

# Admissions Policy

Type of Policy	MAT Policy to adopt in full ✓ MAT Policy to use in conjunction with Local Academy LGB Policy Local Academy LGB Policy	
Review Frequency:	Annually or in response to change in legislation or Government Policy; Consultation is required at least every seven years. In Year Admissions arrangement update on website annually.	
MAT Director Responsible:	Stephen Pierpoint (Chair of Directors, EET)	
Date of Last MAT Review:	September 2020	
Date of Next MAT Review:	September 2021	
Other People: Appendices:	CEO, Principal A: Contact Information	
Related Legislation:	Supplement Funding Agreement Annex 2 School Admissions Code 2014 Schools Admissions Appeals Code Section 22 (1) of the Children's Act 1989(b)	
To be Read in Conjunction with Exceptional MAT or Academy Policy:	Waltham Forest Admissions Policy and Arrangements	
Signed by the Chair of Board of Directors on behalf of The Exceptional Education Trust:	Date:	No of Pages in addition to this Cover Page: 9

## **1. Introduction**

1.1 The purpose of this policy is to ensure that individual Academies within The Exceptional Education MAT have clarity in relation to student admissions.

## **2. Aims**

- 2.1 The aim of the policy is to ensure that the admissions process to EET Academies is fair and accessible.
- 2.2 To maintain the good reputation of The Exceptional Education Trust and the Academies that belong to it by implementing this policy fairly and consistently in all instances to limit any complaint against the Trust or the Academies within it.

## **3. Responsibilities**

- 3.1 The Multi Academy Trust Board of Directors is responsible for ensuring that the Local Governing Bodies of the Academies within the MAT have an Admissions Policy in place and that there is fairness and consistency across the MAT Academies.
- 3.2 The Local Governing Body (LGB) of the Academy is responsible for adopting a clear Admissions Policy; this may be delegated to a sub-committee of the full LGB and is named on the cover page for this policy. In addition, it is the responsibility of the LGB to act consistently and fairly. If there is a named Local Governor who is responsible for this policy, he or she is named on the cover page for this policy.
- 3.3 The Principal is responsible for ensuring that working arrangements allow for the full implementation of this policy, that all employees are aware of the policy and related procedures and comply with legal requirements.
- 3.4 The named member of staff with responsibility for Admissions is responsible for ensuring that the Admissions policy is adhered to.
- 3.5 All Staff are responsible for ensuring their familiarity with and understanding of the Admissions policy and comply with it when carrying out their duties. Where the policy or related procedures are not understood, it is the responsibility of staff to direct questions to the member/s of staff named on the cover sheet of this policy.

## **4. Policy Statement**

- 4.1 The Exceptional Education Multi Academy Trust is the admission authority for the Academies within the Trust, and has responsibility for the Admission Policy.
- 4.2 A committee of the Governing Body considers all admission applications sent to them by Waltham Forest Local Authority and applies the policy fairly and consistently to every application received. The Exceptional Education Trust receives and decides on in-year admissions and considers all applications sent to them directly by parents/carers.
- 4.3 We may undertake checks to verify any information provided on application forms. We may ask for copy documents but reserve the right to ask to see originals at any stage in the process plus additional documents if required. If false or misleading information is provided, then we have the right to:
- Withdraw the offer of a school place, or
  - If an offer has not been made, process the application with the correct information as a late application.

## **5. Application for a Place**

- 5.1 Applications must be made on the Common Application Form (available from the Waltham Forest Common Application Form [[https://branding.walthamforest.gov.uk/Documents/WFC140618\\_SCAF%20form%20V4.pdf](https://branding.walthamforest.gov.uk/Documents/WFC140618_SCAF%20form%20V4.pdf)] ) by the

closing date, [31<sup>st</sup> October 2019] and following the guidance outlined by Waltham Forest in their policy and guidance document for that year: ['Starting Secondary School 2019'].

- 5.2 The address on the application form must be the one where the child is living on the closing date. We will follow Waltham Forest protocol when considering applications from children who move house after the closing date.
- 5.3 An offer of a place will be made by the LA, on behalf of the school, on or around the National Offer date. Applications by parents or carers living outside Waltham Forest must be made through the LA in which the child lives.
- 5.4 Applications received after the closing date will only be considered after all applications received by the closing date have been considered. Parents/carers should provide supplementary evidence in support of the application, which will enable the Governing Body to make an informed decision when considering their application.
- 5.5 Children who have a Statement of Special Educational Need, which names an Academy within the trust, will be admitted to the named Academy.
- 5.6 The Governing Body, as Admission Authority will seek to apply the Admission Policy if the number of applications exceeds the number of published places available.
- 5.7 Applications from overseas will be considered in line with the guidance outlined in the Waltham Forest Admissions Policy and Procedures. In summary, children from non EEU countries here as short term visitors and children of parents or carers who have permission to study here are not entitled to a state education and will not be considered.
- 5.8 We will consider accepting applications from children whose family can evidence intent to return to and/or permanently reside in Waltham Forest prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently residing in Waltham Forest. Evidence must be submitted at the time of application. Evidence submitted after the date for late applications (10 December 2019) cannot be taken into account before National Allocation Day. If an applicant owns a property in Waltham Forest but is not living in it, the Waltham Forest address will not be accepted for the purposes of admission until the child is resident at that address. After allocation, if the parent/carer or the child is taken abroad, even with the intention of bringing them back to start in September, the parent/carer must inform School Admissions. Failure to do this may result in the offer of a place being withdrawn.
- 5.9 If the parent/carer is a member of the Armed Forces, they must supply an official letter that states the relocation address and a unit postal address or quartering area address.
- 5.10 Late applications received after the closing date will be considered after all the applications received on time have been processed.

## **6. Published Admissions Number**

- 6.1 The Published Admission Number (PAN) is the number of places we intend to make available for our normal intake. Once the Academy sets this number, we will not refuse applications below the PAN.
- 6.2 The current set PAN for Year 7 in our Academies is-

Academy	Published Admission Number (PAN) for 2022/23
Norlington School & 6 <sup>th</sup> Form	162 places

- 6.3 If, however there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either admit children above our agreed PAN or increase the PAN accordingly to accommodate additional children.

6.4 For other year groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the Academy in Year 7, unless this was varied, in response to a change of circumstances at the Academy.

## **7. Oversubscription Criteria**

7.1 If there are fewer applications than places, the Academy will not refuse an application and all applications will therefore be approved and offered a place.

7.2 Only if there are more applications than places available, will the Academy prioritise applications according to the following oversubscription criteria: -

1. A looked after child or a child at risk. A looked after child is a child who is or was in public care or is being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children's Act 1989(b) or being provided with accommodation by a Local Authority. For admission purposes, a 'looked after child' is a child currently in care or a child who was in care but became subject to an adoption residence, or special guardianship order, immediately after leaving care.
2. Children where an exceptional medical or social need is evidenced by the closing date. Applications must be supported by a written statement from a doctor, social worker, psychologist or other relevant medical professional. The information must confirm the exceptional medical or social reason, and demonstrate how the specified school is the only school that can meet the defined needs of the child.
3. Children who live in the Academy's catchment area and have an older sibling attending the Academy at the time of their application.
  - a. Sibling means a full, half, step, foster brother or sister living as part of the family unit. In all cases, the brother or sister must be living as part of a family unit with, and at the same address as, the child for whom the application is being made. Cousins, aunts or uncles are not siblings.
  - b. A sibling connection will be recognised between Connaught School for Girls and Norlington School & 6th Form. This means a brother in Norlington School & 6th Form also counts as a sibling in an application for a girl to go to Connaught School for Girls and vice versa.
4. Similarly, this sibling relationship will exist between the Academies within the Trust.
5. Children of members of staff who have been employed at the school for two or more years at the time which the application was made, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Distance from the academy. Distance is measured from the child's permanent address to the main gate of the academy using a straight line (using the Local Land and Property Gazetteer) in miles with a computerised mapping system called Routefinder GIS. If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

## **8. Multiple Births**

8.1 If the last child to be offered place is one of multiple births, all multiple birth siblings will be admitted to the academy

## **9. Exceptional Medical and Special Need**

9.1 Exceptional medical need means that the child's health and welfare would be best served if they attended the Academy. Parents/carers would need to provide medical evidence in the form of a letter or report from a doctor to support their case. The evidence would have to establish that the Academy is the best/only school to serve the child's needs and clearly state why other schools could not provide the appropriate support. Medical conditions affecting mobility will only be considered

for the nearest school to the child's permanent address. All evidence must be provided by the closing date.

- 9.2 Exceptional social need means that the child's welfare would be best served if they attended the Academy. Parents/carers would need to provide evidence, in the form of a report from a Social Worker or other professional in the area of children's welfare to support their case. The evidence would have to establish that the Academy is the best/only school to serve the child's needs and clearly state why other schools could not provide the appropriate support. All evidence must be provided by the closing date.
- 9.3 There is no guarantee that a child will get a place at the named school as the independent panel of professionals have to be convinced that the child's medical or social needs can only be met by the named academy.

## **10. Waiting Lists**

- 10.1 Following allocation of places, the LA will retain a waiting list until December in which the student would normally start at the school. Following this, the Academy will retain the waiting list in partnership with the LA Admissions Team.
- 10.2 Waiting lists will be kept in order of the oversubscription criteria above. List placement will not be prioritised according to how long a child's name has been on that list and it remains possible that a child's name could move up or down the list when the criteria is applied against other waiting applicants.

## **11. In Year Admissions**

- 11.1 An in-year admission is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year. Parents/carers can make a request for admission after the normal round of admissions (after 31 August) using the Exceptional Education Trust In-Year Admission Application Form (Appendix B). The parent/carer should contact the Academy directly (Appendix A) if they wish to apply for an in-year admission place for their child.
- 11.2 If the parent/carer were seeking an in-year place because the child has just moved in to the area and does not already have a school place, admission would be as soon as possible.
- 11.3 Each Academy will publish on its website that it is receiving and deciding in-year applications, along with information about how to apply.
- 11.4 Within Waltham Forest it is usual for in year admissions to be processed by the Boroughs admissions service in the first instance.

## **12. Fair Access Protocol**

- 12.1 All Local Authorities are legally required to operate a Fair Access Protocol across their area and all schools and academies are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net. The Waltham Forest Fair Access Panel may require Exceptional MAT to admit a child in order to protect the interests of vulnerable children and those with challenging behaviour.

## **13. Information Provided by Parents/Carers in an Application**

- 13.1 If there is an incomplete application for a child, in circumstances where parents/carers cannot agree on a preferred school or the main address where the child resides, the Governing Body will suspend the application until parents/carers can reach agreement. This will mean that if the closing date has passed, the child will not be considered in the admission round and if all places have been allocated then the child will not be given a place.

- 13.2 It is important that where we offer places to some children and refuse others that we do so fairly and consistently. Information provided by parents/carers, which is found to be intentionally fraudulent, will result in the offer of the child's place being withdrawn.
- 13.3 The Admissions Authority is required by law to consider the information supplied by the parent/carer on the application form, including any supplementary information/evidence offered. It is very important that the parent/carer take great care to ensure the form has been completed accurately and in full before submission.
- 13.4 Any advice or support the parent/carer require in completing this form can be sought via the MAT office (contact details in Appendix A) or the LA Admission Team.

#### **14. Admission Appeals**

- 14.1 At Exceptional Education Multi Academy Trust, we wish to be fair, reasonable and transparent throughout the admissions process. If a parent/carer's application for admission is unsuccessful, they have a statutory right of appeal to an Appeals Panel, which is independent of the individual Academy and Academy Trust.
- 14.2 Please note that the appeal process does not apply to children with a Statement of Special Educational Needs. Appeals for these children are dealt with by the SEN and Disability Tribunal.

#### **15. Admission Appeals**

- 15.1 Parent/carers can appeal against this decision to an independent appeal panel.
- 15.2 The deadline for receipt of appeals is 30<sup>th</sup> March in whichever year the appeal is taking place, in order for appeals to be heard in April/May. Appeals should be sent directly to the Exceptional MAT. Appeals submitted after the deadline will be heard after the main round of appeals. Appeals will be heard within 40 days of being submitted. Appeals are heard by panels of people who have not taken part in deciding how places were offered on 1 March. The parent/carer will be invited to present their case in person and may bring a friend or representative to help.
- 15.3 The parent/carer will be notified of the date of the appeal hearing at least two weeks prior to that date. A week before the hearing is due to take place, they will receive a copy of the Academy's statement of case. The statement of case will explain why it was not possible to offer the place at the Academy and the implications of more children admitted above the admissions number.
- 15.4 The appeal hearings for our Academies will usually be held at a local location and the parent/carer will be invited to attend. The panel members are completely independent of the Academy or Academy Trust and are made up from skilled volunteers.
- 15.5 The panel will consider the Academy's case against the reasons for the parent/carer's appeal and will make a decision to uphold or reject the appeal. The parent/carer will be notified of the panel's decision in writing, within five working days of the hearing via the LA who is acting on our behalf.

#### **16. Successful Appeal**

- 16.1 If the appeal is upheld (successful) then the parent/carer have secured a place in the Academy for their child. The child's details will be forwarded to the Academy and they will be included in any induction visits, etc.
- 16.2 If the parent/carer have accepted a place at any other school (e.g. second or third preference school), then the offer of a place at our Academy will be cancelled and the child's name will be removed from the Academy's list.

#### **17. Unsuccessful Appeal**

- 17.1 If the appeal is dismissed (not successful), the decision is final. The child will remain on the waiting list in case any vacancies arise in the future.

- 17.2 It is only possible to have one appeal for the same Academy within the same year group, unless there is a significant change in circumstances.
- 17.3 The School Admissions Team will continue to encourage the parent/carer to consider other Schools/Academies for the child, whilst remaining on the waiting list for our Academy.
- 17.4 There is no further appeal. The letter that the parent/carer receives explaining the decision of the Appeal Panel will inform the parent/carer about the limited options that are available.
- 17.5 There is no further right of appeal to the Governing Body or the LA. There is also no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but does have limited power to intervene in very exceptional circumstances.
- 17.6 The Local Government Ombudsman is not able to overturn an appeals panel's decision but can investigate written complaints about maladministration on the part of the admission appeals panel. This is not a right of appeal and must relate to issues such as failure to follow correct procedures or failure to act independently, rather than complaints where the parent/carer simply feel that the wrong decision has been made.

#### **APPENDIX A: Useful Contact Details**

##### **School Admissions Service**

Admissions Information	or	Waltham Forest School Admissions Service
Sycamore House		Harvey House
Town Hall Complex		1a Harvey Road
Forest Road		London
Walthamstow		E11 3DB
London		
E17 4JF		

Tel: 0208 496 3000

admissions: [walthamforest.gov.uk](http://walthamforest.gov.uk)

##### **The Exceptional Education Trust**

C/o Norlington School  
Norlington Road  
Leyton  
E10 6JZ

Tel: 0208 539 3055

## Appendix B

<b>Details of Child</b>			
<b>Student Surname</b>		<b>Student First Name/s</b>	
<b>Student's Full, Permanent Address</b>		<b>Telephone Number</b>	
		<b>Date of Birth</b>	
<b>Full Postcode</b>		<b>Gender</b> (please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>

<b>Details of parent(s) or carer(s) who the child lives with at the above address</b>			
<i>If you are <b>not</b> the child's mother or father, please provide evidence that you are their legal guardian</i>			
<b>Parent/Carer 1</b>		<b>Parent/Carer 2</b>	
<b>Title (select)</b>	Mr Mrs Miss Ms	<b>Title (select)</b>	Mr Mrs Miss Ms
<b>Surname</b>		<b>Surname</b>	
<b>First Name</b>		<b>First Name</b>	
<b>Relationship to Child</b>		<b>Relationship to Child</b>	
<b>Home Tel No.</b>		<b>Home Tel No.</b>	
<b>Daytime Tel No.</b>		<b>Daytime Tel No.</b>	
<b>Mobile Tel No.</b>		<b>Mobile Tel No.</b>	
<b>Email</b>		<b>Email</b>	

<b>Children in Public Care</b>	
<b>Is the child in the care of a local authority?</b> (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Was the child previously in care and now adopted, or subject to a residence order or a special guardianship order?</b> (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If Yes, please state which local authority</b> <i>If Yes, you must provide documentary evidence with your application. (e.g. a letter from the local authority social services department, or court order.</i>	

<b>Present or Previous School</b>			
<b>Name and address of school</b>			
<b>Postcode</b>			
<b>Date of Starting</b>		<b>Date of Leaving if Left</b>	



<b>Reason for leaving</b>	
<b>Has the child been permanently excluded from a school?</b>	
<b>If so, please state name of school(s)</b>	
<b>Dates of exclusion</b>	

<b>Arrival from Abroad</b>	
<b>Has your child recently arrived from abroad?</b>	
<b>Date of arrival in the UK</b>	

<b>Details of brothers or sisters</b>			
<i>If your child already has a brother or sister attending the Academy, please list details below</i>			
<b>Surname</b>		<b>Surname</b>	
<b>First Name</b>		<b>First Name</b>	
<b>Date of Birth</b>		<b>Date of Birth</b>	
<b>Gender</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Gender</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>School</b>		<b>School</b>	

<b>SEND</b>	
<b>Will the child need support in schools with English language?</b> (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If so, what is their home language?</b> <i>This information will not be used to decide whether or not a place can be offered at a school.</i>	
<b>Does your child have a statement of Special Educational Needs?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If applying for Year 10 or 11, please list all examination subjects chosen, together with exam boards</b>	

**Declaration and signature of parent/carer**

I certify that I have parental responsibility for the child named on this form, that the information is true to the

best of my knowledge and that this is the only Southwark in year application form I have completed for this child.

I understand and accept that if I have given false or deliberately misleading information on this form and/or any attached supporting papers or withheld any relevant information, the offer of the school place may be withdrawn.

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

- Please note that by submitting this form, you are deemed to have read and accepted the Academy policies.
- Please return the completed form and most recent school report to [Academy to enter name of contact, name and address of the Academy.
- Please enclose a stamped addressed envelope or your email address if you wish receipt of your In Year Admission Form to be acknowledged.

### **Data protection**

Information you provide when applying for a school place will be entered into a computerised database. Your information is protected by the Data Protection Act 1998, which ensures it can only be used for defined purposes and may be passed only to specific people. The defined purposes are:

- (i) Administering the admissions process as set out in the 'Starting primary/secondary school' brochure
- (ii) Preventing fraud or other criminal offences or to ensure the safety of a child
- (iii) Administering the free school meals process and to verify entitlement

The people who may receive the information are:

- a) The current school (if any)
- b) The school to which the pupil is to be admitted
- c) Other admission authorities, so as to ensure they can carry out their role in the coordinated admissions process
- d) Any organisation legitimately investigating allegations of fraud, other criminal offences or child protection
- e) Independent appeals panels should you decide to appeal the offer of a school place