



Burnt Mill Co-operative Academy Trust

Policies and Procedures

Outstanding Education, Exceptional People



Forest Hall School

Admissions Policy

For September 2018

This policy should be read in conjunction with Burnt Mill Co-operative Academy Trust's single equality Policy. This policy reflects measures established in law through the **Equality Act 2010** and emphasises that Burnt Mill Academy Trust opposes all forms of racism, homophobia, prejudice and discrimination.

The **Equality Act 2010** replaced all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act.

We are committed to the promotion of community cohesion at Academy Trust, local, national and global levels, comparing our Academy Trust community to its local and national context and implementing all necessary actions in relation to:

- ethnicity,
- religion or belief, and
- socio-economic background.

In accordance with the values of Burnt Mill Co-operative Academy Trust we pledge:

- to respect the equal human rights of all our pupils;
- to educate them about equality; and
- to respect the equal rights of our staff and other members of the Academy Trust community.

We will assess and analyse our current Academy Trust practices and implement all necessary resulting actions to ensure pupils are not discriminated against because of their:

- Sex
- Race
- Disability
- Religion/belief
- Sexual orientation
- Gender re-assignment
- Pregnancy or maternity

These '**Protected characteristics**' have been set out in law in the **Equality Act 2010**.

Burnt Mill Co-operative Academy Trust is committed to eliminating practices, which could result in unfair or less favourable treatment for persons with a protected characteristic.

Forest Hall School (FHS): Admissions Policy

Entry for September 2018

Forest Hall School is a partner in the Burnt Mill Co-operative Academy Trust and is the admissions authority for this school. This policy reflects Burnt Mill Co-operative Academy Trust's mission which is to work together to smash through the barriers that prevent our children from becoming confident, high achieving and independent individuals. Burnt Mill Co-operative Academy Trust's vision is of a community of schools which provide an outstanding education for every individual attending a Trust school. Burnt Mill Multi Academy Co-operative Trust schools will be places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

Our core values of: Self Help, Self Responsibility, Democracy, Equality, Equity and Solidarity underpin our Trust, drive our policy making and inform our unshakeable belief in the intrinsic worth of every individual within our community. Our students will be inspired to achieve excellence in all their endeavours within an innovative, creative and supportive environment. All academies, both in the primary & secondary phases are committed to working in partnership.

Admission into this partner school of BMCAT commits families to sharing in our mission and core values.

The following policy has been approved by the board of directors of Burnt Mill Academy Trust (BMCAT) following recommendation by the Academy's Local Advisory Board (LAB)

Forest Hall School is a partner in the Burnt Mill Co-operative Academy Trust (BMCAT). Burnt Mill Co-operative Academy Trust is the admissions authority. The published admissions number (PAN) to Year 7 for the academic year commencing **September 2018 is 112 students**. Applications must be made in accordance with the co-ordinated scheme operated by Essex Local Authority. This is detailed in the Secondary Education in Essex booklet. Information is also placed on the Essex County Council website www.essex.gov.uk/admissions. The closing date for applications, including on-line, is **31st October 2017**. The national offer date is **1st March 2018**. The LA will send offer/refusal letters for places at all schools to parents of all pupils living in Essex, by first class post.

Criteria for admission

For the year commencing September 2018 112 places will be offered in line with the Academy's PAN if there are sufficient applications.

There is no guarantee of a place for children living in the priority admission area. Admissions are made without reference to aptitude or ability. In the event of over-subscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and children who were previously 'Looked after' but immediately after being looked after became subject of adoption, a child arrangements order or special guardianship order. A looked after child is a child who is (a) in the care of the 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).

2. Children living in the priority admission area of Stansted Mountfitchet (a map is available from the School) with a sibling attending the school. A sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address, who is on roll (other than in year 11) at Forest Hall school at the time of application. Biological siblings who are on roll at Forest Hall school will also be treated as siblings, irrespective of place of residence;
3. Other children living in the priority admission area;
4. Children living outside the priority admission area with a sibling attending the school;
5. Remaining applications.

Straight line distance between the home and the academy will be used as a tie breaker, with those living closest to the Academy having highest priority. Distances will be measured, using the Local Authority's Geographical Information System, to the pupil's recognised permanent home address. In the event of two applicants with an identical distance competing for a single place at the academy, the place will be offered to one applicant on the basis of lots drawn by a third party not involved with the admissions authority to the academy, for example, an officer of Essex County Council.

All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Please note: proof of address will be requested from applicants. If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

Additional Notes:

Children with statements of Special Educational Needs or those who have an EHCP, where Forest Hall School is named, have priority admission irrespective of the criteria above. Such pupils will count against the PAN.

Appeals

If a child has not been offered a place at Forest Hall, their parents have the right to appeal to an **independent** Statutory Appeals Panel. Detailed information about how to appeal will be sent out by the LA in the offer pack. For mid-year applications The Trust will send guidance on how to appeal with the refusal letter.

Late Applications

Applications received after the published closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers. All late applications will be considered to ascertain whether exceptional circumstances for late submission exist. Where that is deemed to be the case the application will be treated as 'on time'. Where the school

BMCAT/Forest Hall School Admissions Policy for September 2018

is oversubscribed, late applications received after the first round of offers will be refused and ranked according to the admission criteria on any waiting list held for the school.

Waiting Lists

In the event of oversubscription, a waiting list will be held by the Academy Trust until the end of the academic year 2018/19. Applicants will be ranked in priority order, according to the admission criteria above. Therefore, each child added will require the list to be ranked again in line with the published oversubscription criteria described above. The school will also maintain waiting lists for other over-subscribed years for the duration of the current academic year.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head of school and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

1) Parents must complete an Admissions Form but clearly state that the child is to be considered as an admission outside their normal age group and the reasons why. Where possible, this must be supported by evidence from a suitably qualified medical or other professional working with the child.

2) The Academy will consider each request on its merits and take a decision on the basis of the individual circumstances and the child's best interests. The decision will take account of:

- the parent's views;
- the views of the head of school;
- information about the child's academic, social and emotional development submitted by the parent;
- where relevant, the child's medical history and the views of a medical professional (again, submitted by a parent);
- whether the child has previously been educated out of their normal age group; and
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely.

Admissions outside the normal time of entry (usually referred to as 'mid-year admissions')

All applications for a place should be made directly to the Trust. If a place is available it will be offered. The form to use in order to make such an application is available on the website of both Burnt Mill Co-operative Academy Trust and Forest Hall School.

<http://www.fhs.essex.sch.uk/>

<http://www.burntmillacademytrust.org/>

