




# HORNCHURCH ACADEMY TRUST

Hornchurch Academy Trust is a company limited by guarantee

**Registered in England:** Company Number 10760863

**Registered Office:** Whybridge Junior School, Rainham, Essex, RM13 7AH

[www.hornchurchacademy.org](http://www.hornchurchacademy.org)

		Hornchurch Academy Trust
	Policy review Date	1 <sup>st</sup> July 2021
	Date of next Review	N/A
	Who reviewed this policy?	Mr C W Hobson
	Date determined by Board of Trustees?	8 <sup>th</sup> July 2021

## Admissions Policy

Determined Admissions Arrangements for the  
Academic Year 2022/23

## **Contents**

<b>Introduction</b> .....	<b>2</b>
<b>How parents can apply to be admitted to our schools</b> .....	<b>2</b>
Reception and Junior Admissions.....	2
<b>Admission Criteria for Reception and In-year admissions</b> .....	<b>3</b>
<b>Admission Criteria for Junior Applications (Year 3)</b> .....	<b>3</b>
<b>Information relevant to Reception Applications</b> .....	<b>4</b>
Starting School .....	4
Admission of children outside their normal age group.....	4
Infant Class Size .....	5
<b>Information relevant to Reception and Junior (Year 3) applications</b> .....	<b>6</b>
Twins and multiple births .....	6
Appeals .....	6
Further Appeals.....	6
Waiting Lists .....	6
In-Year Admissions .....	7
Home Address.....	7
<b>Definitions of Admissions Criteria</b> .....	<b>8</b>
Looked after children / Previously Looked after Children .....	8
Sibling (brother or sister).....	8
Children of staff.....	9
Distance of the home address from the School .....	9

## **Introduction**

Hornchurch Academy Trust is an Multi Academy Trust (MAT) of 5 schools and the Directors of the MAT are its admission authority. The Directors apply the regulations on admissions fairly and equally to all those who wish to attend the school. All 5 schools will comply with the provisions within the Department for Education's School Admissions Code and the School Appeals Code.

The schools within the MAT are:

- Scargill Infant School
- Scargill Junior School
- Upminster Infant School
- Upminster Junior School
- Whybridge Junior School

All five schools are inclusive schools that welcome children from all backgrounds and abilities. The only restriction placed on entry is number. If the number of children applying exceeds the places available, we enforce the oversubscription criteria set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have the place at the school of their preference. However, this is not always possible, due to the excess demand on the school places available.

- Scargill Infant School has a published admission number of **90** for the reception applications in 2022.
- Scargill Junior School has a published admission number of **90** for the Junior (Year 3) applications in 2022.
- Whybridge Junior School has a published admissions number of **90** for the Junior (Year 3) applications in 2022.
- Upminster Infant School has a published admission number of **90** for the reception applications in 2022.
- Upminster Junior School has a published admission number of **90** for the Junior (Year 3) applications in 2022.

## **How parents can apply to be admitted to our schools**

### **Reception and Junior Admissions**

The admissions arrangements outlined in this document apply to children starting Reception for the first time in 2022/2023 and those applying to transfer from an infant or primary school to the Junior schools in our MAT. The Local Authority will co-ordinate Admissions on behalf of Hornchurch Academy Trust and will follow the London Borough of Havering's co-ordinated Primary / Junior admissions scheme which is available from [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions). The closing date for applications will be 15 January 2022 and parents will be notified of the outcome of their application during the evening of 16 April 2022.

All applicants must complete the Common Application Form available from their home local authority.

## **Admission Criteria for Reception and In-year admissions**

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are less applicants than the published admissions number, all children will be admitted unless they are offered their first or higher preference. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with siblings on the roll of the school on the date of admission living **up to a distance of 1.6km** from the school. Children with a brother or sister at the school on the date of admission **living over 1.6km** from the school will also receive priority under this criterion if the last sibling was admitted before September 2018. This will include children in partner infant schools.
3. The children of staff.
4. The distance of the home address from the school, as measured by a straight line from the school, those pupils living nearer the school being given higher priority.

A full definition of the above criteria can be found on page 8-9.

### **Tie-breaks**

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.

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.

## **Admission Criteria for Junior Applications (Year 3)**

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are less applicants than the published admission number, all children will be admitted unless they are offered their first or higher preference. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who attend the partner infant school and are transferring between Year 2 and Year 3.
3. Children with siblings on the roll of the school on the date of admission living **up to a distance of 1.6km** from the school. Children with a brother or sister at the school on the date of admission **living over 1.6km** from the school will also receive priority under this criterion if the last sibling was admitted before September 2018. This will include children in partner infant schools.
4. The children of staff.
5. The distance of the home address from the school, as measured by a straight line from the school, those pupils living nearer the school being given higher priority.

A full definition of the above criteria can be found on page 8-10.

### **Tie-breaks**

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.

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.

## **Information relevant to Reception Applications**

### **Starting School**

Schools in Havering have a single intake into Reception. All children whose date of birth falls between **1 September 2017** and **31 August 2018** will be eligible to apply for a full time place in Reception for September **2022**.

Local authorities and schools must provide for the admission of all children in the September following their fourth birthday. However a child does not reach statutory school age until the beginning of the term after they turn five years old.

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

Parents may request that their child is admitted to a year group outside 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.

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 1 child for a year R place will be considered alongside applications for year R.

### **Infant Class Size**

Infant classes, (those where the majority of children will reach the age of 5, 6, or 7 during the School year) must not contain more than 30 pupils with a single teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an "excepted pupil" for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children with statements of special educational need (SEN) or an Education, Health and Care plan (EHCP) that names a school who are admitted outside the normal admission round;
- b) Looked After Children and previously Looked After Children admitted outside the normal admission round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process;
- d) Children admitted after an Independent Appeals Panel upholds an appeal;
- e) Children who move into the area outside the normal admission round for whom there is no other available School within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admission round;
- g) Twins and children from multiple births when one of the siblings is the 30th child admitted;

- h) Children with SEN who are normally taught in a SEN unit attached to the School, or registered at a Special School, who attend some infant classes within the mainstream School.

## **Information relevant to Reception and Junior (Year 3) applications.**

### **Twins and multiple births**

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

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal 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.havering.gov.uk/admissions/appeal](http://www.havering.gov.uk/admissions/appeal) within 20 days of being notified that their application has been unsuccessful.

### **Further Appeals**

The trust can only consider one appeal per school per application 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 trust may consider a second application as long as a parent/carers 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.

### **Waiting Lists**

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 first academic 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.

### **In-Year Admissions**

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 school Admissions Team using the online In Year Common Application Form (ICAF) which is available from the Havering website [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF).

Further information regarding In Year admissions is available in the via [www.havering.gov.uk/admissions/inyear](http://www.havering.gov.uk/admissions/inyear)

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”*

### **UK Service Personnel and Crown Servants**

We will not refuse to process an application solely because the family do not yet have an intended address. We will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address.
- c) use a Unit or quartering address as the child’s home address when considering the application against their oversubscription criteria, where a parent requests this.
- d) **not** reserve blocks of places for these children.
- e) ensure that arrangements support the Government’s commitment to removing disadvantage for service children.

### **Definitions of Admissions Criteria**

#### **Looked after children / Previously Looked after Children / Children adopted from state care outside of England**

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) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### **Looked after children / Previously Looked after Children**

Within the admission arrangements for all community and voluntary controlled schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

### **Sibling (brother or sister)**

A sibling will be considered to be:

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.

### **Children of Staff**

Children of staff (full time, part time and both teaching and non-teaching) who have been employed as a member of staff by the Hornchurch Academy Trust for two or more years at the time at which the application of admission to the school where the staff member is based is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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

The distance between the home address and the preferred school is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between predetermined point for the school and the address point of the child's normal place of residence.

Address points are located in the centre of the child's home, or in the centre of a block of flats.

In the event that two or more applicants apply for a single place at the school 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 a random basis drawn by an officer of the Local Authority who is not involved in the admissions process.

### **Partner School**

Partner schools relating to the Hornchurch Academy Trust are:

- Upminster Infant School and Upminster Junior School.
- Scargill Infant School and Scargill Junior School.
- Whybridge Infant School and Whybridge Junior School.