



Admission arrangements for the admission of pupils to Forest Academy 2018-2019

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 **Beacon Academy Trust (BMAT).** Beacon Academy Trust. It should be noted that Beacon Academy Trust is the admissions authority for Forest Academy.
- 1.3 **'Geographic Information Systems' (GIS).** This refers to the computer software by which straight line distance measurements are 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. The LA coordinates admissions to all secondary schools in Redbridge as part of the Pan-London agreement.
- 1.5 **Published Admission 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; years 7 and 12.
- 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, step brothers and sisters, foster siblings and adopted siblings who live at the same address.

2 Introduction

- 2.1 Beacon Academy Trust is the Admissions Authority for Forest Academy. 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 School Admissions Code December 2014. The Admissions policy for Forest Academy 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 Forest Academy 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 Forest Academy according to the scheme which they publish in their annual Transfer to Secondary Schools Booklet.

- 3.2 Parents can apply online for a secondary school place using the London 'eAdmissions' service between 1st September and 31st October 2017. To begin the process, from 1st September 2016, visit the Redbridge i website, www.redbridge.gov.uk/eAdmissions. Once you have registered with a login name and password, you can start your application and go back to amend or check it as many times as necessary before you finally submit your application. Applications must be submitted to the Local Authority by the deadline date published in the Local Authority Transfer to Secondary Schools Booklet which also includes clear guidance on how to complete the application online, information on dates for notification to parents of admissions decisions and the closing dates for accepting places or lodging appeals.

If you do not live in Redbridge, you must apply to your own Authority. Useful contact numbers can be found at the back of the Transfer to Secondary Schools Booklet.

- 3.3 All children with a statement of Special Education Needs (SEN) or Education, Health & Care (EHC) plan, where Forest Academy is named on the statement, 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 Forest Academy in year 7 is 360.
- 4.2 Forest Academy has a set 'catchment area' and children living in 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. The catchment area for Forest Academy is available to download from our website at www.theforestacademy.org.
- 4.3 All children whose statement of Special Educational Needs (SEN) or Education, Health & Care (EHC) plan names the school will be admitted to the school.
- 4.4 If the school is not over-subscribed 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 in the care of a local authority as defined by section 22 of the Children Act 1989;
 - b. children for whom there are exceptional medical or psychological reasons, which should be supported by a qualified professional directly involved with the child and will be considered by the Authority's medical or psychological advisers to provide their observations. On where it is agreed that admission to that school is essential will an exception to the general policy be made;
 - c. children who live in the catchment area and who have brothers or sisters (siblings) who are both currently on roll at the school in Years 7 to 10 only and who will

continue to attend that school in the following academic year. Sibling is defined in these arrangements as 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;

- d. other children who live in the catchment area;
- e. children who have brothers or sisters (siblings) who are both currently on roll at the school in Years 7 to 10 only and who will continue to attend that school in the following academic year;
- f. children who live out of the catchment area who have no sibling attending the school.

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 (GIS) 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 Authority will use the random allocation facility within the Admissions database which is used for allocations.

4.6 Applications received after the published deadline (31st October 2017) will generally be considered as late, as will any changes to an on-time application, except resulting from a change of address received before 11th December 2017.

Only if you can provide documentary evidence giving good reason for lateness, for example if there was an exceptional incident within your family, may your application be considered as on-time. This will need to be such that you could not have applied in the previous two months.

4.7 If a parents' preference cannot be met a child's name can be put on the waiting list of the school. As places become available they will be allocated from the waiting list.

4.8 The waiting list for children transferring from Primary to Secondary school will end on 31st December. To reaffirm your interest you will need to complete the Local Authority's online **in-year application** for your child to remain on the waiting list until 31st August 2018.

5 In-Year Admissions

5.1 Any parent can apply for a place at Forest Academy at any time during the school year – there are no deadline dates for in-year applications.

5.2 Applications for Forest Academy must be made using the Local Authority's online **in-year application**. Years 8 to 11 applications will start from September each year and will continue until 31st August when applicants will need to reapply for continued consideration the following year. To reapply you will need to submit to the Local Authority your **in-year application** for the waiting list online.

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.

5.6 Forest Academy participates in the Local Authority in-year Fair Access Protocol.

6 Admissions Appeals

6.1 If parents are unsuccessful in gaining a place for their child at Forest Academy 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 After the 31st December parents will be told in advance of the need to re-apply 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 over-subscription 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.