ARA High School
Admissions Criteria
September 2019
admissions

General
Alec Reed Academy is a publicly funded independent school. The Academy has an agreed annual admission number of 90 pupils per year for the Primary School and 180 students for the Secondary School. All Year 6 pupils from the Alec Reed Academy Primary Phase have the opportunity to automatic progression to the Secondary Phase. The Academy is not a selective school and admits children against the following process and criteria:

Consideration of applications
1. The Academy will consider all applications for places. Where fewer than 90 Primary applications and 180 Secondary applications are received, the Academy will offer places to all those who have applied.
2. The Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been excluded from two or more other schools, and the ability to refuse admissions runs for a period of two years from the last exclusion.

Procedures where the Academy is oversubscribed
Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out below:

   a. Looked after children and previously looked after children (previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order);
   b. Confirmed special medical reason which necessitates attendance at Alec Reed Academy (a letter from a qualified medical practitioner is required as proof of such a reason);
   c. Special personal circumstances relating to the student which necessitate attendance at Alec Reed Academy (supporting written evidence will be required from a professional e.g. social worker).
   The School Service Panel will consider all claimed exceptional medical or personal circumstances in line with admissions criteria and inform parents of their decision;
   d. Brother or sister is still in attendance at Alec Reed Academy Primary or High School at the date of admission. This includes siblings living in the same household, step-siblings and adopted siblings, but does not apply to cousins;
   e. Distance from home to the Academy, as measured by straight line from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by students to enter the Academy grounds;
   In cases where there is a shared responsibility arrangement and the student spends part of the week with one parent/guardian and part with another, the address where the student resides which is the closest of these residences as measured by straight line from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by students to enter the Academy grounds will be used. The measuring system is an integral part of the
admissions software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and is accurate to 1 meter;
f. Where the comparison and calculation of distance in e. above is the same for more than one application, any remaining places will be randomly allocated.

**Operation of waiting lists**
Where in any year Alec Reed Academy receives more applications for places than there are places available, a waiting list will operate. 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 and, if wanted, an appeal for the school. The child will remain on the waiting list for one term. Children’s position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

**Arrangements for appeals panels**
  a. Parents will be given 14 days to lodge an appeal on receipt of notification that their application for a place was unsuccessful. The reasons for refusal will be indicated on this notice. Appeals will be heard by an appeal panel.
  b. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:

    • At least one person who has no personal experience of the Academy defined as a ‘lay member’;
    • At least one person with experience in education.

  c. Parents will be given 14 days notice of their appeal panel hearing. Decisions by the appeal panel are final. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided Schools.

**Arrangements for admitting students to other year groups, including to replace any students who have left the Academy.**
Applications to the Academy for places other than the normal admission round will be considered on an ongoing basis and places will be offered, subject to the admission criteria above, where vacancies are available.

Alec Reed Academy will reserve the right to refuse entry to the Academy to any applicants who have been excluded from two or more other schools, and the ability to refuse admissions runs for a period of two years from the last exclusion.
General
Alec Reed Academy is a publicly funded independent school. The Academy has an agreed annual admission number of 90 pupils per year for the Primary School and 180 students for the High School. In Years 12 & 13 there is an admission number of 150 per year. The Academy admits children against the following process and criteria:

Consideration of applications
The Academy will consider all applications for places. Where numbers do not exceed the admission numbers places will be offered to all those who meet the entry and course requirements.

Applicants must reach the age of 16 during the year 1 September - 31 August inclusive, immediately prior to entry to Post-16 study at the Academy.

Procedures where the Academy is oversubscribed
In the case of oversubscription to Post-16 the priority for admission will be given in the following order to:

- looked after or previously looked after children
- students currently attending the school
- proximity of student’s home to school, with those living nearer being accorded the higher priority

Course requirements

_N.B. The following should be read in conjunction with the Post-16 prospectus published annually by the Academy._

Students must have attained the minimum of 5 9-5 grade qualifications at GCSE or equivalent (e.g. BTEC), with a ‘6’ grade in each subject to be studied at AS. Students studying AS subjects must have at least grade 5/6 in English or Mathematics.

Entry requirements for Level 2 and Level 3 vocational courses such as BTECs are dependent upon the course on offer and previous courses studied by the student which may provide them with a good basis for further study.

Students who have yet to achieve a GCSE (Level 2) equivalent in Mathematics and English at grade 5 will be required to follow a course leading to a level 2 qualification in this area.

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appeal for the school. The child will remain on the waiting list for one term. A prospective student's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

**Arrangements for appeals**
The School Admission Appeals Service provided by Democratic Services, London Borough of Ealing organises appeals for Community Schools, Alec Reed Academy and a number of Foundation and Voluntary Aided schools in the borough. Both parents and the child not of compulsory school age if their application has been refused. A sixth form appeal can only be submitted once the child has received his or her GCSE results. Neither the child nor the parent can appeal following the receipt of an initial refusal based on projected results.

Alec Reed Academy is its own Admission Authority and will notify in writing both children and their parents of all decisions made in respect of applications for sixth form education. If admission is refused, the person who applied for the school place (parent or child) will receive the following information in writing from the Academy:

- Details of why the application was unsuccessful in light of the published admission arrangements;
- Notification of their right to appeal and how to do so;
- Their right to attend the appeal hearing;
- That where separate appeals are lodged by a parent and a child in respect of the same decision, the Academy will ensure the appeals are heard together, and notify the appellants right to both attend the appeal hearing.


**Attendance Expectations at Post-16**

Post 16 students are expected to attend Alec Reed Academy on a full-time basis. In accordance with the ARA Post-16 contract all students must attend:

- Post-16 tutor periods
- Lessons
- Supervised study periods
- Mentoring sessions
- Assemblies
- Work Experience

and at any other times as directed by any staff at the Academy. Should students need to make appointments with a doctor or dentist or to research coursework etc they should do this either after the Academy day or in non-contact time.

Students should not take up part-time employment during Academy hours.

Students who need to leave the Academy in the day during curriculum time or study periods should seek authorisation from the Director of Post 16. Should students need to leave Academy in the day to undertake coursework activities, the class teacher for that curriculum area should complete a permission slip.