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ADMISSION POLICY FOR THE ADMISSION OF CHILDREN TO LOXFORD SCHOOL	
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Admission Arrangements for the Admission of Children to Loxford School 2021 - 2022

Notes and Definitions

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

1. **Admission Authority:**
The body responsible for setting and applying a school's admission arrangements. For academies this is the Academy Trust.
2. **Loxford School Trust (LST is a Multi School/Academy Trust)**
3. **Local Authority (LA) may also be referred to as Redbridge.**
This is the LA that co-ordinate admissions for the Redbridge schools that are within the Trust. For further information see the Redbridge Website.
4. **Child Looked After**
"Looked-after" children are children who are looked after by a local authority in England or Wales within the meaning of section 22 of Children Act 1989, and "previously looked-after" children are those who were looked after by a local authority in England and leave care due to an adoption, special guardianship or child arrangements order;
5. **Sibling**
Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carer's partner, and in every case who is living in the same family unit at the same address.
6. **Parent/Family Members**
A parent is any person who has parental responsibility or care of the child. Family members include only parents and siblings.
7. **Distance**
Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerized measuring system, with those living closer to the school receiving higher priority.

8. Loxford School Trust is the Admissions Authority for Loxford 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.
9. Loxford School being part of the Loxford School Trust is not a community school, however we use Redbridge LA as our admissions administrator. The notes and definitions applying to the admission arrangements can be found in the Redbridge Community Schools Admission Arrangements.
10. Every school has a designated size based on the "admission number" which is the number of pupils per year group that can be accommodated.
11. The normal month of admission to infant/primary schools is September.
12. Children being admitted to reception can have their admission deferred beyond the date given in 6 above, but not beyond the beginning of the term after the child's fifth birthday or the academic year in which admission is sought. Parents must inform the school if they wish to defer entry.
13. Children being admitted to reception can be admitted on a part-time basis (until the child reaches compulsory school age) or full-time basis, or choose a place at a nursery or other early learning setting if the parents prefer.
14. Applications received after the published deadline 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 or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed exceptional. Where this is deemed to be the case, the application will be treated as "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. Where a school is oversubscribed, late applications will normally be refused, and ranked according to the oversubscription criteria for the particular school. The child's place on the waiting list will be determined in accordance with the priorities outlined below.

Admission Arrangements for Nursery Classes Loxford School 2021 - 2022

1. Each nursery class attached to Loxford School has an agreed admission limit.
1. Children shall be admitted, when a place becomes available, for up to fifteen hours a week for 38 weeks or a stretched offer of 11 hours a week for 50+ weeks of the year taken over a minimum of 3 days or, in some settings, more flexibly.
2. Loxford School's admissions arrangements are as follows:
 - a. "Looked after" children
 - b. siblings, with preference to older children according to their date of birth, preference will only be given to those with siblings who will still be in attendance at the date of admission; and
 - c. all other applicants, with preference to older children according to their date of birth.
3. In each category, the tie-break will be 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 the block. 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 Local Authority will use the random allocation facility within the Tribal Admissions and Transfers System pupil data base which is used for allocations.
4. Admission to a nursery class does not guarantee admission to the main school, application for which must be made in accordance with the admission policy for Loxford School (Primary Phase).
5. The statutory right to appeal does not apply to admission to nursery classes.

Admission Arrangements for Loxford School (Primary Phase) 2021 - 2022

Notes and Definitions

Please refer to page 1/2 above

Admission to Loxford School (Primary Phase)

- a. Children with Education Health and Care Plans (EHCP) will be admitted to the school that is named on their EHCP.
 - b. "Looked-after" children
 - c. Children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year;
 - d. Other children who live in the catchment area;
 - e. Children living outside the catchment area who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year; and
 - f. Children who live out of the catchment area who have no sibling attending the school.
1. 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 the block. 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 Local Authority will use the random allocation facility within the Tribal "Admissions and Transfers System" pupil data base which is used for allocations.
 2. If preferences cannot be met, a child's name can be put on the waiting list(s) of the school(s). As places become available they will be allocated from the waiting list according to the above criteria.
 3. For information on waiting lists please refer to the Redbridge LA website
 4. As an all-through school, when choosing Loxford School as a primary school you are choosing Loxford School as a secondary school, unless you apply through admissions for another secondary school when your child reaches Year 6.

Admission Arrangements for Loxford School (Secondary Phase) 2021 - 2022

Notes and Definitions

Please refer to page 1/2 above

Admission to Loxford School (Secondary Phase)

1. Loxford School has a designated size based on "the admission number" which is the number of pupils per year group that can be accommodated.
2. All community comprehensive schools have set areas called "catchment areas" and children living in a catchment area have priority for admission.
3. Children with Education Health and Care Plans (EHCP) will be admitted to the school that is named on their EHCP.
4. Applications for transfer in September 2021 should be submitted by the date published on the LA Website.
5. Notification of the allocated school will come from the LA.
6. If the demand is more than the number of places available, all applications will be considered on an equal basis as follows:-
 - a. "Looked after" children
 - b. children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year;
 - c. other children who live in the catchment area;
 - d. children living outside the catchment area who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year; and
 - e. children who live out of the catchment area who have no sibling attending the school.
7. A child is given catchment area priority on a waiting list once it has been confirmed that the family are permanently resident at the new address.
8. Applications received after the published deadline 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 or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed exceptional. Where this is deemed to be the case, the application will be treated as "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. Where a school is oversubscribed, late applications will normally be refused, and ranked according to the admissions criteria for the particular school. The child's place on the waiting list will be determined in accordance with the priorities above.

9. 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 the block. 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 Local Authority will use the random allocation facility within the Tribal "Admissions and Transfers System" pupil data base which is used for allocations.
10. If the parent's preference cannot be met a child's name can be put on the waiting list(s) of the school(s). As places become available, they will be allocated from the waiting list.
11. The allocation of a preferred school will automatically cause any lower ranked preference schools to be withdrawn unless the applicant specifies otherwise. The parents will not be allowed to hold two offers at the same time.
12. For information on waiting lists please refer to the Redbridge LA website. <https://www.redbridge.gov.uk/schools/school-admissions/>
13. The Loxford School Governing Board may be consulted each summer term regarding the possibility of a limited, planned, over-allocation of places to their respective admission limits in the expectation that allocated pupils would reduce through non-arrivals or withdrawals over the summer holiday or early in the Autumn Term.

Admission in Years 7-11

1. If there is a vacancy in the appropriate year group, a request will be granted. If it is not possible to comply with parents' wishes immediately, the child's name may be placed on a waiting list and a place will be offered as soon as possible.
2. If the demand for a school is greater than the number of places available, all applications will be considered on an equal basis, within the following categories:
 - a. "Looked after" children
 - b. children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year;
 - c. other children who live in the catchment area;
 - d. children living outside the catchment area who have brothers or sisters (siblings) who are both currently on roll at the school (except Years 11-13) and who will continue to attend that school in the following academic year; and
 - e. children who live out of the catchment area who have no sibling attending the school. The tiebreak will be 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 the block. 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 Local Authority will use the random allocation facility within the Tribal "Admissions and Transfers System" pupil data base which is used for allocations.

3. For current information on waiting lists please refer to the Redbridge LA website. <https://www.redbridge.gov.uk/schools/school-admissions/>
4. Children are admitted to Year 11 up until the autumn half term (effectively 31 October) each year. After that date, children may be admitted to alternative provision provided to meet their needs.

Admission to the Sixth Form

1. Admission to the Loxford School Sixth Form is managed in accordance with the Local Authority's criteria.
2. In accordance with the School Admissions Code 2014, applications will be accepted separately from parents and students above compulsory school age.
3. We will publish annually a Sixth Form prospectus on the school website stating the range of courses and entrance requirements including the following:
 - a. The agreed admission number for external students only based on the lowest average number of external students admitted over the previous three years;
 - b. The general criteria set by the school for entry to its sixth form;
 - c. The specific entry criteria set by the school for each programme of study.
 - d. Conditional offers will be based on an applicant's predicted grades/capped average points score and admission will be based on the actual grades/average points score attained.
 - e. All applicants will be required to meet the general entry requirements to the school.
4. Should a programme of study be oversubscribed, the following criteria will be applied in order of priority:
 - a. "Looked after" children
 - b. External applicants subject to meeting the specific entry requirements for their chosen programme of study.
 - c. Where there are more external applicants than places available, applicants will be ranked according to their predicted grades/capped average points scores.
 - d. Should a tiebreak be necessary, priority will be given to applicants based on the shortest measured walking distance from the child's home to the main entrance to the school as measured by the Local Authority's geographic measuring system. 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 Local Authority will use the random allocation facility within the Tribal "Admissions and Transfers System" pupil data base.
5. Applicants will not be interviewed for admission but the School may meet with applicants, whether internal or external, to ensure that subject choices are appropriate and available

Appeals against Admission Decisions

1. The School Standards and Framework Act 1998 (as amended) allows parents to appeal against any decision made by or on behalf of Loxford School. Redbridge LA acts on behalf of Loxford School. The details of this process can be found on the Redbridge LA website <https://www.redbridge.gov.uk/schools/school-admissions/>
2. Every effort will be made to meet parental preferences and no appeal to any appeal panel may be lodged before the Redbridge LA has made a firm decision. Parents will, where this decision is not in accordance with their preferences, be informed of the date by which they must lodge their appeals.
3. Repeat appeals in the same academic year, for the same school, will not be considered unless there have been significant and material changes in circumstances relevant to the application.
4. Redbridge LA will implement the decisions of the appeals panels.
5. Places will continue to be filled from the waiting lists, whether or not parents have appealed, in accordance with the admission policy.
6. Admission Numbers 2021/22

Reception 120
Year 1 120
Year 7 300
Sixth Form 250