

ADMISSIONS CRITERIA FOR ENTRY TO THE QUEST ACADEMY IN SEPTEMBER 2019

[The Quest Academy joined The Collegiate Trust on 1st June 2018. The criteria set out here are those approved by the Board of Governors of the predecessor school – The Quest Academy-Coloma Trust – on 12th December 2017.]

The Collegiate Trust is the admissions authority for The Quest Academy and in carrying out this function complies with all the relevant provisions of the statutory codes of practice as they apply at any given time. The Local Governing Body (LGB) of The Quest Academy operates the agreed procedures of the Trust and participates in the co-ordinated admission arrangements operated by Croydon Council.

During July in any year information about the arrangements for applying for the intake in September of the following academic year will be available; this will include details of open events. Opportunities to visit The Quest Academy are provided during September and October.

The Quest Academy, in common with all other schools in Croydon, will admit students referred under the *Hard to Place* protocol via the *Fair Access Panel*, even if this means exceeding the admission number.

A place will be withdrawn if it has been obtained through an intentionally misleading or fraudulent application.

Entry to Year 7

The Planned Admission Number (PAN) for The Quest Academy is 180.

Applications for places must be made on the *Common Application Form* provided and administered by Croydon Council or by the Borough in which you live.

In the event of applications exceeding the number of available places, the following criteria will be applied.

1. Looked After Children:

Priority will be given to students in the care of a local authority at the time of application and also students who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. An application made under this category must be supported by a letter from the relevant Local Authority's Children's Department and/or relevant documents including a copy of adoption, residence or special guardianship order where applicable.

2. Medical Reasons:

Pupils with serious medical reasons for needing to attend the Academy. The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. (Claims for priority of admission on medical grounds will not normally be considered if submitted after a decision on the original application has already been made). Decisions on priority of admission on medical grounds will be made on the basis of recommendations of the Authority's medical advisor. The Application must be supported by a letter from a hospital consultant and / or the family's GP.

3. Sibling:

Children with a brother or sister who will be in attendance at the Academy at the time of enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address.

4. Children of staff at The Quest Academy:

A member of staff is defined as:

- a) Someone who has been employed at The Quest Academy for two or more years at the time at which the application for admission to The Quest Academy is made, or

- b) Someone who has been recruited to fill a vacant staff post at *The Quest Academy* for which there is a demonstrable skill shortage.

5. Proximity:

Priority will be given to pupils living nearest to the Academy as measured in a straight line from the child's home address to the designed entrance(s) of the Academy. "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. *The Quest Academy* should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at Quest. Distance will be measured in a straight line from the child's home address to the designated entrance(s) of the Academy using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. If the distances are the same for two or more candidates, the order of ranking will be determined by random selection independently scrutinised.

Notes

- i. Please check the Croydon Education website for details of all deadline dates for each year. Applications received after the closing date will not normally be considered until after the offer date.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside of their normal age group. Any such requests must include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary; this will be considered by *The Collegiate Trust*.

Operation of Waiting List

The Quest Academy will operate a waiting list for each year group. Where in any year *The Quest Academy* receives more applications for places than there are places available, a waiting list will operate until at least the end of the first term (normally late December). This will be maintained by *The Quest 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.

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

Arrangements for Appeals

Parents have the right of appeal to an *Independent Appeal Panel* if they are dissatisfied with a decision made by the Admission Authority. Appeals are conducted in accordance with the *Code of Practice on School Admission Appeals* published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works. The contact for this is the Clerk to *The Collegiate Trust*. Appeals must be lodged with the Clerk within five weeks of receipt of the Local Authority offer letter; full details on the appeals process will be published at www.thequestacademy.org.uk.

In-Year Admissions

In-year admissions will continue to be co-ordinated by the Local Authority. An application form must be obtained from, completed and returned to the Local Authority to apply for an in-year admission. A Waiting List is maintained for each Year Group.

Entry to Quest6 (Year 12)

The Quest Academy operates a sixth form for a total of 215 students. 108 places overall will be available in Year 12 (the year 12 'capacity'). The admission number for Year 12 is 5. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 103 of the Academy's own year 11 pupil's transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 108 as long as they meet our sixth form entrance criteria as published annually in the sixth form prospectus.

Process of Application

Application to *Quest6* is via the information on our website.

Post 16 admission criteria

Minimum entrance requirements for Year 12 and for individual courses based on GCSE grades are published in the Academy's prospectus and posted on its website. Children meeting the general entrance requirements but failing to meet the grades for their preferred course option will be offered alternative courses if available. Children already on the Academy roll are entitled to transfer to Year 12 if they meet the published academic standards of entry.

If Year 12 is oversubscribed then, after the admission of students with an Education, Health and Care Plan (EHCP) where *The Quest Academy* is named on the EHCP, the criteria will be applied in the order in which they are set out below:

1. Looked After Children:

Priority will be given to students in the care of a local authority at the time of application and also students who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. An application made under this category must be supported by a letter from the relevant Local Authority's Children's Department and/or relevant documents including a copy of adoption, residence or special guardianship order where applicable.

2. Sibling:

Children with a brother or sister who will be in attendance at the Academy at the time of enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address.

4. Children of staff at The Quest Academy:

A member of staff is defined as:

- a) Someone who has been employed at The Quest Academy for two or more years at the time at which the application for admission to The Quest Academy is made, or
- b) Someone who has been recruited to fill a vacant staff post at The Quest Academy for which there is a demonstrable skill shortage.

5. Proximity:

Priority will be given to pupils living nearest to the Academy as measured in a straight line from the child's home address to the designed entrance(s) of the Academy. "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Quest Academy should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at Quest. Distance will be measured in a straight line from the child's home address to the designated entrance(s) of the Academy using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. If the distances are the same for two or more candidates, the order of ranking will be determined by random selection independently scrutinised.

Arrangements for Appeals

There will be a right of appeal to an *Independent Appeals Panel* for internal pupils refused transfer and external applicants refused admission.

Appeals are conducted in accordance with the *Code of Practice on School Admission Appeals* published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works. The contact for this is the Clerk to *The Collegiate Trust*. Appeals must be lodged with the Clerk within five weeks of receipt of the Local Authority offer letter; full details on the appeals process will be published at www.thequestacademy.org.uk.