



CITY OF LONDON ACADEMY  
ISLINGTON

WHERE STUDENTS SUCCEED

**Admissions Policy and Procedures**

**2025-26**

## **THE ADMISSION OF PUPILS TO THE CITY OF LONDON ACADEMY, ISLINGTON**

1. This document sets out the admission arrangements for the City of London Academy, Islington (“the Academy”). These arrangements are without prejudice to the provisions of Annex 3 to this agreement. The document forms an Annex to the Funding Agreement between the Academy and the Secretary of State for Education. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will act in accordance with and will ensure that the Independent Appeals Panel acts in accordance with, all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by London Borough of Islington Local Authority (“the LA”) and have regard to its advice; and will participate in the coordinated admission arrangements operated by the Local Authority.
3. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from any Local Authority. Before doing so, the Secretary of State will consult the Academy.

### **ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

4. The admission arrangements for the Academy for the year 2025-26 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) The Academy has an agreed admission number of 140 pupils. The Academy will accordingly admit 140 pupils in the relevant age group each year if sufficient applications are received;
  - b) The Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 14 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### **PROCESS OF APPLICATION**

5. Applications for places at the Academy will be made in accordance with the London Borough of Islington’s (“the LA”) coordinated admission arrangements and will be made on the Common Application Form (“the CAF”) provided and administered by the LA. The 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 London Borough of Islington Admissions Forum or the LA:

- a) September - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2024 for admission in September 2025). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b) September/October - The Academy will provide opportunities for parents to visit the Academy;
- c) October – banding tests are held;
- d) October – the CAF to be completed and returned to the home LA to administer;
- e) November - LA sends applications to Academy;
- f) Early December – an additional banding test will be held;
- g) January - Academy sends list of pupils to be offered places to Islington LA;
- h) February - LA applies agreed scheme informing other LA’s of offers to be made to their residents;
- i) March - offers made to parents.

## **CONSIDERATION OF APPLICATIONS**

6. Children applying to the Academy will be required to take a non-verbal reasoning test. They will be given up to 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 an Education Health and Care Plan are included in the band allocations.
  - ***Applicants who do not attend the banding test will be allocated to Band 5, in line with the oversubscription criteria. Applicants in Band 5 will be considered only after every applicant who did sit the test (regardless of score) has been offered a place. If, in exceptional circumstances and at the discretion of the Principal, a student cannot attend the banding test, primary school assessment scores and/or other relevant evidence may be considered. It will be up to parents/carers to provide such evidence.***
  - ***In the case of Looked After Children, the Academy will seek to obtain relevant assessment data to allocate the child to an appropriate band.***

7. The Academy will consider all applications for places. Where fewer than 165 applications are received, the Academy will offer places to all those who have applied.

## **ADMISSIONS**

8. The total number of places available at the Academy is published annually in accordance with Section 93 of the School Standards & Framework Act 1998 and Annex 2 of the Academy's funding agreement.

The number of students it is intended to admit is determined with regard to the need to ensure that:-

- (i) there are sufficient secondary school places within the Borough;
- (ii) the planned number of children admitted is appropriate to provide for efficient education at the Academy;
- (iii) the Published Admissions Limit complies with the requirement to admit students to the physical capacity of the Academy (School Standards & Framework Act 1998).

The staffing level for the Academy is determined on the basis of its Published Admissions Limit for the 2025-26 academic year.

## **ADMISSIONS ARRANGEMENTS**

Admissions are determined by 'fair banding'. We use a similar testing and banding procedure currently used by two other secondary schools in Islington. Applicants are required to take a non-verbal reasoning test and will be placed into one of four bands, according to their performance.

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. Where more than 140 applications are received students will be considered against the following criteria.

After the admission of pupils with an Education Health and Care Plan (where the Academy is named on the Plan), the criteria will be applied in the order in which they are set out below, subject to the application of fair banding:

- a) Looked after and previously looked after children: This refers to children who are in the care to 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; to include those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted; (See footnote 1)
- b) Admission of pupils whose siblings currently attend the Academy and will continue to do so on the date of admission; (See footnote 2)
- c) Admission of pupils whose siblings currently attend Richard Cloudesley School and who will continue to do so on the date of admission; (See footnote 2)

- d) Up to ten children resident in the City of London. If more than ten pupils apply, selection within fair bands to be determined by drawing lots;
- e) Were considered to have exceptional special educational, medical or social needs for priority admission; (see footnote 3)
- f) Admission of pupils on the basis of proximity to the Academy. This will be determined by a computerised mapping system using a straight line distance measurement. Routes are calculated from the child's home address (as defined by the Land and Property Gazetteer) to the main entrance of the Academy.

### **OPERATION OF WAITING LIST**

- 9. Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Academy will operate a waiting list. This will be maintained by the Academy and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.
- 10. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 8 a to f of this document. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for appeals panels**

- 11. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel is independent of the Academy and the Local Authority. The arrangements for appeals will be in line with the School Admission Appeals Code 2022 published by the Department for Education. The decision of the Appeal Panel will be made in accordance with the School Admissions Code 2021 and Admission Appeals Code 2022 and is legally binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Academy**

- 12. Subject to any provisions in the LA's coordinated 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, the oversubscription criteria shall apply.

### **Admission of children outside their normal age group**

- 13. ***Summer Born Children at Secondary Transfer***  
For children born between 1<sup>st</sup> April and 31<sup>st</sup> August, whose admission was delayed in accordance with the Admission Code 2021 and where the local authority have agreed for the child to be educated out of their chronological year group, we will agree to accept an application out of cohort.

**14. Children Out of Chronological Year 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. If the Academy declines the request, there is no right of appeal.

**15. Children of UK service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), and providing the application is accompanied by an official letter that declares a relocation date and so long as some evidence of their intended address is provided for a unit or quarter address to be used.

**City of London Academy – Sixth Form Admissions Policy**

1. All students who apply before the published deadline will be contacted by the Academy to attend a consultation meeting regarding their application at which they will be provided with advice on options and entry requirements for particular courses. Applications are made directly to the Academy.
2. Following the consultation meeting, offers of a place on a specific course will be conditional on GCSE results and attendance at enrolment in August.

**Oversubscription criteria:**

In the event that there are more applications than places available, the following criteria will apply;

1. Looked after children: this refers to children who are in the care of a local authority and children who have been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after. (see footnote 1)
2. Students in Year 11 who attend the City of London Academy who meet the entry requirements for their chosen course of study.
3. External students who meet the entry requirements for their chosen course of study.

In the event of more applications than places available within any given criteria, preference will be given to students who are nearest to the Academy. This will be determined by a computerised mapping system using a straight-line distance measurement. Routes will be calculated from the child's home address (as defined by the Land and Property Gazetteer) to the main entrance of the Academy.

**Proposed admission numbers for September 2025:**

A maximum of 110 students will be offered places in Year 12 for September 2025.

The Admissions Policy is reviewed annually.

## FOOT NOTES:

1. Looked after and previously looked after children: this refers to children who are in the care to 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; to include those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. A sibling is defined as a brother or sister, half brother or sister, stepbrother or stepsister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address, who is on the roll of the Academy (Years 7 to 14) or of the co-located Special School (Richard Cloudseley) at the time of proposed admission in the new academic year.
3. The Academy's Panel, on an individual basis, may give priority to the applicants who can demonstrate that admission to the Academy is necessary on the grounds of professionally supported medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.
4. If only one place is available at the Academy and the next child who qualifies for a place (i.e. the sibling is number one on the waiting list) is one of multiple birth siblings, the Academy will go over its published admission number to support the family and accommodate the multiple birth sibling(s), regardless of which band the multiple birth sibling is in.