



## **Admissions Policy 2020**

**Next review date: Nov 2019**

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

**Date reviewed: Jan 2019**

# Norbury Manor Business & Enterprise College for Girls

## Admissions Policy – Year 7

### **THE COLLEGE'S ADMISSION CRITERIA (Effective for intake due September 2020)**

In September 2020, there will be 224 places **for girls only** available in year 7.

After the admission of students with statements of special educational needs, where Norbury Manor is named on the statement, 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 residence order or special guardianship order. If an application is made under this criterion, it must be supported by a copy of the adoption order, residence 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 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. From the 1<sup>st</sup> February 2019 Kensington Avenue Primary is part of The Manor Trust.
- 5. Geographical distance from the college measured as a straight line from the front gates of the college to the front door of the child's place of residence using Infomap software.** 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. In the event of applicants being equidistant from the college, lots will be drawn to determine who is offered the place.

In the event that the college is undersubscribed, all students will be admitted.

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 2020”, 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 on a regular basis and 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 in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address.

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

Children are normally educated in school with others of their age 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. Dependent children accompanying parents entering the UK on a work visa have a right to enter the country to attend a state-funded school. In addition, any UK citizen or citizen of the European Economic Area ('EEA') and Switzerland is permitted to enter the country to attend a state-funded school.

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.

However, entitlement to a state education does not necessarily confer a right to remain in the UK. Citizens of countries that are not a part of the EEA should ensure that their child's visa entitles them to enter the country to attend a state-funded school before taking up such a school place.

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

The following children are not entitled, by immigration law, to enter the country to attend to a state-funded school:

- children from non-EEA countries who are here as short-term visitors - these are children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives)
- children from non-EEA countries who have entered the country on a tier 4 visa - these children are allowed to study in England on the basis that they attend an independent, fee-paying school listed in the register of tier 4 licensed sponsors

If the college suspects that students belong to either of these two categories have applied for or are attending 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.

## Admissions Policy - Sixth Form 2020

In September 2020, there will be 150 places available in year 12. A maximum of 50 places will be made available to external candidates. 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. Currently, students can be admitted into the sixth form if:

- i. they are British citizens;
- ii. they are EU nationals (this may change post-Brexit), and
- iii. non-EU nationals can be admitted into the sixth form if, for example  
:
  - they have “Exceptional” or “Indefinite Leave to Remain” status in this country;
  - they have refugee status;
  - their residency is a condition of their parents’ legal employment status in this country.

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 statements of special educational needs or an Education Health Care Plan, where Norbury Manor is named on the statement or 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 residence order or special guardianship order. If an application is made under this criterion, it must be supported by a copy of the adoption order, residence 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 as a straight line from the front gates of the college to the front gate of the student’s place of residence 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. In the event of applicants being equidistant from the college, lots will be drawn to determine who is offered the place.

### **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, January 2019.