

Standard Operating Procedure 	Admissions Policy
Owner	Executive Headteacher
Effective Date	September 2021
Review Date	July 2022

Introduction

This document sets out the admission arrangements for Edmonton County School, throughout this document referred to as “the Academy”. Edmonton County School is a fully inclusive all-through Academy accepting children of all abilities, of faith and no faith.

The Executive Headteacher can provide advice to parents on this policy where appropriate

Admission Number

The Academy Trust has the following agreed admissions number for the Academy for the year **2021/2022** and, subject to any changes approved or required by the Secretary of State, for subsequent years:

30 places in Reception

30 places in years 1, 2, 3, 4, 5 and 60 in year 6.

270 places for students in Year **7**. Only 210 (depending on the number in the relevant primary year group) places will be available for external students. 60 places will be taken by students already on roll in Year 6 at the school. If fewer than 60 students transfer the additional places will be offered to external students.

200 places for students in Year **12** including the number anticipated to enter the sixth form from year 11 at Edmonton County School. The Academy has an agreed admission number of 200 students to year 12 minus those students meeting the admission criteria progressing from the Academy's own year 11. The Academy will accordingly provide for the admission or progression of 200 students to the sixth form if sufficient requests for progression or applications for entry are received. If the admission number of 200 is met through internal transfers, no external applicants will be admitted.

The Academy will accordingly admit these numbers of students each year if there are sufficient applications. Where fewer than the published admission number for the relevant year group are received, the Academy Trust will offer places at the Academy to all those who have applied and, in the case of the sixth form, met the academic requirements of their chosen course.

Application process

Arrangements for applications for places to **Reception** and **Year 7** at the Academy will be made in accordance with Enfield Borough Council's co-ordinated admission arrangements and will be made on the online Common Application Form provided and administered by Enfield Borough Council.

If you are a parent or carer and wish to apply for a place at Edmonton County School for the following September, you will need to complete the Common Application Form via the Local Authority website: www.enfield.gov.uk Admission Arrangements for 2021/22

Children already in Year 6 of the Academy at the time of secondary applications will transfer to Year 7 should they wish to do so. They must still complete Enfield Council online Common Application form naming the Academy.

Parents/Carers must apply for a place at each transfer point as outlined above.

Oversubscription Criteria

As part of our administration procedures we will check your eligibility with the local authority.

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

Year Reception

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of students with an Education, Health and Care Plan naming the Academy will take priority. The criteria will then be applied in the order in which they are set out below:

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

a) **Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.**

- Children in care are children who are in the care of a local authority or provided with accommodation by that local authority in accordance with section 22 of the Children Act 1989.

b) **Children for whom a particular school is appropriate on exceptional medical grounds.**

Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.

c) **Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission.** The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has

started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.

- d) **Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.**
- e) **Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school on Little Bury Street.** Travel by private car or public transport will not be taken into account. All distances will be calculated by Enfield Council's admissions IT system using Address Base Premium. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each Address Base Premium is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.

Year 7

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of students with an Education, Health and Care plan naming the Academy will take priority.

The criteria will then be applied in the order in which they are set out below:

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

a) **Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.**

- Children in care are children who are in the care of a local authority or provided with accommodation by that local authority in accordance with section 22 of the Children Act 1989.

b) **Children for whom a particular school is appropriate on exceptional medical grounds.**

Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.

c) **Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission.** The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.

d) **Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.**

e) **Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the mid-point between the Great Cambridge Road campus and**

the Little Bury Street campus. Travel by private car or public transport will not be taken into account. All distances will be calculated by Enfield Council's admissions IT system using Address Base Premium. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each Address Base Premium is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically.

The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.

Post 16 admission criteria

The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. These criteria are the same for internal and external transfers.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of students with an Education, Health and Care Plan naming the Academy will take priority. The criteria will then be applied in the order in which they are set out below:

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

a) **Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.**

- Children in care are children who are in the care of a local authority or provided with accommodation by that local authority in accordance with section 22 of the Children Act 1989.

b) **Children for whom a particular school is appropriate on exceptional medical grounds.**

Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.

c) **Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission.** The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it is subsequently found that they had gained a place on the basis of a fraudulent application.

d) **Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.**

e) **Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the mid-point between the Great Cambridge Road campus and the Little Bury Street campus.** Travel by private car or public transport will not be taken into account. All distances will be calculated by Enfield Council's admissions IT system using Address Base Premium. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each Address Base Premium is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.

Waiting lists

Where the Academy receives more applications for places than there are places available, a waiting list will operate. It will 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.

Waiting lists for Reception, Year 7 and in-year admissions in to Year Reception to Year 11, will be administered by the Local Authority's co-ordinated admission scheme.

The Academy operates waiting lists for Sixth Form.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria as set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents/carers have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department of Education.

Appellants should contact Enfield Local Education Authority for information on how to appeal: enfield.school.admissions@enfield.gov.uk or telephone 020 8379 5501.

Arrangements for admitting students outside the normal admissions round

The Local Authority's co-ordinated admission arrangements relate to applications submitted for Year Reception to Year 11 other than the normal year of entry. The Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child.

The Academy co-ordinates admissions to Sixth Form other than the normal year of entry.

If more applications are received than there are places available the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal. Appellants should contact the Academy for information on how to appeal.

Admission of children below compulsory school age and deferred entry to school

In accordance with paragraph 2.16 in the Admissions Code 2012 parents can

- a) request that the date their child is admitted to school is deferred until later in the academic year or until the beginning of the term after their child becomes 5, i.e. the term beginning immediately after 31 December or 31 March, and
- b) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Special Educational Needs

Children with an Education, Health and Care Plan, naming the Academy, follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without a Statement of SEN will be subject to the general admission arrangements.

Complaints

Any complaint regarding this policy should be addressed to the London Borough of Enfield in the first instance. Otherwise complainants should follow the School's Complaints Procedure.