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# Emerson Park Academy

A SPECIALIST SPORTS COLLEGE

## **ADMISSION POLICY FOR THE ACADEMIC YEAR 2018 - 2019**

Approved by Board of Directors:

Reviewed: March 2017

Emerson Park Academy is an 11-16 co-educational Academy with a planned admission number to Year 7 in September 2018 of 210.

### **Admission Criteria.**

When the demand exceeds the number of places available at the Academy, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the Academy.

- i) Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
- ii) The attendance at the Academy of a brother or sister;
- iii) A child whose parent/carer is a permanent member of staff, employed by the Academy for two or more years at the time at which the application for admission to the school is made. *If applying under this criterion applicants must indicate on the online application form (by ticking the relevant box - applying under the children of staff criterion).*
- iv) The distance of the home address from the Academy, as measured by a straight line from the Academy, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories i) to iii) above, it is necessary to distinguish between applicants, the distance of the applicant's home address from the Academy, as measured by a straight line from the school, will be used with those pupils living nearer the Academy being given higher priority.

For definitions of the above admissions arrangements as well as further information on the coordinated Admissions Arrangements between Havering Schools please visit the Havering School Admissions website [www.havering.gov.uk/AdmissionsConsultation2016-17](http://www.havering.gov.uk/AdmissionsConsultation2016-17)

### **Looked after children**

A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority. Priority is also given under this criterion for looked after children who ceased to be so because they:

- (i) were adopted under Section 46 of the Adoption and Children Act 2002;
- (ii) became subject to a residence order under Section 8 of the Children Act 1989, which settles the arrangements to be made as to the person with whom a child is to live;
- (iii) became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s).

(Applications under categories i) to iii), as outlined above, can only be considered if supporting documents, in the form of a copy of the adoption order, residence order or special guardianship order, together with a letter from the local authority that last looked after the child confirming that (s)he was looked after immediately prior to the order being made, is submitted with the Common Application Form.)

### **Older brother or sister**

An older brother or sister is defined as:

- a brother or sister, adopted brother or sister, or stepbrother or stepsister living in the same family unit in the same family household who attends the preferred school in any year group, excluding Year 11 (the final year of statutory education).
- a biological brother or sister who attends the preferred school in any year group, excluding Year

11 (the final year of statutory education) irrespective of their place of residence.

### **Distance of the home address from the school**

The distance between the home address and the Academy is determined using address points and is measured in a straight line, not by the shortest walking or bus route, between the address point for the Academy and the address point of the child's normal place of residence. (Address points are points marked in the centre of the child's home address, or in the centre of the block of flats in which the child's home address is located, and in the centre of the main building of the Academy.)

In the event that two, or more, applicants applying for a single place at the Academy live at addresses that are located at exactly the same distance from the preferred school, or live in the same block of flats, the place will be offered on the basis of lots drawn by representatives of the Academy's Governing Body who are not involved in the admissions process.

### **Home address**

The home address is a key part of the admissions process. It is the child's normal place of residence that will take precedence. There have been occasions when parents/ carers have tried to use false addresses to obtain a place at an academy. To prevent this occurring the Local Authority undertakes checks on addresses. This will include confirmation of addresses with primary schools and random checks on addresses.

If a parent/ carer is found to have used a false address to obtain a place at the Academy, the offer of a place will be withdrawn. Should there be doubts about the address to be used parents/ carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. In all cases the Local Authority would expect that the parent/ carer with whom the child is normally resident receives the child benefit for the child.

If parents/ carers move address during the admissions process they must notify the School Admissions Team immediately of their new address, together with verification of the new address. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if they are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement should be sufficient to cover the date on which the child would start attending the Academy.

If parents/ carers have more than one property they may be required to provide proof of the normal place of residence of the child.

### **Special Education Needs**

Children whose statement of special educational needs or an Educational Health Care Plan names the Academy will be admitted.

### **Twins and multiple births**

If, in the normal admission round, the last child to be offered a place is a twin, and their sibling cannot be offered a place, the Academy will ensure that both twins are offered a place. In the case of other multiple births, if the majority of children can be offered a place, the Academy will offer places to the remaining children. For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

### **Admission of children outside their normal age group**

Parents/carers of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The Academy will make decisions on the basis of the circumstances of each case. Advice will normally be sought from appropriate professionals, such as an educational psychologist, in order to make a

decision.

### **Children of UK service personnel (UK Armed Forces)**

The Academy will accept applications in advance of a service family residing in the borough if the application is accompanied by an official government letter declaring a relocation date and a Unit postal address or quartering area address for the parents/ carers of the child concerned.

### **Applying for a Year 7 place at the Academy**

Applications for admission to Year 7 at the Academy in **September 2018** are co-ordinated by the London Borough of Havering (the Local Authority).

Parents/ carers residing in Havering must complete and submit the Local Authority's Common Application Form (CAF) by the **31 October 2017**. The CAF must be completed electronically and submitted on line. Applications from out-borough residents must be made using the Common Application Form provided by their home local authority. Applications from out-borough residents will be considered using the same admissions criteria. The law requires that no distinction be made between applicants resident in Havering and those resident outside the borough when these criteria are applied. (Full details of the co-ordinated admissions process can be obtained from the Local Authority's website at [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions) or by reading a copy of the "Changing Schools at Eleven in Havering" published annually by the Local Authority.

### **Late Applications**

Applications for places received after **31 October 2017** will not be considered until all of the applications received by that date have been dealt with unless the parents/ carers have just arrived in the borough; the delay has been created by factors outside of their control; there are other exceptional circumstances involved. It is crucial, therefore, for parents/ carers to adhere to the deadline to stand a realistic chance of their preference for a place at the Academy being met.

Where a parent/ carer moves from one London Borough to another after submitting an on-time application under the terms of their former home authority's scheme, Havering will accept the application as on-time up to **11 December 2017** on the basis that an on-time application already exists within the Pan-London system.

### **Offers**

The Local Authority will, on **1 March 2018** send by first class post notification of the outcome to applicants residing within the borough. Out –borough residents will receive notification of the outcome of their applications from their home local authority. Applicants will be asked to accept or decline the offer of a place by **15 March 2018**, or within two weeks of the date of any subsequent offer.

### **Waiting list**

After the first round of offers on the **1 March 2018** all unsuccessful applicants who listed Emerson Park Academy as a higher preference than the school/academy offered will be held on a waiting list according to the published admission criteria for the Academy. The Academy, in conjunction with the Local Authority will maintain the waiting list until the end of the Autumn Term 2018-19. At the end of this period parents/ carers will need to request that their children's names remain on the waiting list for rest of the academic year.

Priority cannot be given to children based on the date their application was received or their name added to the waiting list. Waiting lists will be re-ranked in accordance with the Academy's published admission criteria each time a child's name is added to the waiting list. This means that a child's position on the waiting list can move down as well as up.

## **Appealing against admission decisions**

If parents/ carers are unhappy about not being allocated a place for their child at the Academy, they may appeal to an Independent Appeal Panel. To obtain an appeal form parents/ carers will need to contact either the School Admissions Team or the Academy direct. This applies to both on-time and late applications.

## **In-Year Admissions**

The Local Authority's School Admissions Team will administer applications for in-year admissions to the Academy (subject to the agreement by the Governing Body of a Service Level Agreement). In-Year Common Application Forms can be obtained from the School Admissions Team by emailing [schooladmissions@haverinq.gov.uk](mailto:schooladmissions@haverinq.gov.uk) or by contacting them by telephone on 01708-434600.

## **Changes to admission arrangements from the previous year**

There are no changes that have been made Academy's admission arrangements.