

## **Admissions Arrangements for the academic Year 2023-24**

The Marshalls Park Academy is an 11-16 co-educational Academy with a planned admission number of 240 students for Year 7 in September 2023.

These criteria will be effective for the Year 7 intake for the academic year 2023/24 and each subsequent Year 7 intake.

The School will admit any pupils with an Education, Health and Care plan (EHCP) / or Statement of Special Educational Needs (SEN) naming the school. Priority will then be given to those children who meet the criteria set out below, in order:

### **Admission Criteria**

When the demand exceeds the number of places available at the Academy, then places will be allocated in accordance with Criteria i to iii below which are stated in order of priority.

- i. Looked after children 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.**
- ii. The attendance in September 2023 at the school of an older brother or sister.**
- iii. The distance of the home address from the school as measured by a straight line from the school, those pupils living nearer the school being given higher priority.**

Please see the guidance below on the application of the admission criteria.

### **Tie-breaks**

If, because of oversubscription in any of the criteria above (apart from the criteria applying to Looked After Children / Previously Looked After Children) it is necessary to distinguish between applicants, the distance of the applicant's home address from the School, as measured by a straight line from the School, will be used with those pupils living nearer the School being given higher priority.

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 the same in any individual case.

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

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

Immediately after submitting the application, parents should contact the school and request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will need to submit any evidence in support of their case with the request, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school (who may consult with / seek advice from the Local Authority) will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The school in consultation with the Local Authority will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

### **Appeals**

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 the timetable for the appeals process and to lodge an appeal online parents should visit [www.havering.gov.uk/admissions/appeal](http://www.havering.gov.uk/admissions/appeal) within 20 days of being notified that their application has been unsuccessful.

### **Further Appeals**

The school can only consider one appeal application for each child during each Academic year. In normal circumstances, there is no right to a second appeal for the same School within the same School year. However, if there has been a significant and material change in the family's circumstances which they believe affects the level of priority under which the application was processed, for example, if the family had moved house, the school may consider a second application as long as a parent/carer can provide evidence of the changed circumstances. If the second application is accepted but a place is still not available at the school requested, parents/carers will be given the right to a second appeal hearing.

### **Waiting Lists**

The Local Authority School Admissions Team will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term. This will be maintained by the Local Authority and the child's name will automatically be placed on the waiting list if the school is a higher preference than the school you have been offered. The waiting list will

also be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria as set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the admissions criteria. The waiting list will be reordered in accordance with the admissions criteria whenever anyone is added to or leaves it. Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list.

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

### **Remaining on a waiting list after the Autumn Term**

At the end of the Autumn Term, parents/carers wishing for their child's names to remain on the waiting list for the school, must complete the Local Authorities In-Year Common Application Form (ICAF). These forms are available from the Havering website [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF). The ICAF will only allow parents/carers to request 4 schools and parents will only be able to appeal for schools which they have not already appealed for within the same academic year.

### **In-Year Admissions**

In Year admissions are admissions that take effect after **1 September 2023**.

The Havering School Admissions Team manage the In-Year application process on behalf of Marshalls Park Academy alongside all other schools in Havering. You must therefore apply following the In-Year process set out via [www.havering.gov.uk/admissions/inyear](http://www.havering.gov.uk/admissions/inyear).

The Local Authority will process the application and a place will be offered at the highest preferred School/ Academy with a vacancy. If there are no vacancies at any of the preferred Schools/ Academies and the parent has not requested that their child remain at their current school, the nearest school with a vacancy will be offered. Parents /carers will be advised of this information in writing and advised of their right of appeal against the decision not to offer their child a place at any of their preferred Schools/ Academy.

### **Home Address**

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.

We 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 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 their preferred School.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

With regards to how the information provided by parents/carers is handled by the Local Authority, the following statement is detailed on their application form:

*"Havering Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team"*

## **Definitions of Admissions Criteria**

### **Looked after children / Previously Looked after Children**

Within the admission arrangements for Marshalls Park Academy, looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- 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.

### **Sibling (brother or sister)**

A sibling will be considered to be:

A brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

### **Distance of the home address from the School**

The distance between the home address and the school is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between the address point for the school and the address point of the child's normal place of residence.

Address points are located in the centre of the child's home, or in the centre of a block of flats, and for the school the address point is located in the centre of the school.

In the event that two or more applicants, apply for a single place at the school live at addresses that are located at exactly the same distance from the School, or live in the same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the admissions process.

### **Clarification on which address UK service personnel or crown servant children can use**

An admissions authority must not refuse to process an application from a family of UK service personnel or crown servant solely because they do not yet have an intended address and the authority must:

- allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date
- use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this
- **not** reserve blocks of places for these children

- ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus

### **Sixth Form Admission Arrangements**

In 2023, our Sixth form will have an anticipated total capacity of 100 for Year 12 only.

We expect to admit students into Year 12 who are not on roll at the school in Year 11. The published number of external students to admit into our Sixth Form is 1 but this is the minimum number of students expected to join the school and we anticipate the actual number of external students admitted to be higher.

It is anticipated that we would admit a further 100 Year 12 students in 2024, taking our total capacity for Year 12 and Year 13 to 200; with further planned expansion to take the total capacity of the Sixth Form to 320 Year 12 and Year 13 students by 2026.

### **Admissions Criteria**

All students will be admitted onto a suitable Level 3 programme of study, plus additional curriculum and enrichment provision.

To study 3 to 4 A Levels plus the Extended Project Qualification (EPQ) you must have achieved 7 or more 6-9 grades at GCSE including grade 5s in GCSE Maths and one GCSE English (Literature or Language).

To study a combination of A Levels and BTEC courses you must have achieved 6 or more 5-9 grades at GCSE including grade 5s in GCSE Maths and one GCSE English (Literature or Language).

To study a Double Award BTEC course you must have achieved 5 or more 4-9 grades at GCSE.

To gain admission into the Sixth Form, all applicants, whether they have previously studied at Marshalls Park or joining us from another school, will be required to meet the specific entry grade requirements for each course they wish to study.

Each subject has its own entry criteria, which can be found in the Course Information booklet.

### **External Students**

External students will be able to transfer into the Marshalls Park Academy Sixth Form if they meet the entry requirements and only after all existing Marshalls Park Academy students who meet the criteria have been allocated a place.

### **Oversubscription Criteria**

Where the number of applications for admission in Year 12 is greater than the published admission number, applications will be considered against the criteria set out below:

- Looked after children and children who were looked after, but ceased to be so because they were adopted.
- Admission of pupils whose siblings currently attend Marshalls Park Academy: in this context the term “sibling” is defined by the London Borough of Havering Pupil Services, and can be found on their website;
- Admission of pupils residing in the Academy’s agreed priority admissions area. Where there are more applicants than places available, places will be allocated by proximity to the Academy using straight line measurement from the main entrance of the Academy to the main entrance to the child’s home and, in the event of a tie-breaker under this criterion, places will be decided by drawing lots;
- Admission of pupils from other SWECET schools that meet the entry criteria for the Sixth Form admissions, including entry requirements for individual courses;
- Admission of pupils living outside the priority admissions area on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the centre of the child’s home. The distance between the home address and the Academy is determined using address points and is measured in a straight line, not by the shortest walking or bus route, between the address point for the Academy and the address point of the child’s normal place of residence. (Address points are points marked in the centre of the child’s home address, or in the centre of the block of flats in which the child’s home address is located, and at the main entrance to the Academy and, in the event of a tie-breaker under this criterion, places will be decided by drawing lots.)

### Entry into Year 13

We expect virtually all Year 12 students to progress to Year 13. All A Level subjects are now linear and students will not sit public AS examinations in these courses. BTEC qualifications are also awarded at the end of the two year programme of study. In order to ensure that the students are on the right courses for them, it is expected that students will:

- For A Levels, have at least a D grade in their Year 12 PPE in order to continue to study the subject in Year 13.
- For BTEC qualifications, be on track to receive at least a pass as evidenced by completed assessed work at the end of Year 12.
- Have shown a good level of attendance, punctuality and behaviour.

This is to ensure that all students at the end of Year 13 will leave with qualifications.

No new admissions will be considered for Year 13.

### Admissions Procedure

November-January: All students will have to submit an application form, stating which subjects they wish to study with ONE reserve choice.

February-March: Provisional offers will be made to students according to the criteria above based on predicted grades and references provided by their current school. Marshalls Park students will also be offered a place based on predicted grades and overall attitude to learning, behaviour and attendance.

August: Marshalls Park Academy students and other students wishing to join our community must visit the school to enrol on GCSE results day.

Key dates for applicants will be published on the school website.

### Appeals

Students who are not offered a place in the Sixth Form or on an individual course have the right to appeal in writing to the Local Schools Advisory Board by 1st September.