



Determined Admission Arrangements of Students to the City of London Academy Southwark for September 2027

This document sets out the admission arrangements for the City of London Academy Southwark. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admissions Appeals Code as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. The Academy will participate in the Pan London Co-ordinated Admissions Scheme operated by Southwark LA. Applicants will be required to complete and submit an online application form at www.southwark.gov.uk/schooladmission.

1. SUMMARY INFORMATION

- 1.1 The admission authority for The City of London Academy Southwark is Southwark Local Authority.
- 1.2 The City of London Academy has a published admission number of 240 pupils in year 7 and will admit this number.
- 1.3 There is a selection criteria outlined below that clearly stipulates how places at The City of London Academy will be awarded.

2. THE PROCESS OF APPLICATION

- 2.1 Applications for places at the academy will be made in accordance with the Southwark Local Authority coordinated admissions arrangement via the application form provided and administered by the Southwark Local Authority. The key dates in the timetable for applications may vary year on year, however it is likely that late October will continue to be the application



deadline to the City of London Academy through the Southwark Local Authority process. There will no longer be any banding tests to enter the academy.

3. SELECTION CRITERIA

All places will be allocated based upon the following criteria;

- 3.1 The Academy will admit children with an **Educational and Health Care Plan** (EHCP) where the Academy is named in the Educational Health Care Plan.
- 3.2 Students who are registered as **Looked after Children** or Previously Looked after Children (LAC or PLAC).
- 3.3 10% of pupils (up to 24 in total) will be admitted on the basis of an assessed **aptitude in Information Technology**, in line with the academy specialism. (This test will typically be sat only by entrants who do not meet the other selection criteria, thus will often be students who are outside of the catchment area for City of London Academy Southwark).
- 3.4 **Siblings of pupils in attendance** at the Academy in Years 7 to 11 or siblings of students in Years 12 and 13, who studied their GCSEs at the academy. Brothers and sisters include half brothers/sisters and step brothers/sisters who share the same home. It also includes adopted and foster brothers/sisters who share the same home.
- 3.5 Eligible applicants residing in the Catchment Area One, the City of London (estimated as 5-10 places at most based upon previous years).
- 3.6 Children who attended City of London Academy Trust primary schools within the borough. These are Redriff and Galleywall Primary schools.
- 3.7 Children of staff employed 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 permanent position for which there is a demonstrable skills shortage.



4. ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE RANGE

- 4.1 Prospective parents/guardians/carers who wish their child to be admitted to City of London Academy (Southwark) outside of their normal age range, for a number of reasons. To be considered for this, they may do so by attaching their written request to their application form. They must set out in detail their reasons for making the request and attach current relevant documentation from at least two medical, health or educational professionals who support the request.
- 4.2 Where the City of London Academy Southwark agrees to the request to admit the applicant outside of their normal age group is still dependent upon whether their application fulfils the admissions criteria.

5. WAITING LISTS

- 5.1 The City of London Academy Southwark will operate a waiting list. Where in any year The City of London Academy Southwark receives more applications for places than there are places available, waiting lists will be maintained indefinitely by The City of London Academy Southwark from 1st September of the year to which the application applied in accordance with Local Authority guidelines.
- 5.2 An applicant's position on the waiting list(s) will be determined in accordance with our oversubscription criteria, taking into account late applicants, in accordance with the School Admissions Code. Any prospective parent may ask for an applicant's name to be placed on a waiting list for The City of London Academy Southwark.
- 5.3 Children considered for a place via the Local Authority's Fair Access Protocol must take precedence over those on a waiting list determined solely by random allocation.
- 5.4 Children who are the subject of a direction by the Secretary of State to admit will be given precedence for admission over children on the waiting lists.



6. IN-YEAR ADMISSIONS

6.1 Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the City of London Academy Southwark will consider all such applications and if the year group applied for has a place available, a place will be offered. If a place is not available, the parent/carer can ask for his or her child's name to be added to the appropriate waiting list, as described in Section 5. Parents/carers whose application is turned down are entitled to appeal to an independent appeals panel. Please note, for safeguarding purposes the Local Authority coordinates the process for requesting admission outside of the normal age group and has a separate request form for this.

7. APPEALS

- 7.1 Parents/Carers whose children are not offered a place have the right to appeal to an independent appeal panel. Parents/carers wishing to appeal should obtain the appropriate appeal form from the school. Independent appeal forms should be sent to reach the Clerk to the Appeal Panel, care of The City of London Academy Southwark, within 30 working days of receipt of the Appeal Form or before our published deadline to receive appeals (whichever is earlier). Appeals information is also accessible via our website as appropriate. Every effort is made to hear appeals during the same period of time. Should an independent appeal be unsuccessful, the Governing Body will not arrange to be considered further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.
- 7.2 Prospective parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. The right to appeal does not apply if the child is offered a place at the academy but the place offered is not within the applicant's preferred age group.



8. PROCESS OF APPLICATIONS

8.1 The City of London Academy will use the following time-table for applications each year (exact dates may vary from year to year):

- **September** – the City of London Academy Southwark will publish in its prospectus and on the website information about the arrangements for admission, including oversubscription criteria, in the following September (e.g. in September 2026 for admission in September 2027). This will include details of Open Evenings and other opportunities for prospective students and their parents/carers to visit the Academy. It will publish the date by which applications must be received by the Southwark Local Authority under the coordinated admission arrangements. The City of London Academy Southwark will also provide information to the Local Authority for inclusion in the composite prospectus, as required.
- **September** – The City of London Academy Southwark will hold Open Evenings/Mornings for parents/carers to visit the City of London Academy Southwark. These will be advertised online and will vary year to year.
- **October** – Prospective students who would like to be considered for the Information and Technology Aptitude Test will be invited to attend the academy during one day in October.
- **31st October** – Closing date for application forms. This is controlled by Southwark Local Authority.
- **November - March** – The Local Authority creates the student offers based upon applications.
- **March** – Southwark Local Authority informs parents/carers and schools about the September placements.



9. PROOF OF IDENTIFICATION

9.1 Following the offer of a place at the City of London Academy Southwark, parents/carers must provide their child's proof of identification and main residence to comply with the Academy's admissions criteria. The forms of identification may include:

- Short birth certificate
- NHS registration
- Council tax bill
- Two current utility bills.

10. CONSULTATION

10.1 Please note that the Academy must consult once every seven years or consult if there are any changes to its admission arrangements.

10.2 Following consultation, the Academy must consider comments made by those consulted. The Academy shall then determine its admission arrangements by 28th February of the relevant year and notify those consulted what has been determined.

11. REPRESENTATIONS ABOUT ADMISSIONS ARRANGEMENTS

11.1 Where other admissions authorities in the relevant area make representations to the City of London Academy about its admission arrangements, the Academy will consider such representations. Where the Academy and other admission authorities cannot reach agreement locally, any admission authority in the relevant area may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy. Where s/he judges it appropriate, the Secretary of State may direct the City Academy to amend its admission arrangements.

11.2 Other admission authorities in the Southwark area have the right to ask The City of London Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask the Secretary of State to direct the City Academy to increase its proposed published admissions number.



The Secretary of State will consult the City Academy and will then determine the published admission number.

11.3 The Secretary of State may direct changes to the City Academy's proposed admission arrangements.

12 . PROPOSED CHANGES TO ADMISSION ARRANGEMENTS BY CITY OF LONDON ACADEMY AFTER ARRANGEMENTS HAVE BEEN PUBLISHED

12.1 Once the admission arrangements have been determined and published, the Academy should propose changes only if there is a major change of circumstances. In such cases, the City of London Academy must consult those consulted and must then apply to the Secretary of State setting out:

- The proposed changes;
- Reasons for wishing to make such changes;
- Any comments or objections from those entitled to object.