

Greig City Academy



Admissions Policy 2025 entry

“Show by a good life that your works are done by gentleness
born of wisdom.”

James 3:13

This policy was approved by the Full Governing Body on February 7, 2024. It is reviewed annually.

It is published on our website www.greigcityacademy.co.uk and available in printed copy from the school's reception or by request to Viv Oxley, Clerk to the Governors: voxley@greigcityacademy.co.uk.

Greig City Academy

ADMISSIONS POLICY 2025 entry

1. Introduction

- 1.1 Greig City Academy is a Church of England, co-educational, secondary school with its own Sixth Form. The school is sponsored by the London Diocesan Board for Schools (LDBS) and The Greig Trust. As a Church school we work to build a healthy community of young people and staff, who are happy to live and learn in an atmosphere that reflects those values central to the Christian faith, including caring for one another and working together for the good of all. Of course, having these values does not mean that all our students come from a Christian background. The school welcomes students and staff from many different backgrounds and faith traditions, with the expectation that everyone who comes to Greig City Academy will be happy to support the school as a Christian foundation.

2. Year 7 Admission Numbers

- 2.1 For the school year beginning September 2025, the Public Admission Number (PAN) for Year 7 is 200. Places will be allocated regardless of ability. If there are fewer than 200 applications, all applicants will be offered a place.

3. Children with an Education Health and Care Plan (EHC Plan)

- 3.1 Children with an EHC Plan are admitted to the school under separate statutory procedures, rather than under this policy. The child's home local authority manages their EHC Plan and parents should speak to their local Special Educational Needs team if they would like their child to attend the school, so that the appropriate statutory process may be followed. This involves an assessment of the child's needs by the local authority, which will involve consultation with the Academy. A place will be offered if it is agreed that the child's needs can be met by the Academy and their EHC Plan names the Academy.

4. Oversubscription Criteria

- 4.1 Where the Academy is oversubscribed, places will be allocated to applicants in the following priority order:

4.1.1 Children who are in one of these categories:

- i. Are looked after by a local authority;¹ or
- ii. Were previously looked after but, immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order; or
- iii. Appear to Greig City Academy to have been in state care outside of England and ceased to be in state care as a result of being adopted.

¹ 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 the definition in Section 22 (1) of the Children Act 1989).

- 4.1.2 Children that the Governors accept have an exceptional medical, social or educational need for a place at Greig City Academy rather than another school. Applications will be considered under this category only if they are supported by a written statement from a doctor, social worker or other appropriate professional confirming that Greig City Academy alone can meet the child's need and showing the difficulties that would be caused if another school had to be attended. Applicants who are deemed by the Governors not to meet the criteria for consideration under this category will be placed into the following category.
- 4.1.3 All other children not falling into any of the categories above.
- 4.2 **Tie breaker:** Where there are more applicants than places remaining, the order in which those places will be allocated will be determined by reference to the distance the child lives from the Academy, with those living closer having higher priority. Distance will be measured in a straight line from the Ordnance Survey address point of their home to the Ordnance Survey address point of the school, calculated using the Haringey Council computerised mapping system. Where applicants have identical distance measurements, priority will be determined at random using the Haringey computerised mapping system.
- 4.3 **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, the school will go over the published admission number.

5. Applying for a place

- 5.1 Applications for admission to Year 7 in September are coordinated by local authorities. Parents may apply online at: <https://www.eadmissions.org.uk/eAdmissions/app>. If they prefer to use a paper form, they should contact Haringey Admissions Service (or their home authority) for a copy.
- 5.2 The Academy does not have a supplementary application form.
- 5.3 The application deadline is 31 October 2024. If applications are made after the closing date, reasons for lateness will be considered and, in exceptional circumstances, the application will be dealt with as if on time.

6. National Offer Day

- 6.1 Haringey Local Authority (or the child's home authority if they do not live in Haringey) will send out letters or emails informing parents of which school they have been allocated on March 1, 2025. Parents are asked to confirm acceptance of the offer by March 15, 2025.
- 6.2 Children will have an opportunity to visit the school before September 2025.

7. In-Year Admissions

- 7.1 An in-year admission application is one for admission to Year 7 which is submitted on or after the first day of term in September, or for admission to any other year group at any time.
- 7.2 All in-year applications for places at the Academy are handled on behalf of the school by Haringey Local Authority Admissions Service. In-year applications must therefore be made to Haringey Admissions Service, not the Academy.

- 7.3 The applicant will be accepted for admission unless, for Year 7, there are no places within the PAN, or, for other years, admitting an additional child would prejudice the efficient provision of education and/or the efficient use of resources at the Academy.
- 7.4 Where multiple in-year applicants for the same year group are received and processed at the same time, and it has been determined that some but not all can be admitted without causing prejudice, then applications will be ranked in accordance with the oversubscription criteria in section 4 above, with the following modification:
- children without an offer of a school place will be given priority immediately after looked after children, previously looked after children and children who appear to Greig City Academy to have been in state care outside of England and ceased to be in state care as a result of being adopted.

8. Vulnerable Children

- 8.1 The Academy is committed to admitting its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give consideration to a child, where admission is requested, under the In-year Fair Access Protocol, which carries the agreement of both the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

9. Admission of children outside their normal age group

- 9.1 In exceptional circumstances, children may be admitted to the school outside their normal age group. Parents should make their request to the admissions team of their local authority, who will forward it to the school. The request will be decided in accordance with the statutory guidance set out in the School Admissions Code 2021, in the best interests of the child, and on the basis of the circumstances of each case.

10. Appeals

- 10.1 Where an application is refused, Haringey Admissions Service will notify parents in writing and the letter will clearly set out the reasons for the refusal.
- 10.2 Parents refused an offer of a place have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties. Full details of the statutory right of appeal, including the deadline by which the request for an appeal and grounds must be lodged, will be included in the refusal letter. The way in which appeals are determined is set out in the School Admission Appeals Code 2022.
- 10.3 Parents wishing to appeal should write to the school stating the reasons for their appeal. The letter should be addressed to the Clerk to the Governors, Greig City Academy, High Street, Hornsey, London N8 7NU.
- 10.4 Information about Secondary Transfer appeals (for entry to Y7 in September 2025) will be posted on the Academy's website by February 28, 2025.
- 10.5 The timetable for In-Year Appeals can be found on this page of the Academy's website: <http://www.greigcityacademy.co.uk/1971/admission-appeals>

11. Waiting Lists

- 11.1 In addition to their right of appeal, unsuccessful applicants may ask to be placed on the school's waiting list, which is maintained by the local authority. Any places that become available will be offered to those on the waiting list in line with the oversubscription criteria set out above, and not in the order in which an application is received. Name will be removed from the list at the end of each academic year.

12. Policy Review

- 12.1 The Governing Body reviews this Admissions Policy annually in accordance with guidance in the Schools Admissions Code, DfE, 2021. If any changes are proposed at the time of review, the Governing Body will first consult with the LDBS before going out to public consultation.

Greig City Academy

SIXTH FORM ADMISSIONS POLICY 2025 entry

1. Admission numbers

- 1.1 The total number of students to be admitted to Year 12 in September 2025 is 140. The minimum number of students entering the sixth form from outside the Academy will be 10. The actual number of external places will depend on the number of existing Greig City Academy students continuing into the sixth form. It is expected that all students meeting the academic entry requirements set out in paragraph 2 below will be offered a place. In the event of oversubscription of external candidates, places will be allocated in accordance with the oversubscription criteria set out in paragraph 3 below.

2. Entry requirements

- 2.1 To study A levels, students must have at least 5 grades 4+ (or equivalent). Some subjects have specific entry requirements and for many A level subjects at least a grade 6 in that subject at GCSE may be required.
- 2.2 Students wishing to apply for BTEC Level 3 courses will be offered a place provided their performance at GCSE indicates that they will be able to meet the requirements of the course.

3. Oversubscription criteria

- 3.1 In the event of oversubscription, after the offer of places to students who have an Education, Health and Care Plan naming Greig City Academy, priority will be given to external applicants in the following order:
- 3.2 Students who fall into one of these categories:
- i. Are looked after by a local authority; or
 - ii. Were previously looked after but, immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order; or
 - iii. Appear to Greig City Academy to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 3.3 Students who can provide evidence of an exceptional social or medical need that the Academy is specifically able to meet. Such applications will only be considered if the case is supported by appropriate evidence at the time of the original application. This will normally be in the form of a letter from a suitably qualified professional such as the applicant's doctor, consultant or social worker.
- 3.4 The remaining places will be allocated to those applicants meeting the basic qualifications and for whom places on their chosen courses are available.

- 3.5 **Tie Breaker:** Where there are more applicants than places remaining, the order in which those places will be allocated will be determined by reference to the distance the child lives from the Academy, with those living closer having higher priority. Distance will be measured in a straight line from the Ordnance Survey address point of their home to the Ordnance Survey address point of the school, calculated using the Haringey Council computerised mapping system. Where applicants have identical distance measurements, priority will be determined at random using the Haringey computerised mapping system.

4. Making an application

- 4.1 Admission to the sixth form is managed by the Academy. Any queries regarding sixth form admissions should be directed to the Academy.
- 4.2 Applicants should complete the on-line application form on the Academy's website. Students are entitled to apply in their own right.
- 4.3 The timetable for making an application for entry in 2025 will be posted on the Academy's website in the autumn term of 2024.

5. Appeals

- 5.1 Where an application is refused, the Academy will notify the student and/or parents in writing and the letter will clearly set out the reasons for the refusal.
- 5.2 The parents of a student (and/or student themselves) refused a place have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties. Information about the statutory right of appeal, including the deadline by which the request for an appeal and grounds must be lodged, will be included in the refusal letter. The way in which appeals are determined is set out in the School Admission Appeals Code 2022.
- 5.3 Students or parents wishing to appeal should write to the Academy stating the reasons for their appeal. The letter should be addressed to the Clerk to the Governors, Greig City Academy, High Street, Hornsey, London N8 7NU.

6. Policy Review

- 6.1 The Governing Body reviews this Admissions Policy annually in accordance with guidance in the Schools Admissions Code, DfE, 2021. If any changes are proposed at the time of review, the Governing Body will first consult with the LDBS before going out to public consultation.