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| <b>Document Title</b>   |  |
| ADMISSION POLICY FOR THE ADMISSION OF CHILDREN TO GAYNES SCHOOL |  |
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## Admission Policy for the Admission of Children to Gaynes School

### 1. Definitions

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

1.1 Admission Authority.

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

1.2 Loxford School Trust (LST is a Multi Academies Trust)

It should be noted that the Loxford School Trust is the admissions authority for Gaynes School.

1.3 'Geographic Information Systems' (GIS).

This refers to the computer software by which the shortest measured walking distance is calculated from the centre of the school to the home postcode of applicants.

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

This is the LA that co-ordinate admissions for the schools that are within the Trust.

1.5 Published Admissions Number (PAN).

As part of determining their admission arrangements, all admission 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 in Year 7.

1.6 Siblings.

Brothers and sisters living at the same address as the child for whom the application is being made. This includes half brothers and sisters and step brothers and sisters who live at the same address.

**2. Introduction**

2.1 Loxford School Trust is the Admissions Authority for Gaynes School. 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 schools within the Loxford School Trust 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 The Loxford School Trust 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 Gaynes School (Havering), 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 Gaynes School. The CAF must be submitted 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 or Education, Health and Care Plans (EHCP) where Gaynes School is named on the Statement or Plan are admitted ahead of other applicants but will be included in the Published Admission Number (PAN).

**4. Admission Policy for Year 7**

4.1 The Published Admission Number (PAN) for Gaynes School in Year 7 is 192.

4.2 The normal month of admission to the school is September.

4.3 All children whose Statement of Special Educational Needs or EHC Plan names the school will be admitted to the school.

4.3 All applicants for a Year 7 place must use the Secondary Transfer eAdmissions on-line application, which must be submitted by the deadline of 31 October. Details can be found in the Local Authority Admissions booklet, which also includes clear guidance on how to complete the eAdmissions on-line application, information on National Offer Day and the closing dates for accepting places.

- 4.4 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 or children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is 9 in the care of a local authority;
  - b. Being provided with accommodation by a local authority in the exercise of their social service functions (see section 22(1) of the Children Act 1989);
  - c. Children for whom there are particular medical or social reasons which justify admission to the school. Requests which are based upon the serious medical or psychological condition of a child must be supported by a qualified professional
  - d. Children with a brother or sister (sibling) who is currently on roll at Gaynes School in Years 7, 8, 9 or 10 only and who will continue to attend the school in the academic year of entry who also reside at the same address;
  - e. Children whose parents are members of staff of the school;

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

1. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  2. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4.5 In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the entrance of each individual flat. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the random allocation facility within the Synergy 'Admissions and Transfer' system pupil data base will apply.
- 4.6 Applications received after the published deadline (31st October) will not be considered until all of the applications received by that date have been dealt with unless there is evidence to show that the application could not have been reasonably made on time. Late applications will be dealt with after all 'on time' applications in the first round of offers on the statutory annual allocation dates.

## 5. In-Year Admissions

- 5.1 Any parent can apply for a place at Gaynes School at any time during the school year – there are no deadline dates for in-year applications.
- 5.2 Applications must be made using the LA's online In Year Admissions Application Form.
- 5.3 The allocation of any places which may become available during the year will be made on the basis of the current over-subscription criteria described in section 4 of this policy.
- 5.4 Gaynes School participates in the Local Authority in-year Fair Access Protocol.

## **6. Admission Appeals**

- 6.1 If parents are unsuccessful in gaining a place for their child at Gaynes School they will be informed by the Local Authority in writing and informed of their right to an independent appeal against the decision.
- 6.2 All Admission Appeals are considered by an independent Appeals Panel.

## **7. Waiting Lists**

- 7.1 If we receive more applications than there are places available we will operate a waiting list. The waiting list will continue to operate until 31st December.
- 7.2 Waiting lists will cease as at 31 August annually and applicants will need to re-apply each year from 1 August for continued consideration.
- 7.3 A student's position on the waiting list will be determined solely in accordance with the over-subscription criteria detailed in Section 4 of this policy.
- 7.4 If a place becomes available students will be offered a place in accordance with the oversubscription criteria detailed in Section 4 of this policy.
- 7.5 Looked after children, previously looked after children, and those allocated a place in accordance with a fair access protocol, will take precedence over those on the waiting list.

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

- 8.1 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.
- 8.2 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.

8.3 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.

8.4 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.