

ADMISSIONS POLICY

THE ADMISSION OF PUPILS TO BACON'S COLLEGE

1. This document sets out the admission arrangements for Bacon's College (the Academy). These arrangements are without prejudice to the provisions of Annex 3 to this agreement. The document forms an Annex to the Funding Agreement between Bacon's College and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by the Southwark LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the Southwark LA.
3. Notwithstanding these arrangements, the Secretary of State may direct Bacon's College to admit a named pupil to Bacon's College on application from an LA. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for Bacon's College for the year 2024/2025 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a) Bacon's College has a temporary agreed admission number of 195 pupils. Bacon's College will accordingly admit at least 195 pupils in the relevant age group each year if sufficient applications are received;
 - b) Bacon's College may set a higher admission number than its Published Admission Number (180) for any specific year. Before setting an admission number higher than its agreed admission number, Bacon's College will consult those listed at paragraph 24 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

Process of application

5. Applications for places at the Academy will be made in accordance with Southwark LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Southwark LA. Bacon's College will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Southwark Admissions Forum or LA:
 - a) September – Bacon's College will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg in September 2024 for admission in September 2025). This will

- include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. Bacon's College will also provide information to the LA for inclusion in the composite prospectus, as required
- b) September 2023 - Bacon's College will provide opportunities for parents to visit the College campus
 - c) October 2023 - Common Application Form to be completed and returned to Southwark LA to administer
 - d) November 2023 - LA sends applications to Bacon's College
 - e) January 2024 – Bacon's College sends list of pupils in ranked order according to published admissions criteria to Southwark LA
 - f) February 2024 – Southwark LA applies agreed scheme for all Southwark schools, informing other LAs of offers to be made to their residents
 - g) 1st March 2024 offers made to parents by Southwark LA (or first Monday in March if 1st falls at a weekend).

Consideration of applications

6. Bacon's College will consider all applications for places. Where fewer than 195 applications are received, Bacon's College will offer places to all those who have applied.
7. All pupils with an Education Health and Care Plan (EHCP) that names Bacon's College will be admitted.
8. All applications received will be considered on an 'equal preference' basis.
9. Late applications will be considered in line with the common timetable agreed by the Southwark admissions forum. Late applications added after the initial offer of places will be considered along with other applicants on the waiting list in accordance with the published over subscription criteria

Procedures where Bacon's College is oversubscribed

10. If there are more applicants than the number of places available, the following oversubscription criteria will be applied.

After places have been allocated to children with an EHCP which names Bacon's College, places will be allocated in the following order of priority:

- a) Looked after children and previously looked after children, inclusion those 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. Looked after children are children who are in the care of the Local Authority or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the College. Previously looked after children are children who were looked after immediately prior to being adopted or who became subject to a residency order (now termed child arrangement order under the Children and Families Act 2014) or special guardianship order. 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. The College governors will require written confirmation that the child is looked after or previously looked after and will be so at the time of making an application to the College. Such children will be given top priority before the other oversubscription criteria are applied.

- b) Children who, on the date of their proposed admission, will have a sibling who will then be a pupil at Bacon's College. Siblings includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child at the time of admission. The home address is where the parent/carer lives and where the child permanently lives unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child or young person spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. Should Bacon's College have reason to suspect that a sibling does not live at the address stated, it will carry out an investigation. If it is discovered that a parent is making a fraudulent claim, the offer of a place will be withdrawn.
- c) Children of qualifying members of staff (including children who are adopted or formally fostered) who are living at the same home address as that member of staff. Qualifying members of staff are those who are part-time or full time and teaching or non-teaching and who have been employed permanently at the College for two or more years at the time at which the application for admission to the College is made and who will still be employed by the College on the date of admission.
- d) Children living at a permanent address south of the River Thames with a South East London (SE) or South West London (SW) postcode on the basis of their proximity to the College – closest first. The College determines the distance using Google Maps to measure the distance from each applicant's home to the main entrance of the College by the shortest straight-line route in metres. If a child lives in a block of flats where a communal entrance is used, the distance for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the College, applicants will be chosen at random, by a person independent of the College. The child's permanent address is where she/he normally lives and sleeps and goes to school from. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent). Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the College, the offer of a place will be withdrawn, and the application cancelled.
- e) Children living in any other postal area on the basis of their proximity to the College – closest first, using the same method described above. The process of allocation using the criteria above will continue until the correct PAN in each year group is reached. If after applying the process set out above there are more candidates than there are places and it is not possible to differentiate between them on the basis of the criteria above and in the event that any applicants live equidistant from the College, applicants will be chosen at random by a person independent of the College.

Twins and in-year siblings

11. Where applications are received from twins, triplets or in year siblings (same academic year) the following procedure will be followed. If one child is selected, the twin/triplet/same year sibling will be ranked immediately below Looked After children.

Shared parental responsibility

12. In the event of parental responsibility for a child being shared, the child's home address will be considered to be that of the parent/guardian who receives the relevant Child Benefit Allowance.

Operation of waiting lists

13. Where in any year Bacon's College receives more applications for places than there are places available a waiting list will be maintained by Bacon's College from 1st September of the year to which the allocation applies. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

14. Children's position on the waiting lists will be determined solely in accordance with the oversubscription criteria set out in paragraph 10 above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the published oversubscription criteria.

15. Children who are the subject of a direction by a local authority to admit or are allocated to the college in accordance with Southwark LA's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

Arrangements for appeals panels

16. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Bacon's College.

The Appeal Panel will be independent of Bacon's College. The arrangements for appeals will be in line with the *Code of Practice on School Admission Appeals* published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools.

The determination of the appeal panel will be made in accordance with the *Code of Practice on School Admission Appeals* and is binding on all parties. The College will provide parents of all unsuccessful applicants with guidance about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

Arrangements for admission to post 16 provision

17. Bacon's College has an Admission Number of 50 for admissions to Year 12, in addition to the students who transfer from Year 11 of the College

18. Bacon's College will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. These will apply to both transfers from Year 11 and new admissions to Year 12.
19. In the event of there being more than 50 applications for new admissions to Year 12, after the application of the criteria referred to in paragraph 19 the following factors will be taken into account in the allocation of places:
 - (i) The availability of courses which best suit the applicant's preferences
 - (ii) The effective use of staff resources
20. If more candidates fulfil the requirements of paragraphs 21 and 22, after allowing for transfers from Year 11, the available places will be allocated in the following order:
 - (i) Looked After Students
 - (ii) Random allocation
21. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left Bacon's College

22. Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, a place will be offered. If a place is not available, the parent can ask for his or her child's name to be added to the waiting list, as described in paragraphs 13-15 above.

By 31 October 2021, own Admission Authorities and governing bodies must set out on their website how In-Year applications will be dealt with from the 1 November 2021 until 31 August 2022. In all subsequent years, they must set out by 31 August at the latest each year, on the school's website how in-year applications will be dealt with from the 1 September until the following 31 August. They must set out:

- how parents can apply for a school place;
- if they manage their own in-year admissions;
- access to a suitable application form for parents to complete (and a supplementary information form where necessary);
- when parents will be notified of the outcome of their application and details about the right to appeal;

If an academy wishes to be part of the local authority's in-year coordination scheme, they must notify the local authority of this by 1st October 2021 (for the in-year round ending August 22), and in all subsequent years by 1 August. By the same dates, participating academies must also provide the local authority with all the information that the local authority is required to publish on its website, including application forms. In such cases, the academy must also provide information on where parents

can find details of the relevant scheme e.g., via links to the relevant section of the local authority's website.

Where an academy chooses to manage the in-year admissions process themselves, they must publish the in-year arrangements as set out above. On receipt of an in-year application, academies must notify the local authority of both the application and its outcome to allow the local authority to keep up to date figures on the availability of places in the area. Academies must also inform parents of their right to appeal against the refusal of a place. The 2021 Code is clear that parents must not be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application.

All academies must ensure hard copies of the information about in-year applications are provided on request for those who do not have access to the internet

Children of UK service personnel (UK Armed Forces) and crown servants.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, admission authorities **must**:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
- c) not reserve blocks of places for these children.
- d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

23. Parents whose application is turned down are entitled to appeal to an independent appeals panel.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

24. Bacon's College shall consult stakeholders every 7 years on its proposed admission arrangements unless proposed changes are made.

Determination and publication of admission arrangements

25. Following consultation, Bacon's College will consider comments made by those consulted. Bacon's College will then determine its admission arrangements by 28 February of the relevant year.

Publication of admission arrangements

26. Bacon's College will publish its admission arrangements each year once these have been determined by posting them on the College's website.

Representations about admission arrangements

27. Where any of those bodies that were consulted, or that should have been consulted, make representations to Bacon's College about its admission arrangements, Bacon's College will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements, they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Bacon's College. Where he judges it appropriate, the Secretary of State may direct Bacon's College to amend its admission arrangements.
28. Those consulted have the right to ask Bacon's College to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct Bacon's College to increase its proposed Published Admissions Number. The Secretary of State will consult Bacon's College and will then determine the Published Admission Number.
29. In addition to the provisions at paragraphs 27 and 28 above, the Secretary of State may direct changes to Bacon's College's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

Proposed changes to admission arrangements by Bacon's College after arrangements have been published

30. Once the admission arrangements have been determined for a particular year and published, Bacon's College will propose changes only if there is a major change of circumstances. In such cases, Bacon's College must notify those consulted under

paragraphs above of the proposed variation and must then apply to the Secretary of State setting out:

- a) The proposed changes;
- b) Reasons for wishing to make such changes;
- c) Any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

- 31. The Secretary of State will consider applications from Bacon's College to change its admission arrangements only when Bacon's College has notified and consulted the proposed changes as outlined above.
- 32. Where Bacon's College has consulted on proposed changes Bacon's College must secure the agreement of the Secretary of State before any such changes can be implemented. Bacon's College must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
- 33. The Secretary of State can approve, modify or reject proposals from Bacon's College to change its admission arrangements.
- 34. Records of applications and admissions shall be kept by Bacon's College for a minimum period of ten years and shall be open for inspection by the Secretary of State.