



Approved by ELA Trust/Committee:	6 th February 2023
Publication Date:	March 2023
Owner/Reviewer	CEO
To be reviewed:	February 2024
Location:	Trust Website
Impact assessed:	

Admissions Policy

2024/25

Mission Statement

To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

Empower Learning Academy Trust

Admissions Arrangements 2024-25

The Empower Learning Academy Trust (ELAT) comprises of 6 academies which are:

Secondary Academies

Bower Park Academy
The Brittons Academy
Hall Mead School

Primary Academies

Ardleigh Green Infant School
Ardleigh Green Junior School
Hacton Primary School

Secondary Academy Admissions Arrangements

Applications from out of borough residents to any ELAT school will be considered using the same admissions criteria as set out below. The law requires that no distinction be made between children resident in Havering and those resident in other areas. Applicants with an Education, Health and Care plan (EHCP) which names a school will be admitted in accordance with the School Admissions Code.

Bower Park Academy is an 11-16 co-educational Academy with a planned admission number to Year 7 in September 2024 of 210.

The Brittons Academy is an 11-16 co-educational Academy with a planned admission number to Year 7 in September 2024 of 230.

Hall Mead School is an 11-16 co-educational Academy with a planned admission number to Year 7 in September 2024 of 210.

All secondary schools within the Academy Trust adhere to the following admissions criteria:

Secondary Academy Oversubscription Criteria

When the demand exceeds the number of places available at Bower Park Academy, The Brittons Academy or Hall Mead School places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the school.

1. 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);
2. The attendance in September 2024 at the academy of a brother or sister
3. The distance of the home address from the school, as measured in a straight line

from the school, those living nearer the school being given higher priority.

Primary Academy Admissions Arrangements

Applications from out of borough residents to any ELAT school will be considered using the same admissions criteria as set out below. The law requires that no distinction be made between children resident in Havering and those resident in other areas. Applicants with an Education, Health and Care plan (EHCP) which names a school will be admitted in accordance with the School Admissions Code.

Ardleigh Green Infant School Admissions Arrangements

Ardleigh Green Infant School has a planned admission number to Reception in September 2024 of 90.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

- 1 Looked after children and all children who were adopted (or subject to child arrangement 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 Exceptional medical or exceptional social grounds.
- 3 A child whose brother or sister (sibling) currently attends the school or Ardleigh Green infant / junior school (not a nursery class attached to the school), and is expected to still be attending that school at the intended date of admission.
- 4 Children whose parent is employed at the desired school as either a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and has been employed for at least 2 years at the time of submitting the application.
- 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 6 criteria can be found on pages 16-18 of this document.

Tie Breaker: If, because of oversubscription in any of the criteria's 1) to 5) above, 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.

If oversubscription occurs in criterion 6 and it is not possible to distinguish which pupil is to be offered the final place because the home to school distance is equal, the pupils concerned will be selected by random selection

Ardleigh Green Junior School Academy Admissions Arrangements

Ardleigh Green Junior School has a planned admission number to Year 3 in September 2024 of 90.

If there are more applications to the school than there are places available, then places will be allocated in the following 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 Exceptional medical or exceptional social grounds.
- 4 A child whose brother or sister (sibling) currently attends the school or partner infant / junior school (not a nursery class attached to the school), and is expected to still be attending that school at the intended date of admission – See appendix 2 for partner infant and junior schools
- 5 Children whose parent is employed at the desired school as either a teaching assistant or qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) and has been employed for at least 2 years at the time of submitting the application.
- 6 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.

Tie Breaker: If, because of oversubscription in any of the criteria 1) to 5) above, 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.

If oversubscription occurs in criterion 6 and it is not possible to distinguish which pupil is to be offered the final place because the home to school distance is equal, the pupils concerned will be selected by random selection.

Hacton Primary School Academy Admissions Arrangements

Hacton Primary School has a planned admission number to Reception in September 2024 of 84.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

- 1 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);
- 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.
- 3 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.

Empower Learning Academy Trust – Definitions of oversubscription criteria.

Please see below for guidance on the application of the admissions criteria for academies within the Empower Learning Academy Trust. Where the term 'Academy' is used, this will be Bower Park Academy, The Brittons Academy, Hall Mead School, Ardleigh Green Infant, Ardleigh Green Junior or Hacton Primary School as appropriate.

Looked After Children and Previously Looked After Children:

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.

Definitions:

- i) 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.
- ii) 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.
- iii) 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 (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 to the parents/ carers home local authority with the Common Application Form.)

Sibling:

A sibling is defined as:

Secondary School:

- 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 academy in any year group excluding Year 11, (the final year of statutory education).
- A biological brother or sister who attends the Academy in any year group excluding Year 11, (the final year of statutory education) irrespective of their place of residence.

Primary School:

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.

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 an 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 Local Governance Committee 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.

Tie Break:

If, because of oversubscription in any of the categories 1 and 2 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 academy, will be used with those pupils living nearer the academy being given higher priority.

Special Educational Needs:

Children whose statement of special educational needs names any academy within the Empower Learning Academy Trust 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 Empower Learning Academy Trust 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 Empower Learning Academy Trust 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.

Applications from Children of UK service personnel and crown servant

The Empower Learning Academy Trust will not refuse to process an application solely because the family do not yet have an intended address. It 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. Admission authorities must 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

c) not reserve blocks of places for these children

d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements will be appropriate for the area and described in the local authority's composite prospectus

Applying for a Year 7 place at Hall Mead / Brittons / Bower Park Academies:

Applications for admission to Year 7 at an academy within the Empower Learning Academy Trust in September 2024 are co-ordinated by the London Borough of Havering (the Local Authority).

Parents/ carers residing in Havering should complete the Common Application Form (CAF) online via www.eadmissions.org.uk by 31st October 2023. Applications from out-borough residents must be made using the process provided by their home local authority. Full details of the co-ordinated admissions process can be obtained from the Local Authority's website at www.havering.gov.uk/admissions or by reading a copy of the "Transferring to a Havering Secondary School" brochure, published annually by the Local Authority.

Late Applications:

Applications for places received after 31 October 2023 will not be considered until all of the applications received by that date have been dealt with unless there are exceptional circumstances. For full details, see the "Transferring to a Havering Secondary School" brochure.

Applying for a place in reception at Ardleigh Green Infant School / Ardleigh Green Junior School / Hacton Primary School.

Applications for admission to Reception at a primary academy and to Year 3 at Ardleigh Green Junior School within the Empower Learning Academy Trust are co-ordinated by the London Borough of Havering (the Local Authority).

Parents/ carers residing in Havering should complete the Common Application Form (CAF) online www.eadmissions.org.uk by the 15 January 2024. Applications from out of borough residents must be made using the process provided by their home local authority. Full details of the co-ordinated admissions process can be obtained from the Local Authority's website at www.havering.gov.uk/admissions or by reading a copy of the "Starting an Infant, Junior or Primary school In Havering" brochure, published annually by the Local Authority.

Late Applications:

Applications for places received after 15 January 2024 will not be considered until all of the applications received by that date have been dealt with unless there are exceptional circumstances. For full details, see the “Starting an Infant, Junior or Primary school In Havering” brochure.

Waiting lists

After the first round of offers, all unsuccessful applicants who listed one of the Trust’s academies 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 first academic term in 2024-25. 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 and every subsequent 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 relevant 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 of their choice within the Empower Learning Academy Trust, they may appeal to an Independent Appeal Panel. Appeals to any Empower Learning Trust Academy must be submitted via www.havering.gov.uk/admissions/appeal.

In-Year Admissions:

The Local Authority’s School Admissions Team will administer applications for in-year admissions to the Trust’s Academies (in accordance with the Service Level Agreement). In-Year Common Application Forms can be obtained from the School Admissions Team by emailing schooladmissions@havering.gov.uk or by contacting them by telephone on 01708-434600.

The Admissions Code stipulates that all applications must be processed within 10 school days.

Parents can find information on the In-Year co-ordinated admission process at:

www.havering.gov.uk/admissions/inyear

Information only relevant to the admissions arrangements for Ardleigh Green Infant, Ardleigh Green Junior and Hacton Primary School

Starting School

Schools in Havering have a single intake into Reception. All children whose date of birth falls between **1 September 2018** and **31 August 2019** will be eligible to apply for a full-time place in Reception at a Havering school for September **2024**.

Children whose date of birth falls between **1 September 2016** and **31 August 2017** will be eligible to apply for a place at Ardleigh Green Junior School for September **2024**.

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.

In recognition that some parents will feel that their child is not ready to start school in the September after their child turns four, parents can request that their child attends part time until they reach statutory school age or that the date their child is admitted to school is deferred until later in the same academic year, but not beyond the start of the summer term of the academic year for which a place has been offered.

In addition, parents of **summer born children** (those born between 1 April and 31 August) can request their child be admitted to reception a year later outside of their chronological year group, thereby starting school only once they reach statutory school age. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after they turn five years old (Further information is provided below).

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 Headteacher of the school in question 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.

Empower Learning Academy Trust (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 trust 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.

Further guidance for parents is available via www.havering.gov.uk/admissions/defer

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.