



## **LEIGH ACADEMY BLACKHEATH ADMISSION ARRANGEMENT for the academic year 2018/19**

Leigh Academies Trust is the Admissions Authority of the Academy. **Leigh Academy Blackheath** has an agreed published admission number of **180** for entry into Year 7 for the year 2018/19.

### **Process of Application**

To apply for a place at **Leigh Academy Blackheath**, an applicant must apply through the local education authority and name the school as one of their choices. A [supplementary form](#) must also be completed and returned directly to the academy by the closing date of 31<sup>st</sup> October 2017. Supplementary forms can be obtained from and should be returned to: **Leigh Academy Blackheath, c/o Stationers' Crown Woods Academy, 145 Bexley Road, Eltham. SE9 2PT.**

Further information from the local authority about the coordinated admissions scheme is available at <http://www.royalgreenwich.gov.uk/admissions>.

As 2018 will be Leigh Academy Blackheath's founding year all admissions will be coordinated by the Royal Borough of Greenwich but will not be included in the PAN London Agreement - a London wide school admissions scheme for established schools, meaning applications to the academy will be processed alongside those made to existing schools in the local authority. This will not affect any application made to Leigh Academy Blackheath but it will mean that on National offer day parents/ carers may receive two offers of a school for their child, (one for Leigh Academy Blackheath, and another for an existing school elsewhere). If parents/ carers receive two offers on National Offer Day they will be contacted directly by the local authority to see which offer they would like to accept. The closing date for applications is 31st October 2017. Offers will be made on National Offer day - 1st March 2018. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, these will be conditional offers and will be confirmed once we have a signed funding agreement.

The Royal Borough of Greenwich's application form can be obtained from <http://www.royalgreenwich.gov.uk/admissions>

## **Consideration of applications**

All applications for places will be considered. Where fewer applications are received than the agreed admissions number, the academy will offer places to all those who have applied.

The Academy will, if oversubscribed, place applicants into one of five ability bands with band one being the highest ability band and band five the lowest. With our PAN of 180, 36 children will be admitted from each band, if we are oversubscribed.

To determine which band applicants will be placed within, all applicants will sit a general ability test. It is not possible to pass or fail the test, but those not sitting the test at all, will only be prioritised after those children who have sat the test. The dates of the test are available on the academy website. Parents wishing to apply for this academy should do so through the local and register for the test by completing and sending the supplementary form, available from the academy website, to Leigh Academy Blackheath, c/o Stationers' Crown Woods Academy, 145 Bexley Road, Eltham. SE9 2PT, by the 31<sup>st</sup> October 2017.

## **Procedures where the Academy is oversubscribed**

Before the application of oversubscription criteria, children with a Statement of Special Education Need, Education, Health and Care Plan or is a Looked After Child that names **Leigh Academy Blackheath**, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If there are more applicants than places available applicants will be split into 5 equally sized bands, based on the results from the non-verbal reasoning cognitive ability test. This is to ensure that students across a broad range of abilities are admitted. If the number of applicants is not divisible by five the following process will apply:

- If there is one extra applicant when the number of applicants is divided by five there will be an additional applicant placed in Band 3;
- If there are two extra applicants, there will be one additional applicant placed in Band 1 and one in Band 5;
- If there are three extra applicants there will be one additional applicant placed in Band 5, one in Band 1 and one in Band 3;
- If there are four extra applicants there will be one additional applicant placed in Bands 1, 2, 4 and 5 respectively.

Once students have been allocated to a band priority within each band will be given in the following order:

### **(1) Admission of students whose siblings currently attend the school.**

Admission of students whose siblings currently attend the school and who will continue to do so at the time of entry. For this criterion brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. Children residing in the same households as part of an extended family, such as cousins, will not be treated as siblings. If siblings

from multiple births (twins, triplets, etc.) apply for the Academy and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its PAN. The Academy reserves the right to ask for proof of relationship.

## **(2) Acute Medical/Social Needs.**

Medical, health, social and special access reasons will be applied in accordance with **Leigh Academy Blackheath's** legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend **Leigh Academy Blackheath**. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend the Academy. Such claims will need to be supported by written evidence from a suitably qualified, independent registered medical or other practitioner, at the time of original application, who can demonstrate a special connection between these needs and **Leigh Academy Blackheath**.

## **(3) Child of a teaching staff member**

The son or daughter of a teaching member of staff who has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or who has been recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage. For this criteria son or daughter means a child who lives in the same house the member of staff, including a natural son or daughter, an adopted child stepson or daughter, or foster child. Children residing in the same households as part of an extended family, such as cousins, will not be eligible under this criterion. If children come from multiple births (twins, triplets, etc.) and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those children, the Academy will offer a place to each of the children, even if doing so takes the academy above its PAN. The Academy reserves the right to ask for proof of relationship.

## **Tie breaker**

In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school. Should two applicants live an equal distance from the school, the offer of a place will be decided by random allocation with the exception of children of multiple birth (see criteria 2 and 4 above).

Distance from home to the Academy is measured electronically using a computerised mapping system. This system measures a straight line from a single fixed point in the centre of the home address to the centre of the Academy. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be decided by random allocation .

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child.

For children who reside with a relative or carer other than a parent, a child arrangements order or special guardianship order will be required.

### **Late Applications**

Leigh Academy Blackheath follows Royal Borough of Greenwich Local Authority's policy for late applications as stated in the booklet "Secondary Schools in Royal Greenwich".

### **In Year Admissions**

Applicants applying for a place at Leigh Academy Blackheath need to apply direct to the Academy. The process regarding children admitted in-year via Fair Access Panel will be in line with Greenwich Local Authority's published arrangements.

### **Waiting list for Year 7**

The Academy will operate a waiting list in all of the 5 ability bands. Where in any year the Academy receives more applications for places than there are places available, lists will operate until 31<sup>st</sup> December 2018. This will be maintained by the Academy and 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. The lists will be ranked in line with the published oversubscription criteria and no new information can be considered. If a place becomes available we will offer it to the next applicant on the waiting list in the appropriate ability band. If there are no applicants in that band, we will offer the place to the next applicant in an adjacent band, and so on.

Looked After Children, previously looked after children and those allocated a place in accordance with the local authority Fair Access Protocol will take precedence over those on the waiting list.

To remain on the waiting list for the following academic year, an in-year admission application will need to be submitted at the appropriate time.

### **Appeals**

Leigh Academies Trust, as the Admissions Authority, delegates the responsibility for the administration of appeals to the Academy. Parents who wish to appeal the decision to refuse their child a place at the Academy may appeal in writing to the Clerk to Governors c/o the Academy. Appeals will be heard by an independent panel in accordance with the School Standards and Framework Act 1988.

### **Admissions out of Normal Age Group**

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the academy and admissions authority sufficient time to make a decision before the

closing date. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Deferred applications must be made to the Local Authority, with written confirmation from the academy Principal attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the academy's oversubscription criteria.

Please send all supplementary applications forms to:

**Admissions**  
**Leigh Academy Blackheath**  
**% Stationers' Crown Woods Academy**  
**145 Bexley Road**  
**Eltham**  
**SE9 2PT**

[Leigh Academy Blackheath Supplementary Form 2018](#)