



## **Admissions Procedure for 2009/2010 - Primary Section**

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The Primary Section of the Business Academy Bexley will have two forms of entry per year offering 60 places which cannot be exceeded.

In the event of the number of applicants exceeding 60 (where there are more students than there are places) students will be admitted by applying the criteria set out below:

1. Students with statements of special educational needs where the Business Academy is named on the statement.
2. Looked after children (children in public care).
3. Siblings of students currently on roll at the Academy (Primary or Secondary) i.e. a natural brother or sister, or a half brother or sister, or legally adopted brother or sister; who will be living with them at the same address on the date of application to the Academy.
4. Children who live within the nearest radial distance to the Academy (direct line distance between the applicant's home to the Academy's main entrance) on the close of the published admissions application date.

Where applications exceed places, a waiting list will operate and is maintained by the Academy. When places become available they will be offered using the criteria above.

Parents have the right to appeal. In such cases parents will forward their appeal in writing to the Clerk to the Governors, at the Academy address, within 14 days of hearing that their child has not been allocated a place. The Appeals Panel will then listen to the appeal.



## **Admissions Procedure for 2009/2010 - Secondary Section**

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The Academy advertises each year that it will accept applications from families within the local area.

The parent(s) of all applicants, including those with statements, complete a Common Application Form (CAF) obtained from their local LA by **Friday 24 October 2008**.

The Academy will admit students representative of all levels of ability among applicants for admission to the Academy. The agreed admission number is 210 which cannot be exceeded. There were 302 preferences (first to sixth) for places in September 2008.

Where the number of applicants exceeds this figure, applications will be based on the use of banding. All applicants will do a Non-Verbal Reasoning Test and be placed into nine ability bands. Where there are more children in each band than places, 23 or 24 children will be admitted from each band on the basis of the criteria set out below which will be applied in order:

1. Students already attending the Primary Section of the Academy.
2. Students with statements of special educational needs where the Academy is named on the statement.
3. Looked after children (children in public care).
4. Siblings of students currently on roll at the Academy (Primary or Secondary) i.e. a natural brother or sister, or a half brother or sister, or legally adopted brother or sister; who will be living with them at the same address on the date of application to the Academy.
5. Children who live within the nearest radial distance to the Academy (direct line distance between the applicant's home to the Academy's main entrance) on the close of the published admissions application date.

Where applications exceed places, a waiting list will operate and is maintained by the Academy. When places become available they will be offered using the criteria above.

Parents have the right to appeal. In such cases parents should forward their appeal in writing to the Clerk to the Governors, at the Academy address, within 14 days of hearing that their child has not been allocated a place. The Appeals Panel will then listen to the appeal.

The NVR tests will be held at the Academy during the week beginning **Monday 24 November 2008**.

The LEA will send out offers for places at the Academy on **2 March 2009**.