



Concordia Academy admission arrangements for 2018/19

Concordia Academy is a primary academy in Hornchurch in Havering and is part of REACH2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about REACH2 is available on our website: www.reach2.org

Concordia is a three form entry primary academy committed to providing a high quality education to all. The school is being built on the site of the former Oldchurch Hospital on Union Road and will cater for up to 630 children once it reaches full capacity in 2022. Concordia Academy is a nurturing school, firmly rooted in strong cultural, social and moral values; we will develop a community in which every individual can flourish. An exciting and inspirational curriculum is made special by providing children with a wide range of unique experiences. Please see our website for more detail: www.concordiaacademy.co.uk/

Admission number and process

In 2018/19, the school has an admission number of 90 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Havering Local Authority as part of the local coordinated scheme. Havering Local Authority also administers so-called 'in-year' applications for Year 3 and other year groups.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role

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4. Home-to-school distance – meaning that the remaining places are allocated in order of each child’s proximity to the school.

Definitions/information relating to the criteria

1. ‘Looked after children’ are (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 definition in Section 22(1) of the Children Act 1989). ‘Previously looked after children’ are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. ‘Siblings’ are defined as “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 stepbrother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address”. The sibling must be at the school at the point of proposed admission. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.
3. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code – in fact the code allows for a wider definition/scope for children of staff but REAch2 has chosen a more limited approach.
4. ‘Home-to-school distance’ is defined/measured as “in a straight line, not by the shortest walking or bus route. The measurement is taken between [Concordia’s permanent site on Union Road, current nearest postcode is RM7 0GP] 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 schools the address point is located in the centre of the school”.

‘Home address’ is defined as “the child’s normal place of residence, and excludes any business, relative’s or child-minder’s address. Where there is a formal residence order or child arrangements order which states that legal custody is equally shared between parents/carers, then it is up to them to agree which address to use for the purpose of making a school place application. If legal custody is not equally shared, the address of the parent with the majority of custody will be used. If there is no formal agreement in place the address at which any Child Benefit is claimed will be used. If Child Benefit is not claimed then the address at which the child is registered with a GP will be used”.

Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers. The school and REAch2 as admissions authority reserve the right to carry out additional checks on the accuracy of the home address provided.

Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school¹.

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications unless there is supporting evidence to say why the application is late. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list

Admission of children outside their normal age group

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31 December 2018. The waiting list will be maintained by the Local Authority and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

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.

¹ As measured according to the earlier 'Definitions' section. If the distance is exactly the same for two or more children, the remaining available place will be allocated on the basis of random allocation undertaken by the Local Authority. Note that random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our admission number.

See www.havering.gov.uk/admissions/appeal for information about how to appeal and the deadlines for formally lodging an appeal. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

Review cycle:	Annually
Reviewed/updated:	Policy reviewed November 2018