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## Abbs Cross Academy Admission Policy

### Admission Policy 2019 - 2020

#### 1. Definitions

In this document the following words and expressions (unless the context requires otherwise) have the following meanings:

1.1 Admissions Authority

The body responsible for setting and applying a school's admission arrangements. For academies this is the Academy Trust.

1.2 Abbs Cross Academy (part of the Loxford Trust)

It should be noted that Abbs Cross Academy is its own admission authority.

1.3 Local Authority (LA) may also be referred to as Havering

This is the LA that co-ordinate admissions for Abbs Cross Academy

1.4 Published Admissions Number (PAN)

As part of determining their admission arrangements, all admissions authorities must set an admission number for each 'relevant age group'. This is the number of places that the admission authority must offer in each age group at which pupils will be normally admitted to the school from outside, Year 7.

1.5 Siblings

A brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address, who is attending the school at the time of entry.

#### 2. Introduction

- 2.1 Abbs Cross Academy is its own admissions authority. This policy will be administered fairly and impartially and is in accordance with The Equality Act 2010 and the Public Sector Equality Duty, The Human Rights Act 1998, School Standards Framework Act 1998 and the DfE Admissions Code December 2014 updated September 2015. The Admissions Policy for the school will be reviewed annually in line with requirements laid down in the Admissions Code and full consultation occurs at least every seven years.

### **3. The Application Process for Year 7**

- 3.1 Abbs Cross Academy participates in the co-ordinated admissions procedure, provided and administered by the Local Authority, for schools and academies in Havering. The Local Authority co-ordinates the application process on behalf of Abbs Cross Academy, according to the scheme which they publish in their annual Admissions Booklet.
- 3.2 Parents must use the Local Authority Common Application Form (CAF) to apply for a place for their child at Abbs Cross Academy. The CAF must be submitted online to the Local Authority by the deadline date published in the Local Authority Admissions Booklet which also includes clear guidance on how to complete the CAF on-line, information on dates for notification to parents of admissions decisions and the closing dates for accepting places or lodging appeals.
- 3.3 Children with Statements of Special Education Needs where Abbs Cross Academy is named on the Statement are admitted ahead of other applicants but will be included in the Published Admission Number (PAN).

### **4. Admissions Policy for Year 7**

- 4.1 The Published Admission Number (PAN) for Abbs Cross Academy is 180 pupils for entry into Year 7. The academy will accordingly admit at least 180 each year if sufficient applications are received.
- 4.2 Pupils will be admitted at age 11 without reference to aptitude or ability (except as in 4.3 c) below).
- 4.3 If the school is not oversubscribed all children will be offered a place. If the demand is more than the number of places available, all applications will be considered on an equal basis according to the following oversubscription criteria:
  - a. 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):
  - b. Where a sibling is attending the school at the time of entry.
  - c. Ten per cent of places (18) will be allocated to children who show particular aptitude in Performing Arts (Music, Drama, Dance).
  - d. Proximity of the child's home to the School, with those living nearer (as the crow flies) being accorded the higher priority.

### **5. Tie-breaks**

- 5.1 If, because of oversubscription in any of the criteria above (apart from the criteria applying to Looked After Children / Previously Looked After Children) it is necessary to distinguish between applicants, the distance of the applicant's home address from the School, as measured by a straight line from the School, will be used with those pupils living nearer the School being given higher priority.
- 5.2 Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is the same in any individual case.

### **6. Definitions of Admissions Criteria**

- 6.1 For definitions of Looked After Children, Previously Looked After Children, Siblings and the home address as well as further information on the coordinated Admissions Arrangements between Havering Schools and Academies please visit the Havering School Admissions website <https://www.havering.gov.uk/Admissions/2019-20>

## 7. Admission of children outside their normal age group

- 7.1 Parents may request that their child is admitted to a year group outside of their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

Immediately after submitting the application, parents should contact the school and request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will need to submit any evidence in support of their case with the request, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

- 7.2 The school (who may consult with / seek advice from the Local Authority) will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The school in consultation with the Local Authority will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

## 8. Administrative Arrangements

- 8.1 The Local Authority will be making a single offer against our criteria and as such the statement of preference on the Common Application Form is critical, since no offer will be made to a lower preference if the higher preference criteria are met:
- a. It is the policy of the school not to accept Performing Arts applications after the set closing date, which for admission in September 2019 is 1<sup>st</sup> October 2018. Late applications, from parents in a position to have applied by the closing date, will therefore be held on a waiting list and considered after those received by the deadline.
  - b. No second applications for places will be considered within the same academic year.
  - c. All Performing Arts applications will be acknowledged in writing within ten days of receipt as proof of application. **Parents should contact the school without delay if no acknowledgement is received.**

## 9. Notes – Performing Arts

- 9.1 Where a pupil seeks admission to the School on the basis of their aptitude in Performing Arts, applicants will be invited to the School for an audition on Thursday 11<sup>th</sup> October 2018. The audition will comprise of aptitude tests in one of the disciplines of music, drama or dance. This is explained in more detail on the supplementary application form. Parents will be notified of the outcome of the audition prior to the closing date for applications.
- 9.2 Six places will be allocated to each of the disciplines. Should these not be filled the remaining places will be allocated to the next best students from any of the three disciplines (taking the total to the allotted 10%)
- 9.3 When the pupils are in the School the courses open to them will be those open to all pupils of the School, though it is expected that such pupils will continue with their extra-curricular Arts studies throughout their period at the School.
- 9.4 If a pupil admitted under 4.3 c. leaves the school, the Arts place may be offered to an Arts applicant held on the waiting list in the relevant year group. Where there is no suitable applicant, the place will be offered in accordance with 4.3 a, b or d.

## 10. Admissions Appeals

- 10.1 If parents are unsuccessful in gaining a place for their child at Abbs Cross Academy they will be informed by the Local Authority in writing and informed of their right to an independent appeal against the decision.
- 10.2 All Admission Appeals are considered by an independent Appeals Panel constituted and operated in accordance with the School Admission Appeals Code.

For information on the timetable for the appeals process and to lodge an appeal online parents should visit [www.haverling.gov.uk/admissions/appeal](http://www.haverling.gov.uk/admissions/appeal) within 20 days of being notified that their application has been unsuccessful.

### 10.3 **Further Appeals**

The school can only consider one appeal application for each child during each Academic year. In normal circumstances, there is no right to a second appeal for the same School within the same School year. However, if there has been a significant and material change in the family's circumstances which they believe affects the level of priority under which the application was processed, for example, if the family had moved house, the school may consider a second application as long as a parent/carer can provide evidence of the changed circumstances. If the second application is accepted but a place is still not available at the school requested, parents/carers will be given the right to a second appeal hearing.

## 11. Waiting lists

- 11.1 The Local Authority School Admissions Team will operate a waiting list for each year group. where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term. This will be maintained by the Local Authority and the child's name will automatically be placed on the waiting list if the school is a higher preference than the school you have been offered. The waiting list will also be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria as set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the admissions criteria. The waiting list will be reordered in accordance with the admissions criteria whenever anyone is added to or leaves it. Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list.

A child's position on the waiting list can move up as well as down.

#### 11.2 **Remaining on a waiting list after the Autumn Term**

At the end of the Autumn Term, parents/carers wishing for their child's names to remain on the waiting list for the school, must complete the Local Authorities In-Year Common Application Form (ICAF). These forms are available to download from the Havering website [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF). The ICAF will only allow parents/carers to request 4 schools and parents will only be able to appeal for schools which they have not already appealed for within the same academic year.

### **12. In-Year Admissions**

#### 12.1 In Year admissions are admissions that take effect after **1 September 2019**

The Local Authority will continue to administer and co-ordinate In-Year applications for all schools in Havering.

Parents/carers including out of borough residents, requesting a School place should submit an application to the Local Authority School Admissions Team using the Havering In-Year Common Application Form (ICAF) which is available to download from the Havering website [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF). Paper ICAF's are also available from the Public Advice & Service Centre (PASC) based in the Liberty Shopping Centre, Romford.

The Local Authority will process the application and a place will be offered at the highest preferred School/ Academy with a vacancy. If there are no vacancies at any of the preferred Schools/ Academies and the parent has not requested that their child remain at their current school, the nearest school with a vacancy will be offered. Parents /carers will be advised of this information in writing and advised of their right of appeal against the decision not to offer their child a place at any of their preferred Schools/ Academy.

#### **Home Address**

The home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred School.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

With regards to how the information provided by parents/carers is handled by the Local Authority, the following statement is detailed on their application form:

*"Havering Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team"*