

St Edward's Academy

Admissions Procedure for September 2022-23



Sixth Form

Students will be eligible for entry into the Sixth Form to study 'A' Level courses and BTEC Level 3 Sport and PE if they have:

6 A*-C grades at GCSE, including a C grade in English and Mathematics for 'A' Levels and 5 A*-C grades at GCSE, including a C grade in English, Mathematics and PE for BTEC Sport and PE.

The total anticipated entry number (PAN) to the Sixth Form in Year 12 is 150 places.

Places will be offered in the first instance to students already studying at St Edward's who meet the minimum entry requirements. Places will then be offered to those from other schools, with priority being given to those who wish to study subjects for which the maximum number in each group has not been reached. A minimum number of 1 place will be offered to external applicants.

Although a church or faith commitment is not required for acceptance into the Sixth Form, all applicants will be expected to enthusiastically support the Christian ethos of the school.

Year 7-11

The school offers 210 places each year. 180 of these are denominational places which are offered to families involved in the worship and work of churches which are members of Churches Together in England & The Free Churches Group. The remaining 30 are community places.

Criteria for the allocation of the 180 denominational places

The Governors will consider all applications. If the school is oversubscribed places will be allocated according to the following criteria in descending order of priority.

- Looked After Children. (Looked After Children are defined as children who are currently or who have ever been in the care of a Local Authority.)
- In pursuance of their policy of inclusion, Governors will offer places where there are special social, pastoral or medical circumstances for the admission of the child to this school. Applicants under this criterion may, in exceptional cases, not be members of a church, but all

applications must be accompanied by supporting evidence from an appropriate professional.

- Those families at the heart of the church, where the child and/or the parent(s) or guardian(s) attend church once a week or more frequently, and have done so for a period of two years or more.
- Those families committed to the church, where the child and/or the parent(s) or guardian(s) attend church once a fortnight and have done so for a period of two years or more.
- Those families attached to the church, where the child and/or the parent(s) or guardian(s) attend church once a month and have done so for a period of two years or more.
- Those families known to the church, where the child and/or the parent(s) or guardian(s) attend church less frequently than once a month. Under criteria 3,4,5,6 & 7 if the number of applications meeting any of these criteria exceeds the number of places available, the following tie-breakers will be applied in descending order of priority:
- All others wishing to attend the school:

- Siblings (siblings are defined as a brother or sister, adopted brother or sister, or stepbrother or stepsister living in the same family unit);
- Prior attendance at St Edward's C of E Primary School, Romford;
- Attendance at an Anglican Church (except Criterion 7)

If the number of applicants meeting the requirement of any of these tie-breakers exceeds the number of places remaining to be allocated, the final places will be awarded to those families who live closest to St Edward's Church of England Academy & Sixth Form College, as measured by the Local Authority computerised system.

Criteria for the allocation of the 30 community places

30 places are allocated to applicants who have not been offered places under the denominational criteria as follows:

- To children who live closest to St Edward's Church of England Academy & Sixth Form College as measured by the Local Authority computerised system and who reside in the ecclesiastical parishes of St Andrew (Romford) and the historic parish of St John the Divine (Romford) at the time of application.
- In the event historically, that of any of these 30 places still being available once the applications from (i) above have been determined, these will be offered to applicants who live closest to St Edward's Church of England Academy & Sixth Form College as measured by the Local Authority computerised system.

Within the first bullet point above, priority for places will be given to siblings of pupils who currently attend the school and who were awarded places under

criterion (1) above, providing their brothers/sisters still reside in the above ecclesiastical parishes. Siblings of pupils who gain access through criterion number (2) above will be given priority once all the applications from pupils who reside within the ecclesiastical parishes have been determined.

Unsuccessful applicants will automatically have their names placed on the waiting list for St Edward's Church of England Academy and Sixth Form College for the autumn term if it was a higher preference school than the one at which they have been allocated a place. At the end of this period parents/ carers will need to advise the school if they wish their child's name to remain on the waiting list for the remainder of the school year.

Priority cannot be given to children based on the date their application was received or their name added to the waiting list. Waiting lists will be re-ranked in accordance with the school's published admission criteria each time a child's name is added to the waiting list. This means that a child's position on the waiting list can move down as well as up.

Mid-Term Admissions

Jodie Hassan (Headteacher) is responsible for strategic oversight of the school roll. Catharine Wensley (Deputy Headteacher) is in charge of the operational management of the school roll. All activities regarding the school roll are reported to Unity Schools Partnership at regular meetings and subsequently to the Full Governing Body. Any admission to or removal from school roll will be directed by Jodie Hassan and enacted by Catharine Wensley under the instruction of the Local Governing Body.

The school receives regular queries regarding mid-term admissions. The school maintains an active waiting list in all Year groups. The school's oversubscription criteria is available on St Edward's Academy website.

Applications for term-term admissions can be made through Havering Local Authority Admissions. Parents/carers are also invited to contact the school via admissions@steds.org.uk to express an interest in a mid-term admission.

The school participates in Havering Local Authority's In-Year Fair Access Protocol. The school supports the ideal that access to education is secured quickly for all children who have no school place but for whom a place at a mainstream school is appropriate.

The school also works in partnership with other Havering schools through Havering Local Authority's managed move protocol. Assistant Headteachers responsible for line management of Year groups oversee the admission of students through the managed move protocol (Year 7 and 8 – Angelina Chapman, Year 9 – Annabel Day, Year 10 and 11 - Perry Lynch).

Procedures for the monitoring of students upon admission are dependent upon their background prior to admission. SLT line managers will support the Head of Learning to ensure the correct procedures are adopted and students are supported in their transition.

The school instigates the mid-term admissions procedures when:

- an application for mid-term admission has been approved;
- a referral to St Edward's Academy has been made by Havering Local Authority's In-Year Fair Access Panel;
- a managed move has been agreed by Jodie Hassan (via Perry Lynch/Ade Adewale who attend In-Year Fair Access meetings on behalf of St Edward's).