CHELSEA ACADEMY

Anchored in Christ

ADMISSIONS POLICY

1. This document sets out the admission arrangements for Chelsea Academy. The document forms an Annex to the Funding Agreement between Chelsea Academy and the Secretary of State. These arrangements are without prejudice to the provisions of Annex 3 to this agreement.
2. Chelsea Academy is a Church of England Academy within the Diocese of London.
3. Notwithstanding these arrangements, the Secretary of State may direct Chelsea Academy to admit a named pupil to Chelsea Academy. Before doing so the Secretary of State will consult the Academy.

ADMISSION ARRANGEMENTS

4. The admission arrangements for Chelsea Academy for the year 2016/2017 and for subsequent years are:

a) Chelsea Academy has an agreed Published Admission Number (PAN) of 180 pupils in Year 7. We will admit 180 pupils to Year 7 each year if sufficient applications are received;

b) If Chelsea Academy decides that it is able to admit above its PAN, it will notify the local authority in good time to allow the local authority (LA) to deliver its co-ordination responsibilities effectively.

Process of application

5. Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided by the home Local Authority where the child resides. Those applying for foundation and music places should also complete the supplementary information form (SIF) and ensure it is returned to the Academy by the date specified on the form and on the Academy website (www.chelsea-academy.org).

Chelsea Academy 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 RBKC Admissions Forum or LA:

1st May

- Determined admissions policy published on the Academy website each year;

September

- Chelsea Academy will publish on its website information and dates for the arrangements for admission for the following September (e.g. in September 2015 for admission in September 2016). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. Chelsea Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

September/October

- Chelsea Academy will provide opportunities for parents to visit the Academy;
- Music aptitude place supplementary information form (SIF) to be returned to the Academy if applicable.

October

- Academy carries out aptitude test for music places and notifies parents of scores
- CAF to be completed and returned to the LA to administer.
- Foundation place supplementary information form (SIF) to be returned to the Academy if applicable.

November
- LA sends applications to Academy
December
- Governors assess eligibility for foundation places and consider applications based on exceptional social, medical or educational need
- CA sends ranked list of foundation and music aptitude applicants to LA
February
- LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents.
1st March or next working day
- offers made to parents.

Consideration of applications

6. Chelsea Academy will consider all applications for places. Where fewer than 180 applications are received, Chelsea Academy will offer places to all those who have applied. The home LA will seek confirmation of address. If incorrect information has been provided on the application the child in question may be given a lower priority for admission which could, in some circumstances, result in an offer being withdrawn.

Procedures where Chelsea Academy is oversubscribed

7.After the admission of children with statements of special educational need (SEN), or who have an education, health and care (EHC) plan naming Chelsea Academy, where the number of applications for admission is greater than the published admissions number places will be allocated to applicants in the following priority order:

i) Young people who are in public care (looked after children) or who were in public care but ceased to be so because they were adopted or became subject to a child arrangement or Special Guardianship order (previously looked-after children).

ii) Young people whom the Governors and Principal accept have an exceptional medical, social or educational need for a place at Chelsea Academy. Applications will only be considered under this category if they are supported by a written statement from a medical consultant, senior social worker or other appropriate professional. In each case there must be a clear connection between the child's need and Chelsea Academy, and an explanation of the difficulties which would be caused if the child were to attend another school.

iii) For Year 7 entry only, up to 10% of the agreed admission number of pupils will be admitted on the basis of aptitude in music, using a specified assessment process, which will be published on the Academy website. Applicants for these places must submit a supplementary information form. The Governors reserve the right to admit fewer than 10% under this criterion if there are insufficient applicants reaching the required standard, with any remaining places split equally between foundation and community places. Applicants who are not offered a place under this category will automatically be considered for a place under the foundation and community criteria described below.

iv) Children of staff where the member of staff has been employed by the Academy (i.e. those who have an employment contract with the Academy) for two or more years at the time of application or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

v) Brothers and sisters of students on the roll of the Academy at the time of application (does not include students who have only been admitted to the sixth form). This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer provided that they live at the same address as the applicant.

Admission under i) to v) above will be considered irrespective of any religious affiliation.
a) Balance of foundation and community places
50% of the remaining places per year will be foundation (church) places and 50% community (open) places, with any vacant places being taken up by oversubscription from the other category. If Chelsea Academy receives fewer applications than the number of places available all those applications would be offered a place. In the event that either or both of the categories of foundation and community places are oversubscribed, then the remaining places will be allocated using the following oversubscription criteria and procedures:

b) Foundation places
Foundation places are open to applicants who meet the criteria for foundation places. To ensure their application can be considered in full applicants should complete Chelsea Academy's foundation supplementary information form (SIF) and ensure it is returned to the Academy by the date specified within the Academy's prospectus and on its website. Chelsea Academy's SIF will be available from the Academy, or can be downloaded from the school's website www.chelsea-academy.org. Applicants who meet the criteria for foundation places will be allocated places in the following order of priority:
(1) Children who regularly attend[1] a Church of England church in the deaneries of Kensington, Chelsea, Hammersmith and Fulham or Westminster and who attend a Church of England primary school in the Royal Borough of Kensington and Chelsea (a foundation feeder school);
(2) Children who regularly attend[1] other Christian churches or chapels[2] and who attend a Church of England primary school in the Royal Borough of Kensington and Chelsea (a foundation feeder school);
(3) Children who regularly attend[1] a Christian church or chapel[2] within the deaneries of Kensington, Chelsea, Hammersmith and Fulham or Westminster;
(4) Other children who attend a Church of England primary school in the Royal Borough of Kensington and Chelsea (a foundation feeder school).

If any of the above categories are oversubscribed, places in that category will be allocated by means of a random draw, under the supervision of an independent person.

Please see Annex A for a list of Church of England primary schools (foundation feeder schools) in the Royal Borough of Kensington and Chelsea, and a map showing the boundaries of the deaneries of Kensington, Chelsea, Hammersmith and Fulham and Westminster.

c) Community places
Community places are open to all applicants. Where there are more applications than places available places will be offered in the following order of priority:
(1) To children who on the closing date for applications attend a community feeder school:
(2) To children who do not attend a community feeder school.

Please see Annex A for a list of community feeder schools.

[1] Regular attendance at church must have been for at least one year, on at least two occasions per month, confirmed by the clergy reference on the supplementary information form. The only exception will be those families who have moved into the area within the previous year and can provide a Vicar's/Minister's letter to confirm that they attended a church regularly in the place where they used to live.
[2] Christian churches or chapels refers to those churches that are members of Churches Together in Britain and Ireland or are members of the Evangelical Alliance or Afro-Caribbean Evangelical Alliance.

If there are more applicants than places available in either category priority will be given to children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey data to the centre point of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order. Should more than one child have the same distance a tie-break decision will be made using random allocation. If a tie-break involves twins or triplets, Chelsea Academy will offer places over the published number to accommodate the children.

Operation of waiting lists (Year 7)

8. Where in any year Chelsea Academy receives more applications for places than there are places available, a waiting list will operate for unsuccessful foundation and community place applications. The list will be maintained by Chelsea Academy from 1st September of the year of entry and it will be open to any parent to ask for his or her child's name to be placed on the waiting list. You will need to contact your home LA if you would like to make a late preference for your child to be added to the waiting list. The waiting list for Year 7 places will be cancelled at the end of Year 7 each year. After that date parents will need to apply to their local authority for their child's name to be added to the waiting list for the appropriate year of entry.

9. After Year 7 has begun, pupils will no longer be admitted on the basis of aptitude in music. The Academy will aim to continue to achieve a 50% community and foundation balance. Any vacant places will be taken up by the oversubscription from the other category. Priority will be given in the way described in 7(i) (ii), (iv) and (v). After that, a child's position on the waiting list will be determined as follows:

Foundation places – applicants will be ranked in the following order of priority:

(1) Children who regularly attend[1] a Church of England church in the deaneries of Kensington, Chelsea, Hammersmith and Fulham or Westminster and the last primary school attended was a Church of England primary school in the Royal Borough of Kensington and Chelsea (a foundation feeder school);

(2) Children who regularly attend[1] other Christian churches or chapels[2] and the last primary school attended was a Church of England primary school in the Royal Borough of Kensington and Chelsea (a foundation feeder school);

(3) Children who regularly attend[1] a Christian church or chapel in the Deaneries of Kensington, Chelsea, Hammersmith and Fulham or Westminster.

(4) Other children where the last primary school attended was a Church of England primary school in the Royal Borough of Kensington and Chelsea (a foundation feeder school).

If any of the above categories are oversubscribed, independently-supervised random allocation will be used as a tie-break.

Please see Annex A for a list of foundation feeder schools, and maps showing the boundaries of the Kensington, Chelsea, Hammersmith and Fulham and Westminster deaneries.

Community places – applicants will be ranked according to distance between the home address and the Academy calculated as a straight-line distance (as set out under 7c above). The child living closest to the school will receive the highest priority. The tie-break will operate as in 7 c) above.

10. The Local Authority will co-ordinate admissions for in-year applications and applications for year groups other than the normal point(s) of entry. You may contact the Academy to find out your child's position on the waiting list(s).

Arrangements for admitting pupils to Years 8-11, including to replace any pupils who have left Chelsea Academy

11. Subject to any provisions in the LA'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, admit the child. If more applications are received than there are places available, waiting lists will operate, with priority given in the way described in section 9 above and not in the order in which the applications are received. You may contact the Academy to find out your child's position on the waiting list. Parents whose application is turned down are entitled to appeal to an independent Appeals Panel.

Arrangements for admission to the sixth form

12. Chelsea Academy operates a co-educational sixth form for a maximum of 350 students. The published admission number (PAN) for entry to Year 12 in 2016/17 and beyond is 50 external applicants. This number may be increased subject to the take-up from internal candidates progressing from Year 11 each year. Both internal and external students wishing to enter the sixth form must meet the minimum academic requirements for entry, including any specified minimum entrance requirements for the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum course requirements. The academic entry requirements and minimum course requirements will be published on the Academy's website and in the LA composite admissions prospectus.

13. When the sixth form is undersubscribed all applicants meeting the minimum entrance and course requirements will be admitted. When there are more external applicants who satisfy the entry requirements, and once places have been offered to students with statements of special educational need (SEN), or an education, health and care (EHC) plan naming Chelsea Academy, places will be offered in the following order of priority:

(1) Young people who are in public care (looked after children) or who were in public care but ceased to be so because they were adopted or became subject to a child arrangement or Special Guardianship order (previously looked-after children).
(2) Applicants living closest to the Academy calculated as a straight-line distance (as set out under 7c above).
14. There will be a right of appeal to an independent Appeals Panel for unsuccessful applicants for sixth form places.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

15. Chelsea Academy will consult every seven years, as required by the School Admissions Code, or sooner if there are proposed changes to its admission arrangements.
16. Between 1 November and 1 March Chelsea Academy will consult the following for 8 weeks:
a) RBKC LA;
b) Tri-Borough Admission Forum
c) London Diocesan Board for Schools
d) Primary and secondary schools in the Tri-Borough area
e) Parents of children between the ages of two and eighteen in the Tri-Borough area
f) other persons who in the opinion of the admission authority have an interest in the proposed admissions;

Determination and publication of admission arrangements

17. Following consultation, Chelsea Academy will consider comments made by those consulted. Chelsea Academy will then determine its admission arrangements by 15 April of the relevant year and before 1 May will notify those consulted what has been determined.

Publication of admission arrangements

18. Chelsea Academy will publish its admission arrangements each year once these have been determined, by:

a) publication on the Chelsea Academy website
b) copies being sent to the offices of RBKC LA;
c) copies being made available without charge on request from the Academy;
d copies being sent to the LDBS19. The published arrangements will set out:
a) the name and address of the Academy and contact details;
b) a summary of the admissions policy, including oversubscription criteria;
c) a statement of any religious affiliation;
d) numbers of places and applications for those places in the previous year; and
e) arrangements for hearing appeals.

ANNEX A

List of foundation feeder schools

Christ Church CE Primary, 1 Robinson St SW3 4AA
Holy Trinity CE Primary School, Sedding St, SW1X 9DE
St Barnabas and St Philip's CE Primary, 58 Earl's Court Rd, W8 6EJ
St Clement and St James CE Primary School, Penzance Place W11 4PG
St Cuthbert with St Matthias CE Primary School, Warwick Rd, SSW5 9HE
St Mary Abbots CE Primary School, 2 Kensington Church Court, W8 4SP
St Thomas' CE Primary School, Appleford Rd, W10 5EF

Maps of deaneries of Hammersmith and Fulham, Chelsea, Kensington and Westminster

These are available to view on the Academy website
www.chelsea-academy.org/admissions

List of community feeder schools

Ashburnham Community Primary School 17 Blantyre Street SW10 0DT
Bousfield Primary School South Bolton Gardens SW5 0DJ
Marlborough Primary School Draycott Avenue SW3 3AP
Park Walk Primary School, Park Walk, SW10 0AY

CHELSEA ACADEMY
Anchored in Christ

ADMISSIONS POLICY FLOWCHART

Where Chelsea Academy is named on a statement of Special Educational Needs or EHC Plan

↓

Looked-after or previously looked-after children

↓

Children whom the Governors agree have a particular social, medical or educational need

↓

Up to 18 music places to those scoring highest in the music aptitude test[1]

↓

Children of staff

↓

Siblings of students on roll at time of application (not including those only admitted to the 6th form)

Any remaining places are allocated as follows:

50% Foundation (Church) places

F1 Children who regularly attend[2] a C of E Church in the Deaneries of Kensington, Chelsea, Hammersmith and Fulham or Westminster AND who attend a CE primary school in RBKC (foundation feeder school)

↓

F2 Children who regularly attend[2] other Christian churches or chapels[3] AND who attend a CE primary school in RBKC (foundation feeder school)

↓

F3 Children who regularly attend[2] a Christian church or chapel in the Deaneries of Kensington, Chelsea, Hammersmith and Fulham or Westminster

↓

F4 Children who are attending a CE primary school in RBKC (foundation feeder school) on the closing date for applications

If any category is oversubscribed places are allocated at random using an independently-supervised draw.

50% Community places

C1 Children who are attending a community feeder primary school on the closing date for applications.
These are:
Ashburnham Primary
Park Walk Primary
Bousfield Primary
Marlborough Primary

↓

C2 Children who do not attend a community feeder primary school

If any category is oversubscribed places are allocated in order of distance from home to the Academy, measured in a straight line using the RBKC computerised measuring service

[1] Music aptitude applicants must submit the music supplementary form to the Academy and attend for a music aptitude test

[2] Regular attendance at church must have been for at least one year, on at least two occasions per month. The only exception will be families who have moved into the area within the previous year and can provide a Vicar's/Minister's letter to confirm that they attended a church regularly in the place where they used to live.

[3] Christian churches or chapels must be members of Churches Together in Britain and Ireland or of the Evangelical Alliance or Afro-Caribbean Evangelical Alliance