



## **BOBBY MOORE ACADEMY– ADMISSIONS POLICY FOR ACADEMIC YEAR 2023 - 2024**

**The David Ross Education Trust is the Admission Authority for this Academy.**

Bobby Moore Academy is a state funded school integral to the local community, open to pupils aged 4 to 19.

All 33 London boroughs work together to increase the number of pupils who receive an offer from one of their preferred schools. The Pan-London Co-ordinated Admissions System document outlines the rules and guidelines to which these offers are made.

Arrangements for applications for places in Reception and Year 7 at Bobby Moore Academy will be made in accordance with Newham's co-ordinated admissions arrangements. Parents and carers who reside in one of the 33 London boroughs can apply online at <https://www.newham.gov.uk/Pages/Category/Schools-and-colleges.aspx?l1=100005>

Admissions arrangements will be in line with the existing [Schools Admissions Code](#), the [Schools Admissions Appeals Code](#) and the Admissions Law as it applies to maintained schools and academies.

### **Published Admissions Number (PAN)**

The admission number for Reception will be 60 students.

The admission number for Year 7 will be 180 students. Only 120 of the 180 places for September are initially available for open application for primary and secondary transition. The first 60 of the 180 places are taken by their year 6 pupils, who can automatically move into year 7.

If any of the year 6 chose to move to another school, their place will become available and offered to the next child on the waiting list with the highest priority.

If the numbers of applications are equal to or less than the PAN all pupils will be admitted.

### **Special Educational Needs**

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

### **Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

If the numbers of applications exceed the PAN, the following over-subscription criteria will apply (for both Primary and Secondary phases):

1. Looked after children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in

Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. A child with a sibling on roll at the time of admission. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
3. Children whose parent/carer (person with parental responsibility) in all staff groups are directly employed by the school:
  - a. 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;
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Service children: for admission purposes a child is recognised as a service child when:
  - a. One of their parents/carers (with legal guardianship) is serving in the regular British armed forces, at the national closing date or the application date for In Year applications. OR
  - b. One of their parents/carers (with legal guardianship) died whilst serving in the British armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
5. Other children

### **Tie breaker**

If the school becomes oversubscribed in either criteria 2 or 3 above a tie-break is needed to determine who is admitted, we will first prioritise those living closest to the school for admission. We will use the Newham Geographical Information System (GIS) to calculate the distance from your child's home (the centroid point of the property) to school (the main entrance to the primary or secondary school respectively).

For more information on calculation methods please see Newham's secondary and primary brochures. If it is not possible to distinguish between applicants because they live exactly the same distance from the school, we will first prioritise children who are eligible for the pupil premium. The following are eligible for the pupil premium: looked after children, children registered as eligible for free school meals or who are eligible to be registered for free school meals.

Where there are two or more applications that cannot otherwise be separated, a randomiser will be used to decide who is allocated a place.

### **Multiple Births and Brothers and Sisters in the Same Year Group**

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

## **Waiting list**

Where in any year BMA receives more applications for places than there are places available, a waiting list will operate until 31 December. Where places become available they will be allocated in accordance with the oversubscription criteria above. Whenever a child joins or leaves the waiting list, it will be reordered in accordance with the oversubscription criteria. Therefore, it is important to note that children may move both up and down the list.

For all other requests to be admitted out of normal age group, parents should apply in writing to the school at the point of application. When such a request is made, the academy trust will children who have been registered as eligible for free school meals at any point in the last six years. To be eligible to be registered for free school meals you or your child will receive any of the following: Universal Credit; Income Support; income- based Jobseekers Allowance; an income-related employment and support allowance; support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs); where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit); the Guarantee element of State Pension Credit.

## **Deferred Entry to School**

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

## **Admission of Children outside their Normal Age Group (not summer born)**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) In advance of completing the LA common application, send in writing directly to the school, a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The academy's admissions committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

b) Complete the LA common application form or the in-year admission form, as appropriate. Parents/carers should ensure that the written outcome from the academy's admissions committee outlining the decision is attached to the application.

### **Requests for admission out of normal age group (*Summer Born children*)**

Whilst all children are entitled to a full-time school place in the September following their 4<sup>th</sup> birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's school start until the September following their 5<sup>th</sup> birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5<sup>th</sup> birthday. The child would normally start school in **Year 1** (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission committee is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2023, but wish to delay their child's school start and apply for a Reception place to start in September 2024, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **5 pm on 15 January 2023**. If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - **15 January 2023 (5 pm)**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place at for the September following their child's 5<sup>th</sup> birthday, should write to the academy in the first instance. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission committee to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by our admission committee who will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Head teacher's views.

### **What happens next?**

Parents/carers will be informed of the admission committee's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

### **If the request is approved:**

If the request to be admitted outside normal age group is **approved** by the admission committee of the school, parents/carers will need to forward this approval to School Admissions at the Local Authority so an application can be

accepted in the normal admission round for the September following the child's 5<sup>th</sup> birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

**Please note** – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

**If the request is rejected:**

If the request to be admitted outside normal age group is **rejected** by the admission committee of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5<sup>th</sup> birthday and apply for a Year 1 place.

If parents/carers are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, complaints should be made directly to the David Ross Education Trust.

Parents/carers whose requests for delayed entry into Reception are refused, have no statutory right to appeal this decision as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.

### **Home Address**

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday.

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

### **In year Admissions**

Applications should be made via Newnham Council. Bobby Moore Academy will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at <https://www.newnham.gov.uk/Pages/Category/Schools-and-colleges.aspx?l1=100005>

### **Fraudulent or Misleading Applications**

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

### **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. Bobby Moore Academy will participate in Newnham Council's the fair access protocol.

### **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form, details of which can be found on Newnham's website.

You can find details of the form and the appeals timetable on the following webpage:

<https://www.newham.gov.uk/Pages/Services/School-admission-appeals.aspx>

**Policy Determined: to be confirmed**