



# Admissions Policy 2021

**Next review date: Oct 2020**

**Staff resp. for review: MHN/TS**

**Date reviewed: Oct 2019**

# Norbury Manor Business & Enterprise College for Girls

## Admissions Policy – Year 7

### **THE COLLEGE'S ADMISSION CRITERIA (Effective for intake due September 2021)**

In September 2021, there will be 224 places **for girls only** available in year 7.

After the admission of students with Educational Health Care Plans, where Norbury Manor is named on the Plan, in the event of oversubscription, the remaining places will be awarded as follows

- 1. Looked-after children and previously looked-after children.** Looked-after children are children in public care at the date on which the application is made. If an application is made under this criterion, it must be supported by a letter from the relevant Local Authority (Children's Services) Department. 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 arrangement order or special guardianship order. If an application is made under this criterion, it must be supported by a copy of the adoption order, child arrangement order or guardianship order, together with a letter from the local authority that last looked after the child, confirming that she was looked after immediately prior to the order being made. This documentary evidence must be submitted with the application.
- 2. Sisters of existing students who will still be in attendance at the college and in years 7-11 at the date of the applicant's admission.** Sister refers to sister, half-sister, adopted sister, step-sister or the child of the parent / carer's partner, and in every case, who is living in the same family unit at the same address.
- 3. Students with medical statements from a relevant medical professional supporting their applications and identifying a need to attend this school rather than any other.** Evidence must be submitted with the application in order to be considered under this criterion.
- 4. Female students attending primary schools that are part of The Manor Trust (MAT).** The college is part of The Manor Trust and any schools that are part of this trust would become named feeder schools and female students from these schools would be considered under this criteria. Kensington Avenue Primary is part of The Manor Trust and students from this school qualify under this category.
- 5. Geographical distance from the college measured in a straight line from the child's home address to the designated entrance of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and**

**Property Gazetteer (NLPG).** Those living closer to the school will receive higher priority. 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. The child's place of residence is the home of the person who has parental responsibility for the child and where the child would normally be resident for all or the greater part of each week.

Throughout the year there may be students who, at the discretion of the governing body, will be admitted on the following criteria:

- a. Dual registration;
- b. Managed moves; and
- c. In-year fair access protocol.

This will be done in partnership with the London Borough of Croydon and other schools and may result in a year group going slightly over number.

### **Applications (Including in-year)**

Applications for places should be made on the **Common Application Form** provided and administered by Croydon, or by the borough in which you live.

The college is participating in the co-ordinated arrangements for admission to secondary schools in Croydon, as explained in the Booklet "Admissions to Secondary Schools 2021", and adhering to the timetable set out in that booklet. Applications received after the closing date will not normally be considered until after the offer date.

A waiting list is maintained for each year group until that year group reach official school leaving age. Parents are contacted termly and each year they will be asked to confirm that they still wish their child to be kept on the list. If no reply is received, the child's name will be removed from the list. The order of the waiting list is determined by the original criteria used for admission, therefore a later applicant may go above an earlier applicant on the list.

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made using Appendix A within 21 days of the national offer day.

### **Education out of normal (chronological) age group**

The Manor Trust does not recommend children being taught out of their chronological year group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## **Schools admissions: applications from overseas children**

In most cases, children arriving from overseas have the right to attend state-funded schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

Children aged under 18 are classed as dependant children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or Student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family, or to join their family and study at a state-funded or independent school once in the UK.

When we deal with an application for a child, whether or not they are a UK national, we must comply with the school admissions code and the Equality Act 2010. We cannot refuse a school place simply because of doubts about the child's immigration status.

The college does not have a role in checking visas: it is entirely the parents' responsibility to check.

If the college suspects a student may not have a right to enter the country to access a state-funded school we will not deny them a place or remove them from the roll. The college is duty bound to refer to the Home Office's school referrals team so they can investigate further. We advise parents to check their rights and alert the Home Office's school referrals team so they can investigate further.

## **Appeals**

If admission is refused parents/ carers have the right to appeal. The form for such a process can be found in the appendix of this policy.

### **Timetable for appeals**

- The deadline for lodging appeals in the form of the appeals form and any supporting documents must be received at college within 21 days of national offer day, otherwise the appeal will lapse.
- The college will give at least 10 school days' notice of any appeal hearing offered
- The college will work to the timeframe of 10 school days for admission authorities to submit their evidence, and for the clerk to send appeal papers to the panel and parties
- The college will ensure that decision letters are sent within 5 school days of the hearing, wherever possible

## Admissions Policy - Sixth Form 2021

In September 2021, there will be 150 places available in year 12. The sixth form is open to girls only.

Students will only be admitted to the sixth form if, in the judgement of the sixth form team, a suitable programme of study is available for them that is appropriate and meets their needs.

Students are only eligible to study at Norbury Manor sixth form if they are on a full-time programme. This typically comprises three A levels (or equivalent).

The sixth form operates an open door policy given that applicants have reached the required entry-level standard.

These are:

Course	General Requirements
A level Pathway	<p>6 passes at GCSE at grades 9-4, including a minimum grade 4** in both maths and English*.</p> <p>Minimum of GCSE grade 5 in all of the subjects you wish to study at AS/A2 level unless :</p> <p>The subject has subject specific requirements different to those stated above.</p> <p>Or:</p> <p>The subject has additional subject specific requirements to those stated above.</p> <p>Or:</p> <p>The subject will accept students with alternative qualifications or will consider you if you have not studied the subject previously.</p>
BTEC Level 3 Pathway	<p>5 passes at grade 4 or above in any GCSE subjects, but including a minimum of 4** in English* and Maths.</p> <p><i>Individual students may be assessed on a case by case basis.</i></p>

(\*) GCSE English Literature or GCSE English Language

(\*\*) A GCSE resit is required if you do not have a level 4 or above in English and/or maths; a level 4 grade is considered a “standard pass” at GCSE. Alternative qualifications may be accepted instead of GCSE at the college’s discretion, e.g. iGCSE, GNVQ, BTEC.

Candidates who fall between the BTEC Level 3 requirements and A Level requirements may be eligible to take an appropriate BTEC/A level pathway subject to the entrance requirements above.

Students will be expected to study 3 A level subjects or their BTEC Level 3 equivalent. In addition all students follow a PSHE, tutorial and enrichment opportunities.

In common with all sixth forms, the subject offer may vary from year to year based on student numbers. For details of the curriculum offer for your year of entry please contact the college directly or visit the website [www.nmbec.org.uk](http://www.nmbec.org.uk)

From time to time we are approached by students requesting places after the beginning of the academic year when courses are already underway. On these occasions we will consider each request on a case-by-case basis but it is likely that many courses will be oversubscribed and no spaces will exist. It is equally likely that in the professional opinion of the teaching staff that a student starting a course late would not result in a positive outcome due to the volume of work missed that would need to be caught up and in these cases we would not be able to consider late applicants.

### **Progression from year 12 into year 13**

Students should achieve a minimum of a D grade in their subjects at the end of year 12 and also pass the first year of their BTEC courses, where applicable, if they wish to continue into year 13.

The expectation is that students will continue onto three A2 courses. In exceptional circumstances, students who achieve less than this may continue into year 13 and start A2 study at the school's discretion.

### **Age limits**

Students can only begin a course if they are under 19 years of age on the first day of term for the ensuing academic year. This means that students may start either year 12, 13 or 14 but may not continue a course or start a subsequent year if they will be 19 years of age at the start of the next academic year.

We are unable to admit external students into the sixth form if they are year 14 students or have completed 2 years of sixth form education at another institution.

### **Applications**

Year 11 students at Norbury Manor will be given an application form automatically. Students from other schools may apply through the application form available from Norbury Manor Business and Enterprise College for Girls. Late applications may be considered if a place on an appropriate course is still available. However, no application will be considered later than two weeks after the commencement of any course.

## Residency criteria

Entrance into the sixth form is subject to the regulations regarding nationality, residency status and eligibility to study in UK school sixth forms that apply at the time

Children aged under 18 are classed as dependent children if they are the children of foreign nationals who have settled status in the UK, or who are entering the UK on a work visa or student visa, or who are part of a family entering or residing in the UK under the immigration route for British National (Overseas) citizens and their dependants. These children are entitled to enter the country with their family, or to join their family and study at a state-funded or independent school once in the UK.

Foreign nationals cannot use the six-month Standard Visitor visa, or 11-month Short-term Study (English language) visa, to enter the UK to enrol as a pupil at a school.

Students who are classified as “Overseas Learners” or who have student visas cannot be admitted to the sixth form for funding reasons.

## Oversubscription

After the admission of students with an Education Health Care Plan, where Norbury Manor is named on the plan, in the event of oversubscription, priority will be given to applicants in the following order. However students already in attendance at Norbury Manor Business and Enterprise College will be given priority over external candidates within each priority.

- 1. Looked-after children and previously looked-after children.** Looked-after children are children in public care at the date on which the application is made. If an application is made under this criterion, it must be supported by a letter from the relevant local authority (children’s services) department. 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 arrangement order or special guardianship order. If an application is made under this criterion, it must be supported by a copy of the adoption order, , child arrangement order or guardianship order, together with a letter from the local authority that last looked after the child, confirming that he or she was looked after immediately prior to the order being made. This documentary evidence must be submitted with the application.
- 2. Students for whom an appropriate course is available.**
- 3. Geographical distance from the college measured in a straight line from the student’s home address to the designated entrance of the college using Infomap software.** The student’s place of residence is the home of the person who has parental responsibility for the student and where the student would normally be resident for all or the greater part of each week.

## **Waiting List**

No waiting list is maintained for places in the sixth form.

## **Subject Specific Requirements**

See separate document.

Norbury Manor Business and Enterprise College for Girls, September 2019.

## **Appeals during Covid (extended until 30th September 2021)**

When it's not safe to meet face-to-face (in line with government guidance), hearings can take place remotely by telephone or video conference, or through a paper-based appeal where all parties can make representations in writing

Amendments to deadlines - appellants will

- have 28 calendar days' written notice of a deadline for lodging an appeal
- will be given at least 14 calendar days' written notice of an appeal hearing (although appellants can waive their right to this in writing)
- sent a decision letter within seven calendar days of the hearing (or in the case of written submissions only, within seven calendar days of the appeal panel making a decision), wherever possible
- Relaxation of rules around panel member numbers - if one of the three panel members withdraws (temporarily or permanently) the panel can continue with and conclude the appeal as a panel of two

**APPENDIX A: NORBURY MANOR BUSINESS & ENTERPRISE COLLEGE FOR GIRLS APPEAL AGAINST ADMISSION DECISION FORM**

Date sent: .....

Date received in college: .....

**NB: This form and any supporting documents must be received back at college within 21 days of national offer day, otherwise the appeal will lapse.**

**Please make sure you complete Parts 1, 2 and 3.**

**Part 1 – to be completed in BLOCK CAPITALS**

Child's Surname:	
Child's First Name(s):	
Date of Birth:	
Gender	
Home Address:	
<b>Postcode:</b>	
School currently attended by child:	
Secondary Place allocated at:	
Home Telephone Number:	Work Telephone Number:
Mobile Telephone Number:	
Email address:	

Full name of Parent(s) / Guardian(s): <b>(Please print clearly)</b>	
Mr	Mrs/Ms/Miss
Relationship to child:	

Signature(s) of Parent(s) / Guardian(s):
Date:

Please return the completed form, **within the stated deadline**, to:

The Clerk to the Admissions Appeal Panel  
 Norbury Manor Business and Enterprise College for Girls  
 Kensington Avenue  
 THORNTON HEATH  
 CR7 8BT

**Any correspondence relating to this appeal will only be sent to the signatory(s) of this form. Please indicate if your address is different from the child's home address.**

Address of Parent(s) / Guardian(s) if different from child's address:
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**Part 2** – Please tick as appropriate and give any other relevant information.

**If you are appealing against the decision on medical grounds, you must provide with this form medical evidence from a relevant Consultant to support your case. This is only relevant if the child’s medical circumstances have significantly changed since you made the application.**

(a) **Attendance**

- I / We wish to attend in person
- I / We do not wish to attend in person
- I / We wish to be accompanied by the following friend/relative/representative.

Name: .....

Address: .....

(b) **Availability**

Appeal Hearings are normally arranged during the day. Please indicate your availability below

I am / We are available any day

I am not / We are not available on ..... day(s) each week.

I am not / We are not available for the following periods: (please state)

I / We wish to appeal against the decision to refuse my/our child admission to Norbury Manor Business and Enterprise College for Girls for the following reasons: (if insufficient space, please continue on a separate sheet)

PLEASE NOTE THAT THERE HAVE TO BE **EXCEPTIONAL CIRCUMSTANCES** TO APPEAL. The fact that you placed Norbury Manor as your first choice, you would like a single sex education for your daughter or that Norbury Manor was the nearest place of education to the parental home, do not come under exceptional circumstances.

**PART 3 – Declaration and signature of Parent/Guardian**

I understand that if I do not attend the hearing, the appeal will be held in my absence using the information I have supplied on this form, together with any other information sent to the Clerk to the Appeals Panel before the deadline for submissions of supporting documentation.

I certify that I am the person with parental responsibility for the child named above and the information given is true to the best of my knowledge and belief.

Signed:

Date: