels or two BTEC equivalents.

Allocation will follow the above oversubscription criteria (as outlined in Section 5 above) and will need to meet the course entry criteria (please see the prospectus for further details).

15. SIXTH FORM 16-19 SCHOLARSHIPS

Scholarships will be available for able, gifted and talented candidates who meet the entry criteria and accept a place offered to them at Platanos College 16-19 Sixth Form. This requires a separate application process and details will be published annually. **This application is not used as part of the selection process for admissions to the Sixth Form.**

16. MAKING AN APPLICATION TO THE SIXTH FORM

All applicants must complete and submit an application pack available direct from the College or on the College website as according to the prospectus. All completed applications for the Sixth Form must be submitted directly to the College.

Internal pupils should notify the school during Year 11 if they wish to stay on to follow courses in the Sixth Form, complete an application form and submit this to the College by the application closing date detailed in the prospectus, application pack or website.

Applications for places from external candidates can be made by either the parents or carers of the candidate, or the candidate themselves, submitted directly to the College by the closing date detailed in the prospectus, application pack or website. Places are allocated in accordance with the order of priority outlined in Section 5.

If the selected course is full but there are still vacancies on other courses after considering all internal pupils' and external candidates' applications, discussions will be held to establish if an alternative course can be offered.

17. ADMISSIONS COMMITTEE

All applications to the Platanos College 16-19 Sixth Form will be considered by the Admissions Committee.

The decisions taken by the Admissions Committee will be based on the application of the specific conditions for entry, published each year in the Platanos College 16-19 Sixth Form prospectus and application pack.

Any offers made by the Admissions Committee to all students will be conditional on students achieving the grade criteria specified and will be subject to there being availability on the courses that have been selected. The College reserves the right not to continue with a course if the numbers that have applied for it are such that it would not be financially viable to continue to run the course.

18. OVERSUBSCRIPTION

Children in the care, or all children previously in the care, of a Local Authority ('looked after children') and children with a SEN Statement or EHC Plan with supporting evidence naming the college will be admitted.

If the Platanos College 16-19 Sixth Form is oversubscribed, external candidates who achieve the academic entry requirements for their chosen course will be allocated a place in the same order of priority to those being admitted to Year 7 (as outlined in Section 5 above).

19. APPEALS

There will be a right of appeal to an Independent Admissions Appeal Panel for unsuccessful applicants to the Sixth Form in line with the School Admission Appeals Code. An appeal against a refusal of a place must be made within 20 school days of the date of the refusal letter.