

THE FRANCES BARDSLEY ACADEMY FOR GIRLS



Admission Policy September 2028

Ratified by Local Governing Body November XXX

To be reviewed by E Darabasz September XXX

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):

A 'looked after child' is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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 1st September 2028 will be 240.

B. Oversubscription for entry in Year 7

When the demand exceeds the number of places available at the Academy, then at least 216 places will be allocated in accordance with Criteria i to v below which are stated in order of priority and a maximum of 24 of the remaining places will be allocated in accordance to students under the school's aptitude criterion vi.

- i. Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- ii. Children of employees at the school: Children whose parent is employed at the school as either a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and has been employed for at least 2 years at the time of submitting the application.
- iii. Sisters on roll (including 6th form)

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. Sister (sibling) currently attending the school and is expected to still be attending that school at the intended date of admission

- iv. Up to 10% of students may come from a primary school within LIFE Education Trust for entry into Year 7 from September 2028 based on straight line distance (a list of all schools can be found here <https://lifeeducationtrust.com/our-schools/>)
- 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. 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 22nd September 2028. Testing will take place on Saturday 7th October 2028 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 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) 2028 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/inyear. The ICAF will only allow parents/carers to request 6 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 which has been predetermined as being the Small Quad behind main reception.

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 2028

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 Form code of conduct as well as maintain good attendance, punctuality and behaviour once enrolled.

Admissions Criteria

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

To study 4 A Levels you must have achieved 8 or more grades 9–6 at GCSE.

To study 3 A Levels or 2 A Levels and an Alternative Academic Qualification (AAQ) you must have achieved 6 or more grades 9–5 at GCSE.

To gain admission into the Sixth Form, all applicants 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.

Admission to the Sixth Form does not guarantee a place on a particular course. Where courses are oversubscribed, alternative subjects may be offered where appropriate.

We are unable to enrol students if they have already completed two years of sixth form study at another institution or will be over the age of 19 on 31st August in the academic year in which they complete their studies.

Internal Students

Students currently on roll at Frances Bardsley Academy in Year 11 will be admitted to the Sixth Form provided they meet the published academic entry requirements for their chosen subjects.

Internal students are not subject to oversubscription criteria.

Admissions Number

The Sixth Form has capacity for approximately 120 students in Year 12.

The Planned Admission Number (PAN) for external applicants is 50 places.

Students currently on roll at Frances Bardsley Academy who meet the academic entry requirements will be admitted to the Sixth Form in addition to the external PAN.

The number of external places available in any given year may vary depending on the number of internal students progressing from Year 11 who meet the published academic entry requirements.

Oversubscription

Where external applications exceed the number of places available, the following criteria will be applied in the order set out below:

1. Children Looked After and children who were previously looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order).

2. Siblings currently on roll at Frances Bardsley Academy in Years 7–11 at the time of application and expected to remain on roll at the start of the academic year of admission.

3. Children of staff employed at the school, where the member of staff has been employed at the school for two or more years at the time of application, or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Applicants living nearest to the school, measured in a straight line from the applicant's home address to the school.

Where two or more applicants share the same priority for the final available place, the place will be allocated by random allocation.

Entry into Year 13

We expect virtually all Year 12 students to progress to Year 13. All A Level subjects are linear and students do not sit public AS examinations in these courses.

Students' progress will be reviewed following internal Year 12 Mock Examinations to ensure that they are studying the most appropriate courses for Year 13. Where necessary, students may receive guidance about adjusting their programme of study to support successful completion of their qualifications.

No new admissions will normally be considered for Year 13.

Admissions Procedure

November- January: All students submit an application form indicating the subjects they wish to study together with one reserve choice.

February - March: Applicants may receive communication providing guidance on their current progress and suitability for their chosen courses; however, no offers of places will be made prior to GCSE results being confirmed. External applicants may also be invited to visit the school to discuss subject options, entry requirements and the Sixth Form curriculum. These meetings are for guidance and information only and do not form part of the admissions decision-making process.

August- GCSE Results Day: Students wishing to join the Sixth Form must attend the school on GCSE Results Day to enrol.

Internal students will be enrolled first. External applicants will be enrolled once internal enrolment has been completed and places remain available.

Admission decisions will be based on actual GCSE results and the published entry requirements.

Appeals

All applicants who are not successful in obtaining a place have the right to appeal to an independent panel constituted and operated in accordance with the School Admission Appeals Code.

For information on how to appeal, appellants should contact the school after being notified that their application was unsuccessful. Information on the timetable, and the process, of the appeals will be communicated to parents/carers.

Waiting List

The school will operate a waiting list for external applicants who have not been offered a place.

The applicant's place on the waiting list will be determined in accordance with the oversubscription criteria above.

Applicants will be re-ranked whenever a student is added to or removed from the list. Priority will not be given on the basis of the date the request is received.

The waiting list will be maintained until the end of September 2028.