



Admissions Arrangements for the academic year 2028 - 2029

1.0 Academy Mission Statement

The Excelsior Academy (TEA) will provide an excellent education for every student. We will:

- have high aspirations for every student and support them to exceed expectations
- provide students with outstanding teaching, a broad and holistic curriculum, and the ability to learn new skills and knowledge
- offer varied, enriching, and creative opportunities
- create a safe and engaging learning environment that promotes the values of tolerance, respect, equality, and safety, where well-being and happiness are paramount
- foster a sense of belonging and give back to our rich and varied community
- equip students for a future as determined, mature, and confident world citizens
- prepare students to succeed in the challenging world of work
- seek to be the academy of choice for staff, parents, carers, and the local community.

The Excelsior Academy is committed to safeguarding and promoting the welfare of all its students and all board members expect all staff (including supply staff) and volunteers to share this commitment. Staff must demonstrate their understanding of how each individual adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare.

2.0 Policy overview and links to school mission, aims, and values

All the work of The Excelsior Academy is intended to support the delivery of our mission statement in full.

The Community Schools Trust is the admissions authority for The Excelsior Academy and its admission arrangements are part of Hackney Education's co-ordinated admission scheme. The Academy's published admissions number (PAN) for Years 7 to 11 is 150 (allowing for 5 mainstream class groups of up to 30 students). A maximum of 150 students are educated onsite in the sixth form (an average of 100 in each year group, Years 12 and 13).

The academy is committed to administering a fair and impartial process and its admissions policy is reviewed annually by the Local School Board in line with current legislation.

3.0 Purpose

This document outlines the policy behind a strict admissions process that must be followed by the Academy before a student place can be allocated at the Academy.

4.0 Scope

This policy is relevant for all children and their parents/carers who wish to join The Excelsior Academy in and from September 2026.

5.0 Equality Analysis

The Academy is committed to administering a fair and impartial process and its admissions policy is reviewed annually by the Local School Board in line with current legislation and is compliant with prevailing statutes.

6.0 Definitions

All acronyms in this document have been expanded fully on first use in this document; however, the following key definition should be noted:

Published admissions number (PAN) – the academy has the right under delegated powers from the Education Funding Agency (EFA) to set its own PAN number which must be published for Year 7 and 12 as part of its stated admissions policy.

7.0 Legislative context

The policy is compliant with the School Admissions Code September 2021.

8.0 Year 7: Primary/Secondary Transition

8.1 Procedures

Applications for places at The Excelsior Academy will be made in accordance with the Local Authority's (LA) co-ordinated scheme and will be made on the Common Application Form (CAF) provided by Hackney Education or another Local Authority in which a parent/carer is resident.

8.2 Process of application

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 Hackney Education Admissions Forum:

- a) September – The Academy will publish in its prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. The Excelsior 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 in addition to weekly Headteacher's tours available throughout September and October and by appointment throughout the year;
- c) 31 October – National closing date for secondary school applications. CAFs to be completed and returned to Hackney Education or another LA in which the parent/carer is a resident;

- d) November/December – Each Y7 applicant to the Academy must sit three tests in one sitting (non-verbal, verbal reasoning, and quantitative), known as the Cognitive Abilities Test (CAT);
- e) 1st March – Offers made to parents by Hackney Education or another LA in which the parent/carer is resident via email or letter.

8.3 Consideration of applications and testing

Children applying for a place at The Excelsior Academy will be required to take the Cognitive Ability Tests (Cognitive Ability Tests - CAT4 Level C - designed by GL Assessments) arranged by Hackney as part of their coordinated admissions procedure. Applicants will be placed in one of four bands of equal size based on their performance in the non-verbal, verbal, and quantitative tests. Where possible, the same number of children will be admitted in each of the four bands (25% into each band) to ensure a balanced intake reflecting the full ability range.

Children with Education, Health and Care Plans (EHCP), Looked After Children, and previously Looked After Children who do not take the CAT will be allocated to an appropriate band on the basis of an alternative assessment (for example KS2 Teacher Assessment results for English and Maths). In addition to these groups, any other students with a specific reason for not having taken the CAT will be assigned to the appropriate band on the basis of an alternative assessment (for example KS2 Teacher Assessment results for English and Maths).

Children with Education, Health and Care Plans where The Excelsior Academy is named on the Plan are admitted ahead of other applicants but will be included in the banding allocation.

8.4 Procedures where The Excelsior Academy is oversubscribed

Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs/EHC Plans where The Excelsior Academy is named on their statement or plan, the criteria will be applied in the order in which they are set out below -

- a) Looked after or previously looked after children. 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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- b) Children with a brother or sister on roll at the Academy in Years 7-13 at the time of the application for admission. Brothers and sisters must live permanently at the same address and must have a parent in common.
- c) Having received a band allocation on the basis of their CAT score each student will then be allocated based on the proximity of their home address to the Academy using Hackney Learning Education's Geographic Information System (GIS). This computer software measures straight-line distance calculated from The Excelsior Academy's front gate to the child's home. If a case of equal distance occurs, lots will be drawn by a person independent of The Excelsior Academy to determine the allocation.

If there are insufficient applicants within the band required, places will be allocated in the first instance from the alternate band. If places still remain within a band, these will then be

allocated from the nearest band, looking first at remaining applicants in the band above (where applicable).

- d) In the case of children from multiple births, the following will apply: at the point at which the first child is allocated a place, the second and subsequent siblings will automatically qualify as siblings and will be allocated the next available space in that band before any further allocations are made.

9.0 In Year Admissions

The offer of a place at the academy takes place when the student is ranked at the top of the Hackney Education waiting list or The Excelsior Academy is named as the school of choice on an Education Health Care Plan.

The governing body reserves the right to refuse applications from students with challenging behaviour outside the normal admission round even though places may be available if it is felt that the admission of the student would have a significant negative impact on the academy's resources and attainment of other students. In such cases, the academy will refer the case to the LA for action and review under the Fair Access Protocol.

9.1 Procedures

All parents must apply via Hackney Education who then send the waiting list to the Academy. Admission decisions are made by the Academy.

9.2 Waiting lists

If we receive more applications than there are places available, we will operate a waiting list until the end of the academic year for which admission is sought. Parents wishing their child to remain on the waiting list beyond that date will need to make this request to the Local Authority.

Any parent can ask for their child's name to be added to the waiting list if their application is unsuccessful. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

For the first term in Year 7, a student's position on the waiting list will be determined within bands in accordance with the over-subscription criteria detailed in this policy.

9.3 In-Year Fair Access Panel (IYFAP)

In-Year Fair Access Panel (IYFAP). Some students are allocated to the Academy via the coordinated In-Year Fair Access Protocol. These students are often students who are 'hard-to-place' due to attendance and behaviour patterns that have disrupted their learning and that of others. Specific enrolment arrangements will be determined by the pastoral staff responsible for in-year admissions and the relevant Head of Learning, the Key Stage Manager,, SENDCO and the Deputy Headteacher (behaviour & attitudes) in consultation with the relevant agencies working with these students. These enrolment arrangements could include dual registration, trial periods of enrolment and specific intervention and support for the student and the review meetings used with all in-year admissions.

9.4 Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, recently arrived from abroad where English is not the first language or has experienced problems such as ill health or conflict in their home country. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group that is outside their normal age group, then they must:

- a) Complete the Local Authority Common Application Form (CAF) or the in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The Excelsior Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Headteacher.

9.5 Admission Appeals

- If parents or students, in the case of Sixth Form, are unsuccessful in gaining a place for their child at The Excelsior Academy, they will be informed of their right to an independent appeal against this decision.
- All Admission Appeals are considered by an Independent Appeal Panel.
- The decision of the Independent Appeal Panel is binding on The Excelsior Academy.

10.0 Sixth Form Admissions

A minimum of 20 places will be filled by eligible external applicants to the Sixth Form provided sufficient applications are received

10.1 Procedures

All students must meet the minimum entry requirements for their chosen route unless they can demonstrate extenuating evidence for further consideration.

10.2 Special Educational Needs and Disabilities

Students with Statements of Special Educational Needs or Education, Health and Care Plans will be allocated places where The Excelsior Academy Sixth Form is named on the Statement or Plan, where we have a suitable course and they have met the entry requirements.

10.3 Looked after Children and other applicants

The Excelsior Academy Year 11 students and external applicants who have met the minimum academic standards for entry set out in the academic entry requirements below:

In all cases eligible (see below – academic entry requirements) The Excelsior Academy students will be allocated places in the sixth form before external applicants are considered. When there are more applications than places available, external applicants, will be admitted according to the following criteria:

1. Looked after or previously looked after children. 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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Students who are able to satisfy the specific subject criteria.

10.4 Applications

The deadline for external student applications is 14 January of the year of admission.

Application forms for external applicants should be completed online via a link on the Academy's website.

Applicants will be notified in the spring term of the year of admission as to whether the Academy has offered a conditional place based on their performance in their GCSEs. Each applicant offered a conditional place will be provided information in regards to the induction days in the Summer Term.

Students, both internal and external will be required to have a meeting with a senior member of staff before deciding their options.

Students meeting the minimum academic entry requirements to whom we are not able to offer places on their chosen courses, will be offered alternatives where possible.

Entry into Year 13 A2 GCE level courses or alternative is not automatic. This is assessed on the basis of successfully meeting the conditions of the Home-Academy Agreement.

Late applicants will only be admitted if a space remains in the sixth form. All candidates should be aware that spaces may only be available on a limited number of courses.

10.5 Academic entry requirements

There are two routes of entry to the sixth form at The Excelsior Academy. Both internal and external students will be expected to meet these academic entry requirements as stated below:

Level 3 Academic Qualifications

Applicants will require a minimum of five 6+ grades including English Lang & Maths. Students are expected to have a minimum of a 6 in the subject of study.

Level 3 Vocational Qualifications

Applicants will have gained five or more GCSEs at grade 4+ including English Lang and Maths.

10.6 Appeals at Sixth Form

Parents and students will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Excelsior Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals, published by the Department for Education. The determination of the appeal panel will be binding on all parties. The Academy will provide parents with a named contact who can answer any enquiries parents may have about the process.

The standard appeals form is available on the academy website at all times.

All appeals should be received by 15th September and will be heard by the end of September each year.

10.7 In-year applications at Sixth Form

In-year applications will be considered in line with the in-year applications process.

11.0 Governance Requirements

11.1 Responsibility

11.1.1 The Governing Body

The board of governors has overarching responsibility for this policy and ensuring that it is in line with the strategic aims of the Academy and the Academy's' funding agreement. The governing body ensures that the policy is reviewed annually as part of its policy review cycle.

12.0 Exceptions to this Policy

Years 7-11: The only exception to this policy is where the Academy is obliged to take a student above PAN numbers by the Fair Access Panel or the DfE/EFA due to exceptional circumstances.

Sixth Form: The Governing Body reserves the right to consider applications from students who have not met the criteria. This consideration does not affect the right of any student to make an appeal as indicated above.

13.0 Supporting documentation

- The standard appeals form is available on the Academy website
- Privacy Impact Assessment Screening Questions
- Equality Impact Assessment

14.0 Policy documentation control

Responsible for review:	Omar Deria
Version:	13.0
Reviewed:	November 2026 (For 2026-2027)
Next review date:	November 2027 (For 2027-2028)