



Drapers' Multi-Academy  
Trust

# Admissions Policy

2020/21

Admissions Policy  
Drapers' Multi Academy Trust  
March 2019  
Review Date: March 2020  
Policy Holder: Steve Glazebrook

## CONTENTS

|  | <b>Page</b> |
|--|-------------|
| Introduction   | 3           |
| Scope  | 3           |
| Definitions  | 3           |
| Policy   | 4           |
| Deferred entry for infants                           | 5           |
| Sixth form   | 6           |
| Provisions relevant to every phase of entry          | 6           |
| Admission of children outside their normal age group | 7           |
| Waiting lists for In Year Applications               | 8           |
| Appeals  | 8           |
| Disputes   | 8           |
| Review   | 8           |
|  |             |

## **Introduction**

The Drapers' Multi-Academy Trust (MAT) intends that its schools should serve their local community. In the event that there are not enough places to satisfy the demand in any given year, it is important that there is clarity as to the approach that will be taken on determining admissions and the priorities that will be considered.

## **Scope**

This policy applies to all directors, governors, staff, current and prospective pupils of the MAT. It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all those who wish to make an application by publishing it on its website and providing a copy on request.

## **Definitions**

|   |   |
|---|---|
| <b>Brother or Sister</b>  | Children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters  |
| <b>Child</b>  | Anyone under the age of 18.   |
| <b>Compulsory School Age</b>                                    | Children become of compulsory school age on the first prescribed day following their 5th birthday; 31st August, 31st December or 31st March (or on that day if any of these dates are the child's birthday).  |
| <b>EHCP</b>   | Education Health Care Plan.   |
| <b>LGB</b>  | Local Governing Body, with delegated powers of governance from the board of the MAT.  |
| <b>Looked After Children / Previously Looked After Children</b> | <p>Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and</p> <p>Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).</p> |

|               |  |
|---------------|--|
| <b>MAT</b>    | Drapers' Multi-Academy Trust.  |
| <b>Parent</b> | Those having parental responsibility for the care of a Child (including Carers). |
| <b>Pupil</b>  | Anyone enrolled at a MAT school (including students in Years 12 and 13).         |
| <b>SLT</b>    | Senior Leadership Team.  |

**Multi-phase admission arrangements**

The MAT consists of the following schools and has the following admission numbers:

| Phase     | Admission Number                | School   |
|-----------|---------------------------------|--|
| Reception | 60                              | Drapers' Maylands Primary School; Drapers' Brookside Infant School, Drapers' Pyrgo Priory School |
| Year 3    | 60                              | Drapers' Brookside Junior School   |
| Year 7    | 210                             | Drapers' Academy   |
| Year 12   | 10<br>(Minimum External places) | Drapers' Academy   |

**Policy**

1. No later than the 31<sup>st</sup> December of each calendar year, the Principal of each school within the MAT will determine, together with the LGB, the agreed number of children that can be admitted during the academic year commencing 22 months after that date.
2. These numbers will be published in this document as well as on the school's individual website.
3. Each school within the MAT will consider all applications for places. Where fewer applications for admission are received than the published admission number, the school will offer places to those who have applied.
4. The MAT will admit any pupils with a Statement of Educational Needs or an Education, Health and Care plan naming the school.
5. Where the number of applications is greater than the published admissions number, applications will be considered against the criteria set out below:
  - i. Looked After Children, or children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order.
  - ii. Children whose brother or sister already attend a school within the MAT at the time of the application. Applicants applying under this criterion must also complete the schools supplementary information form.

- iii. Pupils who already attend another school within the MAT.
- iv. Children who reside within the agreed priority admissions area, with priority being given to those living closest to the school. The priority admissions area is shown as an appendix to this policy.
- v. Children who reside outside the agreed priority admissions area, with priority being given to those living closest to the school.

6. In the event of a dispute over proximity, distances are measured using the Local Authorities Geographical Information System, using straight line measurement from the main entrance of the school to the centre of the child's home.

7. In the event that places cannot be allocated on the above basis – e.g. for pupils that live exactly the same distance away – then the place will be offered on a random allocation, drawn by an independent person who is not involved in the admissions process.

8. The Local Authority will maintain the waiting list for admission of Reception Year, Year 1, Year 3 and Year 7 pupils until the end of the autumn term for the academic year in question. Priority will be according to the criteria set out in section 5 as they apply on the date that the decision is made.

9. Applications must be made according to the Local Authority's co-ordinated admission scheme and timetable for cohort years of entry, as defined in the table above.

10. Pupils wishing to transfer from their current school to a MAT school must apply using the Havering In Year Common Application form which is available via [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF). If places are available, applications will be prioritised in accordance to the criteria set out above.

11. There is a right of appeal to an independent appeal panel for unsuccessful applicants. Details can be found under paragraph 27.

### **Deferred entry for infants**

12. 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 for their child to 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 in paragraph 23).

## **Sixth Form**

13. Drapers' Academy operates a sixth form for a total of 200 students (100 places in Year 12 and 100 places in year 13). The majority of places will be taken by those continuing their education within the school.

14. While the total capacity number is 200, if fewer numbers of the Academy's own Year 11 pupils transfer into Year 12, additional external students will be admitted until Year 12 meets its 100 capacity.

15. Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements. These are set out annually by the school.

16. In addition to the sixth form's minimum academic entry requirements students may need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

17. When there are more external applicants that satisfy any academic entry requirements, priority will be as set out at paragraph 5 above.

18. Where there is space within Year 13 (i.e. where there are fewer than 100 students in the year group) the Academy will admit additional students up to this number using the oversubscription criteria above.

## **Provisions relevant to every phase of entry**

### **Home Address**

19. The home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

The MAT will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the MAT and Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending the School.

### **Tie-breaks**

20. Proximity to the school will first be applied if the school is oversubscribed in any criteria (apart from the criteria applying to Looked After Children / Previously Looked After Children) with those living closest to the school, and within the Priority Admissions Area having priority for admission. Distance will be measured from the centre of the child's home to the main entrance of the school.

21. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

22. From Reception to Year 11, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

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

23. Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If it is agreed for the child to have a decelerated entry to a MAT school the place cannot be deferred and instead the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following year for the decelerated cohort
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If it is agreed for the child to have an accelerated entry to a MAT school, the application will be processed. If it is not agreed for the child to have an accelerated entry to a MAT school, the Local Authority will be informed of the decision and the application will be cancelled. The applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

### **Waiting lists for In Year Applications**

24. Where in any year the school receives more applications than there are places available, a waiting list will operate until the end of that academic year. The waiting list will be maintained by the Local Authority School Admissions Team and parents can contact the School Admissions Team to find out the position of their child. In the case of sixth-form admission the school maintain the waiting lists and in addition to parents, a student may also ask for his or her name to be added to the waiting list.

25. A pupil's or students' position on the waiting list will be determined solely in accordance with the oversubscription criteria.

26. Where places become vacant they will be allocated to pupils or students on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

### **Appeals**

27. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

For information on how to appeal appellants should contact the school within 20 days of being notified that their application has been unsuccessful. Information on the timetable for the appeals process is on each schools website.

### **Disputes**

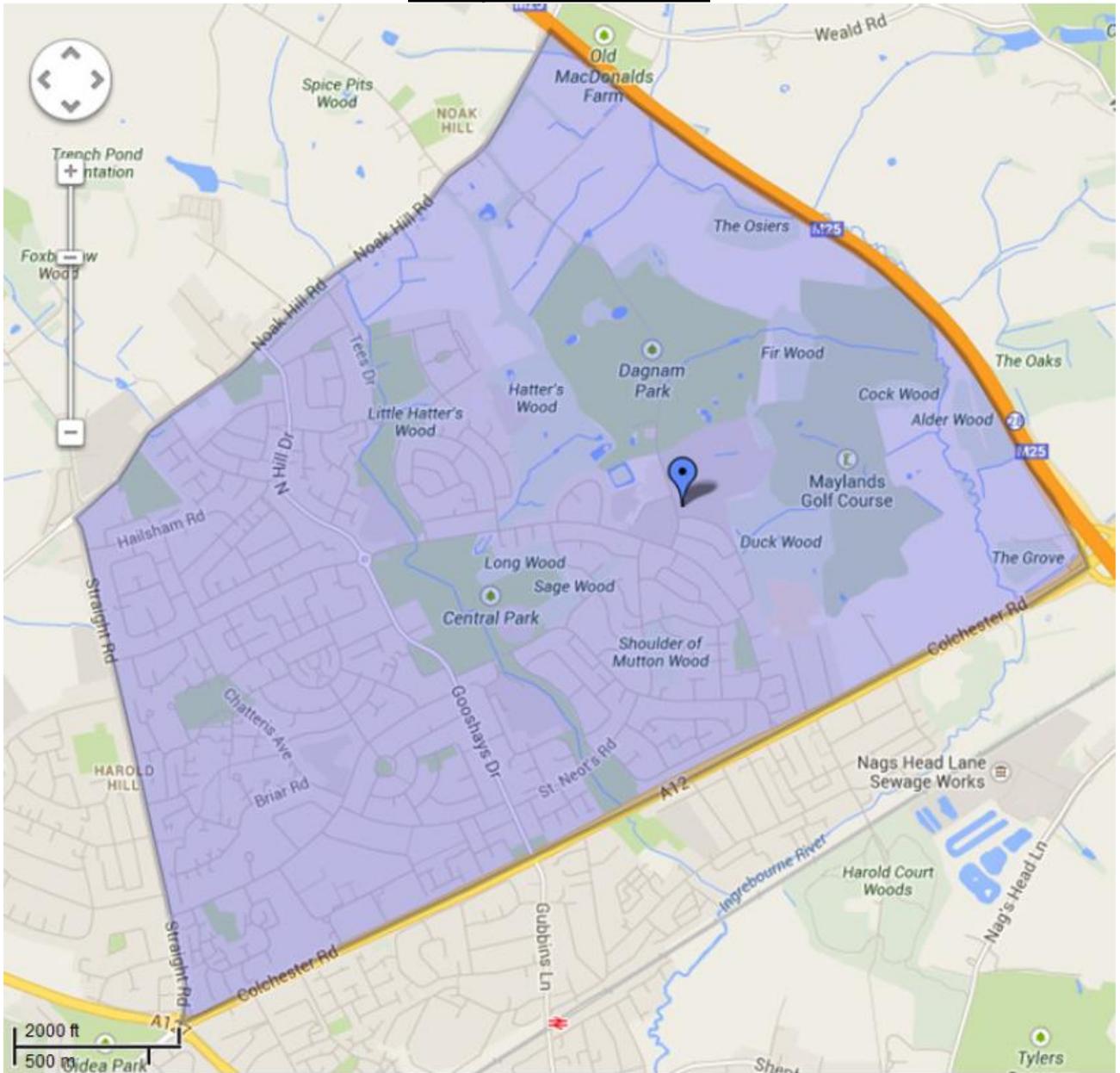
28. Any parent who has a concern or complaint regarding the application of this policy should follow the procedures set out in the MAT's Complaints Policy.

### **Review**

29. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The MAT Board must approve the revised version.

30. The policy owner must review the policy at the end of each calendar year and either submit a revised policy for board approval or confirm in writing that the policy has not changed and minute this as a formal determination of the admission arrangements. This will then be reported to the next meeting of the MAT Board.

# Priority Admissions Area





## **Supplementary Information Form – School Admissions**

The Drapers' Multi-Academy Trust (MAT) Admissions Policy identifies as one of the over subscription criterion Children whose brother or sister already attend a school within the MAT at the time of the application. These schools are: **Drapers' Academy; Drapers' Brookside Infant School, Drapers' Brookside Junior School, Drapers' Maylands Primary School and Drapers' Pyrgo Priory School**. This information is not captured by the London Borough of Havering on-line application form, and therefore a supplementary form is required to capture this information to determine if your child meets the criteria 5 (ii) of the MAT Admission Policy.

If you have selected a Drapers' MAT School and you have another child attending one of the MAT schools listed above, you should complete the form below and return it to the school to which you are applying by

**4.00pm on 31<sup>st</sup> October 2019** (for secondary applications)

**4.00pm on 15<sup>th</sup> January 2020** (for Reception / Year 3 applications).

Name of Child:

---

School Applied For:

---

Name of Brother or Sister:

---

Date of Birth of Brother or Sister

---

School of Brother or Sister:

---

Parent / Carer Signature

---

Parent / Carer Name

---