



## **Admissions Policy**

**For Admission to LAE Tottenham in September 2022**

## Introduction

London Academy of Excellence Tottenham (hereafter, LAE Tottenham) is a selective, coeducational, non-denominational 16-19 Academy. LAE Tottenham provides sixth-form education for students in Years 12 and 13.

The aims of this policy are to

- summarise the admission criteria;
- describe the selection process;
- set out LAE Tottenham's response to eventualities such as oversubscription;
- ensure that applicants with disabilities and their parents / carers know how their application will be supported;
- explain the roles of the school's leadership and governors.

Applicants who are considering or have decided to apply for a place at LAE Tottenham and their parents / carers should read this policy carefully, so that they understand the selection process, and the selection criteria. Any enquiries should be made in writing, or by email to [admissions@laetottenham.ac.uk](mailto:admissions@laetottenham.ac.uk). The online application form is available on [www.laetottenham.ac.uk](http://www.laetottenham.ac.uk). The timeline for admissions is as follows:

Midnight Monday 21 September – Admissions open

Midnight Friday 04 February – Admissions close

Thursday 31 March – Conditional offers made

August – Firm offers made once actual GCSE grades are known

## Admission criteria

### Admission number

LAE Tottenham intends to recruit up to 280 students into Year 12 in September 2022.

### Offer of a place at LAE Tottenham

LAE Tottenham is academically selective and ambitious, and so places will only be offered to those who, on the basis of their application are assessed as being most likely to benefit from the rigorous curriculum that it provides.

### Academic criteria

Applicants will be expected to demonstrate that they are capable of meeting the following minimum entry academic criteria:

- Five GCSEs at grade 9-7

- At least a grade 6 in GCSE Mathematics
  - At least a grade 6 in GCSE English Language
  - At least a grade 7 (A) in the GCSE subjects the student wishes to continue to study in Year 12 (or the closest related subject as outlined on the LAE Tottenham website)
- LAE Tottenham will therefore seek information from the applicant's current school on their predicted grades, once an application is received.

Before LAE Tottenham makes an offer, applicants will be invited to attend an advice and guidance consultation with a member of the admissions team during February or March to ensure the applicant's own educational ambitions are in line with those of the school.

Applicants who wish to apply for LAE Tottenham to enter in Year 12 should complete an LAE Tottenham application form and return it online, by post, or in person by 04 February 2022.

We can only guarantee a place at LAE Tottenham, conditional on meeting the entry requirements, to those who hold offers and enrol on the advertised date.

The school will admit any student who has an education health and care plan naming the school and who meets the entry criteria

The process for late applicants is described in the relevant section of this policy.

### **Oversubscription criteria for offers and enrolment**

The following will apply in order of priority on enrolment if LAE Tottenham is oversubscribed:

- 1) LAE Tottenham will give highest priority to applications from children who are or were in public care and who meet the admissions requirements (Looked After Children as defined by section 22 (1) of the Children's Act 1989);
- 2) Applicants currently studying in East Haringey schools (Duke's Academy, Gladesmore, Heartlands, Park View, Woodside High);
- 3) Students who have been eligible for the pupil premium at secondary school
- 4) Children of a member of staff who has been employed at the school for two or more years at the time at which the application to the school is made.
- 5) Applicants with the highest levels of predicted attainment – applicants will be ranked by the mean average score of their best 8 GCSEs
- 6) Other applicants who live within a 3-mile radius of the LAE Tottenham.

## 7) Other applicants

The Headteacher may make discretionary offers in order to maintain the diversity of the school community and maintain curriculum balance.

1 This includes previously looked after children, that is, those who were looked after children but who were adopted under the provisions of the Adoption Act 1976 (see section 12 adoption orders) and the Adoption and Children's Act 2002 (see section 46 adoption orders). Children who are subject to a child arrangements order or a special guardianship order are also considered to be previously looked after children.

### **Tie-break for enrolment**

The tie-breaks will apply on the relevant subscription criteria above in the following order if applicants otherwise have equal priority for admission.

- 1) The applicant(s) with the highest number of A-A\* grades (7-9 grades under the new grading structure) will be prioritised.
- 2) If it is necessary to apply a further tie-break, those living closest will be given priority for admission. Distance is measured in a straight line from the front door of the student's home to the front gate of the school
- 3) If applicants live exactly the same distance from the academy, lots will be drawn to decide who is admitted.

### **Confirmation of a place at LAE Tottenham**

When an offer holder has received their GCSE results they must attend an enrolment interview with a member of the LAE Tottenham Admissions staff on XXX

Places at LAE Tottenham may be offered to applicants who have marginally missed the above entry criteria if personal circumstances may have affected their performance. All available evidence will be taken into account. It is unlikely that an offer holder will be enrolled onto an A level course for which they have missed the minimum grade requirement and in most cases will be offered an alternative A level subject. Particular personal circumstances will be taken into account and these cases will be considered by the Head on a case-by-case basis.

### **Advice to applicants**

- Leading universities expect that applicants for their degree courses will have a substantial number of GCSE grades at 9,8 and 7 in their most competitive courses. LAE Tottenham strongly encourages applicants to strive to do their best in **all** their GCSE subjects, not just in those they intend to study in the sixth form;
- In some cases pupils may be advised that a minimum grade in a relevant supporting GCSE subject will be required for an offer holder to be enrolled for the study of particular subjects at A level. The criteria for each subject are published on the school's website.

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The coordinates of the school are 51.6044° N, 0.0674° W and are used to calculate straight line distances from applicants using software available at [www.freemaptools.com](http://www.freemaptools.com).

## **Late applications**

Late applications will be considered after those received on time. (If, following the consideration of all applications, the academy is oversubscribed, applicants meeting the entry criteria will be placed on the waiting list). The waiting list will be ordered according to the oversubscription criteria above.

## **Post-GCSE results applications**

In the case that a number of offer holders do not meet the GCSE grade requirements outlined above, there may be occasions where places become available after the GCSE results. Applicants who did not receive a conditional offer but who attended an advice and guidance consultation are welcome to contact LAE Tottenham when they receive their GCSE results. If they meet the admissions criteria and there is capacity in their chosen A level classes, LAE Tottenham will offer places.

LAE Tottenham will also consider late applications from applicants whose GCSE grades meet our requirements but who have had no previous contact with the school. These candidates will also be asked to attend an advice and guidance consultation with a member of the admissions team.

## **Applicants with disabilities**

All places at LAE Tottenham are offered on the basis of academic ability and aptitude. The governors are keen to ensure that no applicant who has a learning or physical disability, or has a Special Educational Need, is dissuaded from making an application to LAE Tottenham if he or she is likely to meet the admission criteria. This policy complies with The Equality Act 2010. LAE Tottenham does not discriminate against a prospective pupil by treating them less favourably because of any protected characteristics that they might have.

LAE Tottenham undertakes to fulfil its anticipatory duty to make reasonable adjustments to avoid substantial disadvantage to any applicant. If an applicant applying to LAE Tottenham requires particular arrangements (i.e. accessibility) to be made on the day of the advice and guidance consultation, LAE Tottenham encourages the applicant (or their parents / carers) to provide the relevant information on the Application Form, or to contact LAE Tottenham in advance of the advice and guidance consultation. This duty of care continues were the applicant become a student at LAE Tottenham.

## **Admission Process Appeals**

Should an applicant (or their parent/carer) who is not offered a place believe that LAE Tottenham has failed to follow this admissions policy they have the right to appeal against the process followed. An Appeals Panel, established by the Board of Governors, reviews each case. An appeal should be put in writing to the Clerk to the Appeals Panel and sent to LAE Tottenham within twenty days of the date of the original admission decision or to [admissions@laetottenham.ac.uk](mailto:admissions@laetottenham.ac.uk):

**The Clerk to the Appeals Panel  
London Academy of Excellence Tottenham  
Lilywhite House  
780 High Road  
Tottenham  
London N17 0BX**

### **Withdrawal of places**

Applicants and their parents/carers should be aware that ID checks will be undertaken at enrolment to ensure that an applicant offered a place at LAE Tottenham is the applicant who is named on the Application Form, and who attended the advice and guidance consultation. If there is reasonable suspicion that this is not the case, the applicant's place may be withdrawn at any point during the academic year, even after the applicant has joined LAE Tottenham.