



---

# CHADWELL HEATH ACADEMY



---



## ADMISSIONS POLICY FOR 2018 - 2019

Determined 20<sup>th</sup> January, 2017



# Chadwell Heath Academy

Christie Gardens, Chadwell Heath, Romford, Essex RM6 4RS  
Tel: (020) 8252 5151 Fax: (020) 8252 5152  
Email: office@chadwellacademy.org.uk



**Headmaster: S. N. Bull**

## **Admission Arrangements for 2018 to 2019**

### **1. INTRODUCTION**

- 1.1 The approved admission number agreed by the Governing Body and the Secretary of State is 180 pupils.
- 1.2 Pupils are admitted at the age of 11 without reference to ability or aptitude.

### **2. APPLICATION FOR PLACES BY PARENTS OF YEAR 6 PUPILS FOR YEAR 7 ENTRY**

- 2.1 Parents must apply on the common application form which will be issued from the beginning of the Autumn Term and is available on line.
- 2.2 Parents must return the completed common application form, or complete and submit their on-line application form, to the Borough they live in by the published deadline for the year of entry.
- 2.3 The address given on the closing date for admissions will be deemed the residency of the pupil until the 1<sup>st</sup> September of the year of entry.
- 2.4 Letters of offer for entry will be sent to parents on 1<sup>st</sup> March (or the next working day if the 1<sup>st</sup> is not a working day) by the London Borough of Redbridge.
- 2.5 Parents must return the acceptance slip to the London Borough of Redbridge within fourteen days.
- 2.6 After the 1<sup>st</sup> March of the year of entry, admissions are dealt with in collaboration with the London Borough of Redbridge.

### **3. IN THE EVENT OF OVER SUBSCRIPTION**

- 3.1 Where applications for admissions exceed the number of places available, the highest priority will be given to:
  - 3.1.1 looked after children and former looked after children.
  - 3.1.2 the child who has/had a sibling on roll for part of their Schooling in Years 7 to 11.
  - 3.1.3 proximity of the child's home to the School, with those living nearer being accorded the higher priority.
- 3.2 Where a child is eligible for a place at this School and other named schools, they will be allocated a place at whichever of these is the highest ranked school according to the parental common application form.
- 3.3 Where more than one child lives exactly the same measured distance from the School lots will be drawn to decide how the place will be allocated.



#### **4. DEFINITIONS OF OVER SUBSCRIPTION CRITERIA**

- 4.1 **Looked After Children and former looked after children:** children who are or have been in public care within a Local Authority.
- 4.2 **Sibling:** a brother or sister, whether natural, legally adopted or fostered and any other ‘child of the family’ (a child whose primary residence is the same as that of the applicants sibling and who lives with a natural parent or a person with genuine parental responsibility). Such a sibling must have been admitted onto the School roll for part of their schooling between Years 7 to 11 and will still be in attendance at the date of admission.
- 4.2.1 The Governing Body reserves the right to require production of official documentation by way of verification of sibling status, (e.g. child benefit letter; court order relating to adoption or parental responsibility).
- 4.3 **Proximity:** The shortest actual distance by public pedestrian route as measured by the “mapinfo 9” official mapping system between the child’s home to the pupil entrance gate beside the main entrance of the School in Christie Gardens.
- 4.3.1 The Governing Body measures this distance using, wherever possible, officially recognised pedestrian footpaths (including those through parks) and pedestrian crossing points (e.g. public subways and pelican crossings).
- 4.3.2 Where a child lives in a block of flats the measurement will be to the front entrance of the block. Where more than one child lives in the same block of flats priority will be given according to whose door number is the lowest numerically and/or alphabetically.
- 4.4 **Home:** The primary residence of the child. The place where the child lives for the majority of the week. The Governing Body reserves the right to require production of official documentation by way of verification in respect of the child’s primary residence. (e.g. Council Tax Form).
- 4.5 Applicants who falsify information in order to gain admission to the School will have their offer of admission withdrawn if this is discovered within one term of their admission.

#### **5. APPEALS FOR ADMISSION**

- 5.1 An appeal against a refusal of a place must be made within 20 School days from the date of notification of refusal.

#### **6. PARENTS WHO ARE UNSUCCESSFUL IN THEIR APPLICATION**

- 6.1 Parents who are unsuccessful in their application will be asked if they wish to be placed on an interest list.
- 6.2 Interest lists (waiting lists) for Years 7 to 11 will be reviewed in the January (Spring Term) following the transfer from primary to secondary school. All parents/carers are written to and asked to confirm, in writing, their continued interest in this School. Those parents/carers who wish their child’s name to stay on the interest list will be considered in accordance with the school’s admission criteria.
- 6.3 Once a child’s name is on the Interest List, parents/carers will be required to reaffirm their wish to remain on the Interest List of the School in September of each subsequent year or their child’s name will be removed from the Interest List.



## **7. LATE APPLICATIONS**

7.1 Late Applications will not be considered until after the first allocation of places have been made on the 1<sup>st</sup> March (or the next working day if the 1<sup>st</sup> is not a working day)

## **8. APPLICATIONS DURING THE ACADEMIC YEAR**

8.1 Applications received after the start of the academic year must be made directly to the School and the School will then inform the Local Authority in accordance with the revised code. The Application form is available from the School Office or can be downloaded from the Academy website.

8.2 Pupils will be admitted where places are available.

8.3 Where a Year group is full, i.e. it is at its standard admission number, the parents will be advised of their right of appeal.

## **9. ENTRY TO THE SIXTH FORM**

9.1 The Sixth Form is available for all existing pupils at Chadwell Heath Academy if they fulfil the individual requirements of suitable courses, details of which can be found in the Sixth Form Prospectus.

9.2 The School will admit 30 external students who must be of statutory school age, are living in the UK with parents who have a right of abode and meet the School and individual subject requirements of suitable courses.

9.3 In the event of oversubscription for these 30 places, allocation will be in accordance with the School's oversubscription criteria, subject to applicants fulfilling the School and individual subject requirements of suitable courses.

## **10. WITHDRAWING AN OFFER OF A PLACE**

10.1 An offer of a place will be withdrawn if it:

has been made in error;  
a parent has not responded within a reasonable period of time;  
was obtained through a fraudulent or intentionally misleading application.

10.2 Once a child has started at the Academy, the place will be withdrawn if it is discovered that the place was obtained fraudulently.

## **11. WAITING LIST**

11.1 From the start of each academic year, the Academy will maintain a waiting list for each Year group.

11.2 Parents will be asked if they wish to remain on the waiting list.

11.3 The waiting list will be sorted by applying the Academy's entry criteria for oversubscription.

