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ADMISSION POLICY FOR THE ADMISSION OF CHILDREN TO LOXFORD SCHOOL	
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## Admission Policy for the Admission of Children to Loxford 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 Loxford School.

1.3 'Geographic Information Systems' (GIS).

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

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

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 from outside, reception, Years 7 and Year 12.

#### 1.6 Siblings

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.

#### 1.7 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;

### **2. Introduction**

2.1 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.

### **3. The Application Process for Reception and 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 Redbridge. The Local Authority co-ordinates the application process on behalf of Loxford School (Redbridge), according to the scheme which they publish on their website.

3.2 Parents must use the Local Authority Common Application Form (CAF) to apply for a place for their child at Loxford School. The CAF must be submitted to the Local Authority by the deadline date published on the Local Authority website 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 Education, Health and Care Plans (EHCP) where Loxford School is named on the Plan are admitted ahead of other applicants but will be included in the Published Admission Number (PAN).

#### **4. Admission Policy for Reception and Year 7**

- 4.1 The Published Admission Number (PAN) for Loxford School in Reception is 120 and in Year 7 is 180. The 120 pupils in Year 6 are expected to transfer to Year 7, making a total cohort of 300.
- 4.2 Loxford School has a set 'catchment area' and children living within the catchment area have priority for admission. A catchment area is the area around the school covering a number of roads or parts of roads, as designated in partnership with the Academy and the Local Authority. The Local Authority Admissions booklet provides a map of the catchment area. You can check what secondary school catchment area you live in on the Redbridge website.
- 4.3 The normal month of admission to Primary and Secondary Phases is September.
- 4.4 Children being admitted to Reception can have their admission deferred beyond the date given in 4.3 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.
- 4.5 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.
- 4.6 All children whose EHC Plan names the school will be admitted to the school.
- 4.7 All children in the Primary Phase have automatic right of transfer to the secondary phase at Loxford School. All other 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.
- 4.8 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;
  - b. Children 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 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. Children who live in the catchment area;

- e. Children with a brother or sister (sibling) who is currently on roll at the named 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;
- f. 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.

- g. Children living outside the catchment area, without a sibling.

4.9 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 random allocation facility within the Synergy 'Admissions and Transfer' system pupil data base will apply.

4.10 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 Loxford 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 Loxford 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 Loxford 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 For information on deadlines relating to waiting lists please refer to the Redbridge LA website  
  
If we receive more applications than there are places available we will operate a waiting list.
- 7.2 A student's position on the waiting list will be determined solely in accordance with the oversubscription criteria detailed in Section 4 of this policy.
- 7.3 If a place becomes available students will be offered a place in accordance with the oversubscription criteria detailed in Section 4 of this policy.
- 7.4 Looked after children, and those allocated a place in accordance with a fair access protocol, will take precedence over those on the waiting list.