

**TBAP 16-19 Academic AP Academy Referral Arrangements
2016-2017**

Introductory statement

TBAP 16-19 Academic AP Academy will provide a full time academic curriculum to meet the needs of male and female students who would otherwise be unlikely or unable to achieve their full academic potential and gain access to Higher Education. These students have previously suffered a disrupted or troubled educational experience, but have shown at Key Stage 4 that they possess the ability, desire and capability to progress to higher education if the right teaching, support and educational context are made available to them.

The identified cohort would consist of students who undertake Key Stage 4 in a range of non-mainstream, alternative provision (AP) settings including: 11-16 AP Academies, Pupil Referral Units and independent special schools. The TBAP 16-19 Academic AP Academy will provide a relevant alternative to the mainstream Sixth Form and Further Education offer, focusing on providing equality of access to education and improving social mobility for this group of students.

Students who make a successful application to the TBAP 16-19 Academic AP Academy will require Element 3 funding from their home local authority (LA) of £4,678 per year for students without EHCP or statements. This additional funding covers the enhanced staff-student ratio of the academy, provision of enrichment and therapeutic services, and the provision of an extended school day.

Admission number

The academy has an admission number of 25 for entry in year 12. The academy will accordingly admit this number of students each year if there are sufficient applications. Where fewer applications than the published admission number for the relevant year group are received, TBAP Trust will offer places at the academy to all students that meet the minimum requirements for admission, as laid out below.

Application Process & School Support

To be admitted to this academy students need to apply on the application form (include link).

The closing date for applications is 30th May 2016. Applications should be sent to:

Head of School

TBAP 16-19 Academic AP Academy
Finlay Street
London
SW6 6HB

In order to be admitted students:

- must be predicted by their school to achieve four or more GCSEs, in non-vocational subjects at grade D or higher
- must achieve a mark of 98 or greater in the cognitive abilities test set out below.
- must fall into the criteria of being a student who previously suffered a disrupted or troubled educational experience and therefore has their application supported and funded by an LA.
- must, if the school is oversubscribed, have priority for admission under the admission criteria below.

Following receipt of an application, the academy will ascertain whether the student's LA will support and fund the place. If the LA refuses to do so, the application will be refused.

Students will be made a conditional offer, based on the above criteria, after review of their application form and successful completion of CAT Testing with TBAP CSS.

A firm offer will only be made following confirmation of GCSE results in the Summer.

Minimum study programme:

All students will be expected to enrol on a programme of study comprising a minimum of 540 planned hours if aged 16 to 17 or at least 450 hours if age 18. Students without at least a grade C GCSE in English and a grade C GCSE in Maths will be expected to study these courses post-16 until they achieve these grades.

Application Process:

Stage 1: Expression of interest				
Event	Task	Detail	Action	Responsible
Application form sent by student to Head of School	Refer to appropriate LA	Identify correct commissioner within LA	Refer expression of interest to designated commissioner at appropriate LA	Head of School

Stage 2: Commissioner review				
Event	Task	Detail	Action	Responsible
Application form reviewed by LA commissioner	Review application	Student meets funding criteria	Complete TBAP Transfer and return to Head of School, along with confirmation that LA will pay the required top-up funding	LA Commissioner
		Student does not meet	Write to student and their family, advise of decision	LA Commissioner

Receipt of TBAP transfer form	Invite student to pre-admissions testing	Ensure that letter clearly states entry criteria	Send out letter offering meeting, along with schedule for day	Head of School
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Stage 3: Pre-admissions testing

Event	Task	Detail	Action	Responsible
All pre-admissions testing	Pre-admissions testing of all students	All students to complete Cognitive Abilities Testing (CAT) Students also need to provide a set of predicted GCSE grades from their current education provider.	Student to complete CAT testing Review expected GCSE grades Decision to offer place made based on a CAT score which indicates that student has the ability to successfully complete an IB Diploma course. This typically equates to a mean score of approximately 98	Head of School

Stage 4: Offer and invite to taster day

Event	Task	Detail	Action	Responsible
Admissions criteria met after testing and review of predicted grades	Inform student of successful application, send out induction pack	Advise of offer	Send out welcome pack including timetable for day. Student to select specific activities to complete during taster day	Admin team
	Schedule meeting with parent and student	Set up meeting with Head of school, student and parents during taster day	Schedule series of meetings	Admin team
Admissions criteria not met after testing and review of predicted grades	Advise student and family that TBAP 16-19 Academy not a suitable placement		Inform referring agency	Head of School

Admissions criteria met, and LA funding secured, but school oversubscribed and applicant does not meet the criteria for priority in the case of oversubscription	Advise student and family of oversubscription, and that a place is not currently available	Inform referring agency	Head of School
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Stage 5: Confirmation of offer

Event	Task	Detail	Action	Responsible
Head of School contacts students on GCSE results day	Head of School and / or Director of Learning to contact students of GCSE results day	Review GCSE results Amend IB route if necessary Offer congratulations/reassurance	Verbally confirm offer of place - advise of next steps	Head of School Subject teachers
Send out welcome pack and resources	Send out welcome pack and resources	Welcome pack to contain details of each learners specific course and timetable	Review packs and send out	Head of School

Admissions criteria

The academy will first admit all students with an education health and care plan naming the academy. It will then apply the following criteria to other students.

To be eligible for admission to the TBAP 16-19 Academic AP Academy, students whose application is supported by their LA will first have to meet the following academic conditions:

1. They achieve a mean score of 98 or above in a pre-admissions Cognitive Ability Test (CAT4)
2. They are predicted to achieve four or more grade D GCSEs, in non-vocational subjects, during the Summer 2016 exam series

Other testing, specifically pupil attitudes to self and school (PASS) testing and a psychometric test, will be administered during pre-admissions testing. These tests are for information gathering purposes only, and the results of these tests will not form part of the entry criteria to the TBAP 16-19 Academic AP Academy.

Oversubscription criteria

When the TBAP 16-19 Academic AP Academy is oversubscribed by students meeting the academic criteria above, priority for admission will be given to those students who meet the criteria set out below, in priority order:

1. Looked after students and students who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Students who have been eligible for Pupil Premium funding in the past year. Applicants should provide evidence of eligibility with their application².
3. Other students

Tie-break

If in categories 2-3 above a tie-break is necessary to determine which student is admitted, random allocation undertaken by the TBAP Director will be used as a tie-break to decide who will be admitted.

Late applications

All applications received by the academy after the deadline will be considered after those received on time. If, following consideration of all applicants the academy is oversubscribed, students or parents may request that their student is placed on the academy's waiting list.

Waiting lists

The academy will operate a waiting list for year 12. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the academy year. This will be maintained by TBAP Trust and it will be open to any parent or student to ask for the student's name to be placed on the waiting list, following an unsuccessful application,

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).

² The following pupils would attract the Pupil Premium if they were compulsory school age pupils:

- Children registered as eligible for free school meals;
- Children who have been registered as eligible for free school meals at any point in the last six years;
- Children who have been looked-after by a local authority continuously for more than six months.

Those eligible to be registered for free school meals are children and/or parents falling into the following categories.

- a) receiving Universal Credit;
- b) receiving Income Support;
- c) receiving income-based Jobseekers Allowance;
- d) receiving an income-related employment and support allowance;
- e) receiving support under part VI of the Immigration and Asylum Act 1999;
- f) receiving Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- g) where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- h) receiving the Guarantee element of State Pension Credit

To receive priority under this criterion applicants will either need to show they were registered as eligible for free school meals in any of the past 6 years or that they currently fall into any of the criteria a-h above.

provided that:

- 1) the student's application is supported by their LA
- 2) The student has met the academic criteria for entry.

Student's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to students on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals and Complaints

All applicants refused a place have a right of appeal to an independent appeal panel. Appellants should contact Nathan Crawley Lyons, TBAP Trust, Finlay Street, Fulham, SW6 6HB for information on how to appeal.

Information on the timetable for the appeals process and complaints policy is on our website at www.tbap.org.uk.

Complaints about the published referral/admissions policy can also be submitted to the EFA