



## **Determined Admissions Criteria for City of London Academy Highgate Hill**

Admission Arrangements for  
2025-2026 Academic Year

Agreed and determined by the Governing Body on  
11/03/2024

City of London Academy Highgate Hill, in partnership with Islington Council and part of the City of London family of schools, is an inclusive, non-denominational school that welcomes all children and families, including those with special needs.

### **Published Admissions Number (PAN)**

City of London Academy Highgate Hill has an admission number of 140 year 7 places in September 2025.

City of London Academy Highgate Hill will accordingly admit this number of pupils each year if there are sufficient applications. Where there are fewer applications than the published admission number for the relevant year group are received, places will be offered to all those who have applied.

### **Consideration of Applications**

Children applying to the Academy will be required to take a non-verbal reasoning test. They will be given two opportunities to do so.

- Applicants will be placed in one of four bands based on their performance in the test.
- Approximately the same number of children will be admitted in each of the four bands so that each band represents 25% of the applicants.
- Children admitted with Education Health and Care Plans (EHCPs) are included in the band allocations.
- The Academy will consider all applications for places. Where fewer than 140 applications are received, the Academy will offer places to all those who have applied.

### **Oversubscription criteria**

A child with an Education, Health and Care Plan which names a school must be admitted to the school in accordance with section 324 of the Education Act 1996. This is a separate process from the coordinated Admission Arrangements set out below.

In the event of there being more applications than places available, places will be allocated to the same number of pupils in each band in the following order of priority:

1. Looked After Children or previously looked after [see note a].
2. Children with siblings who are already on roll at the City of London Academy Highgate Hill and will still be on roll at their date of entry [see note b]
3. Children with exceptional medical, social or psychological needs, where it is agreed by the Academy Trust that these can best be addressed at the City of London Academy Highgate Hill [see note c]



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4. Children of staff working at the Academy with at least two years' continuous employment or where the Academy reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skills shortage.
5. Children living nearest to the academy as measured by a straight line from the child's home to the centre of the school grounds [see note d]

### Notes

- a. Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after, including those who appear to have been in state care outside of England.  
A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Also children who were previously looked after children who were looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements Orders order or special guardianship order)
- b. Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child. Siblings at the same address who will still be attending the school in September 2025. Siblings who attend the City of London Academy Islington (Secondary), or City of London Primary Academy Islington, will not be treated as a sibling.
- c. Supporting evidence from a suitable professional to substantiate that the child has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, City of London Academy Highgate Hill is the most suitable and the difficulties that would be caused if the child had to attend another school.  
This evidence must be current and either from the child's registered general practitioner or any other suitably qualified professional that the child has been referred to and/or who is providing direct care / support / treatment to the child on an ongoing basis in their professional capacity, e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.
- d. Distance from the City of London Academy Highgate Hill will be determined from the centre of the school grounds. Nearness to schools is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the midpoint of the school grounds (as determined by the London Borough of Islington). If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes.



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- e. Tie break – Distance will be used as a tiebreaker for criteria 1, 2 and 3. If only one place is available and two or more children qualify for that place, the child who is offered the place will be determined by independent random allocation using Islington LA’s computerised system.
- f. Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the academy will admit all of the other multiple birth siblings as ‘excepted pupils’ by going over their published admission number.

### Late Applications

All applications received by the Islington Council after the deadline will be considered to be late applications. Late applications will be considered after those received on time. Following consideration of all applicants, if the school is oversubscribed, parents may request their child is placed on the waiting list.

### Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent and will set out clearly the reasons for their decision.

### Proof of Address

Islington LA, as part of the PAN-London coordination group, takes responsibility for verifying eligibility to apply for a school place.

Shared parental responsibility – If both parents live separately but the child lives equally with both, then it is the parents’ responsibility to make this clear at the time of the application and to provide supporting evidence in respect of both addresses, for example, a Child Arrangements Orders from a court. Only one address can be used for school admission purposes and the final decision will rest with Islington LA.

Photocopies copies of the following documentation will be required;

- a. Council Tax reference number (This can be found on the Council Tax bill).
- b. If these are obtainable, at least two alternative documents. For example: utility bill; GP, hospital, dentist or optician letter.
- c. Also for proof that the child lives at the same address, at least two documents, for example: a letter from the child’s GP, dentist, hospital, optician; NHS Medical Card; or the page within the child’s health record book that has his/her name and address.



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All documents are to be no older than one year.

### **Waiting Lists**

Islington Council will continue to co-ordinate admissions beyond the offer date. Islington Council will hold the academy's waiting list until 31st December. After this date, the City of London Academy Highgate Hill will maintain its own waiting list. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Appeals Clerk, City of London Academy Highgate Hill for information on how to appeal. Applications for appeals must be lodged with City of London Academy Highgate Hill by 4th April 2025. Information on the timetable for the appeals process is on our website at [www.cityoflondon.gov.uk/COLAMC/appeals](http://www.cityoflondon.gov.uk/COLAMC/appeals).

### **In Year Admissions (Year 8, 9, 10 and 11)**

Applications for in-year admissions are made directly to the school. If a place is available and there is no waiting list then the Governing Body will offer the place. If more applications are received than there are places available then applications will be ranked in accordance with the oversubscription criteria. Applicants will be offered the opportunity of being placed on a waiting list which will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the Governing Body will make an offer to the applicant who is at the top of the list.



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**Islington Collegiate Sixth Form**

Admissions Policy

2025-2026



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### **ADMISSIONS POLICY 2025-26**

#### **Introductory statement**

Islington Collegiate Sixth Form aims to provide outstanding A level education and exceptional examination outcomes for the academic students which will enable them to progress to the best and most competitive universities, including Oxford and Cambridge and other prestigious universities world-wide. These arrangements should be read alongside the sixth form prospectus, which is available on our website.

#### **Capacity**

Islington Collegiate Sixth Form will have a total capacity of 240 places (full-time equivalent) for students in the age range 16-19.

It will admit up to 120 students to year 12 in September 2025. Priority for admission will be given to Year 11 pupils on roll at COLA-HH Academy who meet the general criteria outlined below. Remaining places will be allocated to qualifying external applicants.

#### **Minimum Study Programme**

All students will be expected to enrol on a programme of study comprising a minimum of 540 planned hours per year.

#### **Minimum Entry Requirements**

The Islington Collegiate Sixth Form is academically rigorous and challenging, as such places will be offered to applicants who are assessed to meet our minimum entry criteria. All conditional offers are based on a student's predicted grades and/or actual GCSE grades submitted on their application form.

#### **General Criteria**

In order to study A Levels, students need a minimum of 56 points from their best 8 GCSEs (vocational courses e.g. BTEC and community languages will not be included in the best 8) Students must also have at least a GCSE grade 6 in English Language and Mathematics to study A levels. Subject specific entry criteria will also apply to individual A levels, as outlined in the prospectus. In addition, where GCSE grades are not available for the specific subjects, Islington Collegiate Sixth form reserves the right to administer additional tests and/or assessments to assess students' level of academic ability and suitability for the A level courses chosen. This would apply in exceptional circumstances, for example illness, bereavement or recent arrivals to the UK.



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### **Applications with non-standard qualifications**

In case of applicants with non-standard qualifications (e.g. International Baccalaureate, BTEC Level 2), the academy will use nationally accepted benchmarks from QCA and/or the DfE, which are available on their websites, to assess GCSE equivalence.

### **Applying for places**

The application process opens on **Monday 7<sup>th</sup> October 2024** and the closing date for applications is **Monday 17<sup>th</sup> February 2025**.

### **Oversubscription criteria**

After the admission of students with Education, Health and Care Plans (EHCPs), where Islington Collegiate Sixth Form is named on the EHCP, the following criteria will be applied in this order:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order provided they meet the entry criteria.
2. Applicants already attending Year 11 of COLA, Highgate Hill at the time of application provided they meet the entry criteria.
3. An applicant whose parent is (a) a member of staff at Highgate Hill for two or more years at the time at which the application for admission is made or (b) a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage provided they meet the entry criteria.
4. External applicants provided they meet the entry criteria and for whom places on their chosen courses are available.

### **Tie-Break**

In the event where two or more applicants fulfil the entry criteria and where giving a place to both / all of them would mean a course becoming oversubscribed, then the place will be offered to the applicant with the higher/highest predicted GCSE grades in the subject(s) relevant to the application and any additional entrance test or assessments. Where applicants have the same grades and there is only one place remaining a computer-generated random allocation will be made.



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### **Notes**

Places will only be offered to those who have met or who are predicted to meet the minimum entry requirements at the point they apply and at any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Applicants whose actual or predicted GCSE grades meet or indicate that they will meet the entrance criteria for all of their chosen A level subjects.

Applicants whose actual or predicted GCSE grades meet or indicate they will meet the entrance criteria for all four of their A level subject choices, but where there is no space on one of their chosen courses and where the applicant is willing to accept a place on an alternative course i.e. one where there is space and they meet the entrance criteria. Where this is not acceptable the applicant will be placed on the waiting list.

### **Late Applications**

Late applications will only be considered if there are places remaining, or on a specific course once the oversubscription criteria have been applied.

### **Applications with non-standard qualifications**

In case of applicants with non-standard qualifications, the academy will use nationally accepted benchmarks from QCA and/or the DfE, to assess GCSE equivalence on a case by case basis.

### **Waiting lists**

It may be that some applicants do not achieve their predicted grades or decide not to attend the academy following acceptance of their offer. We will therefore establish a waiting list, with applicants prioritised in line with our over subscription criteria. The waiting list will operate up to the end of the first half term of any academic year (31 December).

### **Withdrawal of Places**

Applicants should be aware that the academy carries out checks to confirm predicted/actual GCSE grades with secondary schools. Where the predicted grades submitted on the application form differ from the ones provided by the school we will take the school's predicted grades when making offer decisions. We reserve the right to rescind an offer where the school's predicted grades for the applicant fail to meet the entry criteria.





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### **Confirmation of Enrolment**

When a conditional offer holder receives their GCSE results, they must attend an enrolment meeting with an academy member of staff on GCSE results day (or a different date determined by the academy) to confirm their place. No offer is confirmed until the student or their adult representative has enrolled on GCSE results day (or a different date determined by the academy).

Where a student or their representative fails to attend enrolment day then their place will be offered to another student. It is unlikely that an offer holder will be enrolled on to a course where they have missed the minimum entry criteria.

The academy reserves the right to enrol a student where there is evidence of exceptional academic performance in a subject or group of subjects but who may have failed to achieve one or more of the entry criteria.

The academy also reserves the right to reduce the minimum entry criteria for students who wish to study an A level subject or group of subjects where there are sound educational and/or organisational reasons to do so.

An example may be where a student has secured 8s & 9s in maths and sciences but has not achieved a 6 in their English Language but wishes to study maths and the sciences only. Students who wish to change subjects from their original offer will be placed on the waiting list.

### **Appeals**

Applicants who have been declined a place to study through this process and believe that the academy has failed to follow the admission policy have a right to appeal the decision following enrolment on GCSE results day. An appeal should be put in writing to the Clerk to the Appeals Panel and sent to the academy within 30 of the published September start date on the academy's website. The appeal must be in writing, addressed to:

The Clerk to the Appeals Panel  
Islington Collegiate Sixth Form  
City of London Academy Highgate Hill  
Holland Walk  
London N19 3EU



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### **Review**

This policy will be reviewed annually and any amended policy for the following September will be determined by the MAT by 28 February, and published on the Academy's website by 15 March. The policy will remain on the website throughout the year.

### **Objections**

You can make an objection to the Office of the Schools Adjudicator (OSA) if you think that the admissions arrangements of an academy do not comply with the 'School Admissions Code' (the Code) or other legislation relating to school admissions. Certain exceptions apply as set out in paragraph 3.3 of the Code.

If you are unhappy with any aspect of the admission policy or appeal process you may outline your concerns to the ESFA at [Academy.QUESTIONS@education.gsi.gov.uk](mailto:Academy.QUESTIONS@education.gsi.gov.uk). However, you should first raise any concerns with the academy at the address above or the contact details below:

Email: [enquiries@highgatehill.colta.org.uk](mailto:enquiries@highgatehill.colta.org.uk)

Telephone: 020 7281 3526