

# ST EDWARD'S ACADEMY

## OVERSUBSCRIPTION CRITERIA

### 2023/2024



St Edward's Academy has an agreed admission number of 210 students. St Edward's Academy will accordingly admit 210 students in the relevant age group each year. Students will not be admitted outside of their chronological Year group unless exceptional circumstances apply <sup>1</sup>.

Children will be awarded places using the St Edward's Academy oversubscription criteria.

#### PROCEDURES WHERE ST EDWARD'S ACADEMY IS OVERSUBSCRIBED

Where the number of applicants for admission is greater than the published admissions number, applications will be considered against the criteria set out below.

After the admission of children with Education, Health and Care Plans where St Edward's Academy is named on the Education, Health and Care Plan, places will be allocated to applicants in the following priority order:

- a. Looked after children<sup>2</sup> and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b. Children whom the Governors and Headteacher accept have an exceptional medical or social need for a place at St Edward's Academy. Applications will only be considered under this category if they are supported by a written statement from a medical consultant, senior social worker or other appropriate professional. In each case there must be clear connection between the child's needs and St Edward's Academy and an explanation of the difficulties which would be caused if the child were to attend another school.

Admission under a. to b. will be considered irrespective of any religious affiliation.

#### BALANCE OF FOUNDATION AND COMMUNITY PLACES

The Governors will designate 50% of the remaining annual intake as Foundation Places (Church), with the remainder classified as Community Places (Open). Vacant places in one category will be taken by oversubscription from the other. In the event that either or both of the categories of Foundation and Community places are oversubscribed, then the remaining places will be allocated using the oversubscribed criteria and procedures.

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<sup>1</sup> St Edward's Academy appreciates that, in certain exceptional circumstances, parents may seek a place for their child outside the normal age range. This may apply at secondary transfer (between Year 6 to Year 7) or at any other time of the year (In-Year Admission). The Governing Body will consider an exceptional individual case on its own merits.

<sup>2</sup> 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. Adoption 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 Act 2002 (see Section 46 adoption orders). Child arrangements orders are defined in Section 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.

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#### FOUNDATION PLACES

1. Children who regularly attend<sup>[3]</sup> a Church of England church;
2. Children who regularly attend<sup>[3]</sup> other Christian churches or chapels, or other Christian denominations as defined by 'Churches together in Britain and Ireland' or members of the Evangelical Alliance or Afro-Caribbean Evangelical Alliance (further detail can be found here: <https://ctbi.org.uk/member-churches/schools-information/>);
3. Children who regularly attend<sup>[4]</sup> other World Faith organisations (association with a religious tradition of one of the major world faiths (Buddhism, Hinduism, Islam, Judaism and Sikhism) will be measured by certificated evidence of membership or initiation into the tradition of a world religion.

#### IN THE CASE OF OVERSUBSCRIPTION WITHIN FOUNDATION PLACES, PRIORITY WILL BE GIVEN TO:

1. Children with sibling/s at the school at the time of application. A 'sibling' refers to a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/ carer's partner.
2. Children living nearest to a pre-determined point in the school (which is the visual centre of the school) in a straight line. For the purpose of calculating distances, addresses will be identified using geographical references determined by the information provided by the borough council in which they live. In the event of parental responsibility for a child being equally shared between separated parents living at different addresses, the home address will be considered to be that of the parent/carer who holds primary parental responsibility (for example, if applicable, the parent who receives the relevant Child Benefit Allowance). In the case of more than one child having the same distance, a decision will be made by drawing lots.

#### COMMUNITY PLACES

1. Children with sibling/s at the school at the time of application. A 'sibling' refers to a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner;
2. Children living nearest to a pre-determined point in the school (which is the visual centre of the school) in a straight line. For the purpose of calculating distances, addresses will be identified using geographical references determined by the information provided by the borough council in which they live. In the event of parental responsibility for a child being equally shared between separated parents living at different addresses, the home address will be considered to be that of the parent/carer who holds primary parental responsibility (for example, if applicable, the parent who receives the relevant Child Benefit Allowance). In the case of more than one child having the same distance, a decision will be made by drawing lots.

#### IN-YEAR ADMISSIONS

Applications for in-year (mid-term) admissions are made using a different process to that employed for the secondary transition admissions round. In Havering, the Local Authority Admissions team co-ordinate the in-year application process for all schools.

If more applications are received than there are places available, then applications will be ranked in accordance with the oversubscription criteria. The ranking of applications informs the Havering Admissions team of the next child to be offered a place (details of the process is set out in the [In Year Admissions Co-ordinated scheme](#)).

<sup>3</sup> 'Regular attendance' at church will mean attendance for at least two years, at least once per month. This must be ratified using the Supplementary Information Form signed by a priest, vicar, minister, pastor or religious leader. The only exception will be those families who have moved into the area within the previous two years and can provide a signature from a priest, vicar, minister, pastor or religious leader to confirm that they attended a church regularly in their previous place of residence.

<sup>4</sup> 'Regular attendance' will mean attendance for at least two years, at least once per month. This must be ratified using the Supplementary Information Form signed by a religious leader. The only exception will be those families who have moved into the area within the previous two years and can provide a signature from a religious leader to confirm that they attended a place of worship regularly in their previous place of residence.

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#### WAITING LISTS

In the event that parents/carers are not offered a place at St Edward's Academy, the Havering School Admissions Team will automatically place the child on a waiting list for a place at the school. The child's name will automatically remain on the waiting list for first academic term (1<sup>st</sup> September 2023 to 31<sup>st</sup> December 2024) unless a parent/carer advises the Havering School Admissions Team to remove them from the list.

The school are required to maintain the waiting list in line with the above admissions criteria. This waiting list is then held by the Havering School Admissions Team. If/when vacancies arise, places are offered from this waiting list in priority order.

Priority cannot be given to children based on the date that their application was received or the day that their name was added to the waiting list. Waiting lists are re-ranked in accordance with the school's published admission criteria each time a child's name is added to the waiting list.

A child's position on the waiting list can move up as well as down.

#### ADMISSION APPEALS

If you have not been offered a place at St Edward's Academy, the law entitles you to appeal against that decision to an Independent Appeal Panel. This panel is completely independent of the school and the Local Authority.

You have 20 school days to lodge an appeal. Appeals are heard within 30 school days for 'in-year' application and 40 days for secondary transfer applications.

If you wish to appeal, please use this link to complete your appeal:

<https://www.steds.org.uk/wp-content/uploads/sites/19/2021/05/St-Edwards-Academy-2021-Appeal-Form.pdf>

The completed appeals form should be returned to:

<b>EMAIL:</b>	admissions@steds.org.uk / info@steds.org.uk
<b>POST:</b>	Clerk to the Independent Appeal Panel (Ref STEDS), Admissions, St Edward's Academy, London Road, Romford, Essex RM7 9NX
<b>TELEPHONE:</b>	01708 730462