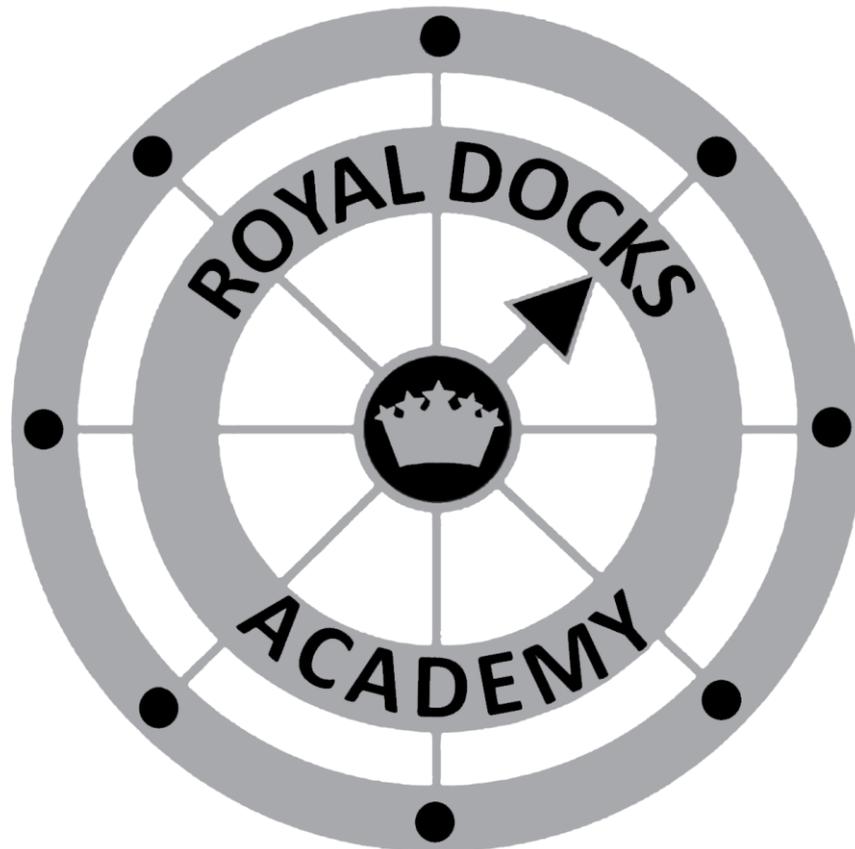


**BMAT**  
**Policies and Procedures**  
Outstanding Education, Exceptional People



**Royal Docks Academy**  
**Admissions Policy**  
**For September 2020**



Supporting primary and secondary schools across Essex and East London, BMAT is a growing multi-academy trust with a singular vision: schools, teachers and pupils freed to succeed.

**This policy should be read in conjunction with BMAT's single equality Policy.** This policy reflects measures established in law through the **Equality Act 2010** and emphasises that BMAT 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
- Social-economic background.

In accordance with the values of BMAT 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**.

BMAT is committed to eliminating practices, which could result in unfair or less favourable treatment for persons with a protected characteristic.

## Royal Docks Academy (RDA): Admissions Policy

### Entry for September 2020

Royal Docks Academy is a partner in the BMAT. The Trust is the admissions authority for this school. This policy reflects BMAT's mission which is to work together to smash through the barriers that prevent our children from becoming confident, high achieving and independent individuals. BMAT's vision is of a community of schools which provide an outstanding education for every individual attending a Trust school. BMAT 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 BMAT commits families to sharing in our mission and core values.

This policy reflects new guidance issued in September 2014 and is linked to Royal Dock's funding agreements

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

For year 7 entry for the academic year 2020/21 starting in September 2020, all families with a child or children with a date of birth from 1 September 2008 to 31 August 2009 inclusive must apply to their home authority. This means families living in Newham must apply to London Borough of Newham, Pupil Services for admission to Royal docks Academy. Similarly, families who have a preference for Royal docks Academy and who live outside Newham, must apply to their home authority. For admissions purposes the home borough is where the child lives and not where their parent/carer lives if this is different. In the case of a Looked After Child the application must be made to the borough where they are living at the time of application and not the local authority who is responsible for the child.

Newham Pupil Services will notify all Newham applicants of the outcome and by letter using 1st class post on national offer day. **National offer day is 1st March 2020. Closing date for applications is 31st October 2019.** The outcome for Newham residents will be sent by Pupil Services. Where families have applied online using the Pan London eAdmissions portal their outcome will also be electronically available on the evening of national.

### **Applications into Year 7**

Primary to secondary school transition applications for Year 7 admission in the next academic year received by the published national closing date will have priority above those who apply after that date, provided their preference for the school has not been withdrawn. A preference will be withdrawn if a change of preference is submitted before the deadline and the school is not included on the new form. Each application form submitted for a child for the same

academic year will supersede the last except where a change of preference is received for reception after the deadline (see above). In this instance the latest application received before closing date will be used to determine the initial allocation and the change of preference will be processed as a late application. Applications that have been sent to Pupil Services but not received will only be back dated if the parent/carer has proof of submission from the Head Teacher/Business Manager or Office Manager of their child's current school. No other proof of postage or delivery will be accepted. To guarantee delivery of your application the Council recommends that you apply online. If you apply online you will receive an application reference to confirm receipt.

Applications for in year admissions (also known as late arrivals, mid-term or mid phase admissions)

All applications for a place should be made directly to the Trust (BMCAT). 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 Royal Docks Community School.

[www.royaldocks.newham.sch.uk](http://www.royaldocks.newham.sch.uk)  
<http://www.burntmillacademytrust.org/>

All places are offered based on the child's date of birth; their academic ability cannot be taken into account at the application.

The Trust will allocate places on the basis of the published over-subscription criteria set out below, inform local authorities of all applications and their outcome, inform parents of their right of appeal against the refusal of a place, participate in the locally agreed fair access protocol (see below) and comply fully with the school admissions code (December 2014), with particular reference to section 3 on acting fairly when allocating places.

### **Criteria for admission**

For the year commencing September 2020 180 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:

**Priority 1:** Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) And then

**Priority 2:** Children who have been assessed by Newham Council's Special Educational Needs Service as requiring a particular named school to meet their special educational needs and/or physical access. In addition the child must be on the Special Educational Needs Code of Practice and be in receipt of 'high needs funding' and/ or have physical access difficulties. And then

**Priority 3:** Children who are reasonably expected to have a sibling on roll at the time of admission (see below) in the school.

Sibling definition and notes: For admission purposes a siblings is defined as: Each of two or more children having one or both parents in common; a brother or sister. This includes;

- Adopted siblings,

- Step-sibling through marriage,
- Common law step-siblings
- Children subject of a residence order and foster children (only those “looked after” by any local authority). Examples of those who will not be considered as siblings
- Cousins, aunties, uncles, friends, other family members living in the same home,
- Other children living in the same household who are not included in the list above,
- Children who share the same child minder or private fosterer.

The named siblings must be living at the same address, as the child on the application, at the time of the application. For normal admissions, primary to secondary transition, the national closing date will be used as the application date for all applications received from 1 September to 31 October preceding the academic year of entry. Sibling connections and addresses will be verified by Local Authority in partnership with the preferred school, so it is essential that families ensure they inform their child’s school of any address change.

Sibling priority can only be granted where it forms part of the oversubscription criteria and the applicant has supplied the full name and date of birth of the sibling on the application form, in the appropriate section of the form and where the sibling is and will be reasonably expected to be on roll at the school when the child for whom a place is being sought is due to start.

If a child awaiting a school offer or is on a waiting list for a new offer and has a sibling who has started at the school following the submission of their application their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling’s enrolment details for the child’s priority for a place from the waiting list to be changed to include their new sibling priority. Conversely if a child is on a waiting list and has sibling priority, if their sibling is removed from the schools roll following the submission of their application their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling’s leave date for the child’s so their sibling priority for a place can be withdrawn.

The Authority cannot guarantee that siblings will be placed in the same school. If this is the case and an alternative allocation is required for all of the children as parental preference cannot be met or the parent has agreed via their application form, the Authority will attempt to place all the siblings or the majority of the siblings in the closest school that can accommodate the maximum number of the children even if individually they could have been placed in separate schools closer to their home address. And then

**Priority 4:** Children whose parents/carer (with parental responsibility) are directly employed by the school (meaning not contracted via a third party).

For normal admissions starting in September of the new academy year the parent/carer must have been in the school’s employ or have a contract to start in the school’s employ on the national closing date 31 October for the application to be considered an on time ‘Staff Child’. Where the start date or employment commences after the national closing day the applicant must submit proof of employment for verification by the Head of School to Newham Pupil Services for application to be considered as a staff child.

For In Year admissions the parent/carer must have be in the school’s employ at the time of application for the application to be considered as a ‘Staff Child’. Where employment commences after the application date the parent/carer must notify Newham Pupil Services so their priority for admission can be updated.

For both normal and In Year proof of employment must be verified in writing by the Head of School to Burnt Mill Academy Trust (the admissions authority). Proof of employment cannot be accepted from the applicant.

#### **Priority 5:** Service children

For Newham school admission purposes a child is recognised as a service child when:

- one of their parents is serving in the regular British armed forces, at the national closing date for primary to secondary transition or the application date for In Year applications.

OR

- one of their parents died whilst serving in the British armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.

**Priority 6:** All other children, whether or not they live in Newham.

**Children with Statements of Special Educational Needs or Education Health and Care Plans with Royal Docks Academy named on the statement/plan will receive a place irrespective of the criteria above**

#### **Tie break**

If we have to decide between applicants in any of the above admissions criterion the tie break will be: home to school shortest walking distance, starting with the nearest address.

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots, the first name drawn will be offered the place. The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

#### **Shortest walking distance and straight line measurement: Start point of calculation (home address)**

- For calculation purposes the local authority uses the best address database available to determine the location of the address start point. This start point is the centroid point of within the property building boundary. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS). This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations. All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

Shortest walking distance and straight line measurement End point of calculation (school nominated entrance)

- The school's nominated entrance (nominated gate) used for calculation purposes is the main gate at the official postal address of the Royal Docks Academy.

#### **Route (shortest walking distance only)**

- The shortest walking route is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations. The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance (see above). Doglegs are added to the start and end points to join the centroid point of the property to the start point of the ITN route to give a full and accurate measurement. All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards. The following are excluded from our calculations (this is not an exhaustive list and maybe subject to change depending on conditions outside the control of the Admissions Service) Parks/recreational areas (The Greenway is included in our calculations) Unofficial crossing points of the A12/3 and Newham docks Footpaths not approved by the LA.

### **Second stage tie break**

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority. For pupils who live in a flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors. In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

For applications from outside of Newham

The route starts and is measured from the pupil's home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

Note: the entrance (gate) used for home to school distance tie break purposes, is the entrance for the official postal address of Royal Docks Academy.

### **Applications for places outside normal year group based on DOB**

All school places for Royal Docks Academy are offered for a specific year group based on the child's date of birth not their academic age. However the law does not prescribe the year group a child should be admitted to. There is no statutory barrier to children being educated outside their normal year group. Parents/carers can seek in writing at the point of application places outside their child's normal academic year group. At point of application the school's admission committee will consider any parental representations to support their request for their child to be educated a year group higher or lower than for their age group. In all cases the decision of the admissions committee is final and there is no right of appeal for a place outside a child's academic year group. This does not affect a parent/carers rights of an appeal for a place at their preferred school where they have applied and been refused. Where a place

is not granted outside of the normal academic year group any alternative allocation will be based on the child's age not ability, educational history or parental representations.

### **Verification of home address**

All places at Royal Docks Academy are offered on the condition that the information provided on the application form is accurate at the time of submission.

All offers and alternative allocations in Newham are conditional on the information being provided on the application was accurate at the time of submission. This means that address and date of birth checks are not made until the admission meeting, at which point they are mandatory.

In addition to the conditional offer scheme we may also operate internal verification programmes using other Council databases such as Council Tax, Electoral Register and Licensed Landlords. Where any allegation of false address is made, a thorough investigation using all available resources will be made. It is an offence to provide false address information when applying for a school place. If a family are found to have provided a false address or other information, that was considered as a deliberate act to mislead, the school place offered maybe withdrawn. In some instances this can lead to prosecution and the child being removed from the roll of a school.

An address supplied as the child's home address will not be considered if it is:

- An address registered with the Council as commercial property,

OR

- An address registered with the Council as empty or derelict

OR

- A tenant's address, where the property owned by the parent/carer and rented to a third party,

OR

- Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible for the child's day-care arrangements,

OR

- Their child-minder's address,

- A PO Box address

OR

- Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year.

OR

- Future addresses even if contracts have been exchanged or the Council have offered the property in writing and these will not be used for the purposes of allocating school places.

Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for measurement purposes will be the one from which the child goes to school in the morning most often on week days.

### **Waiting lists**

For Year 7 entry in the next academic year waiting list will open on the day following national offer day in March. For all other year groups waiting lists open on the first day of the new academic year in September and are closed and cleared on the last school day of each school term, except where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts then the application will be automatically rolled forward to the school's waiting list for the new term. If a child cannot be offered a place at any of their parent/carers preference as detailed on their application, a child's name will be automatically added to the waiting list for each of the schools named. The offer of a preferred school will automatically result in lower ranked schools being withdrawn unless the applicant notifies Pupil Services of their requirements. All waiting lists will be organised in accordance with the published oversubscription criteria (above), not on a first come, first served basis. This means children new to a waiting list are added in their rightful place based on their priority for a place and not automatically at the bottom. As a result of waiting lists being organised in accordance with published criteria it is possible for a child to move down a list as well as up. This could be on a daily basis.

A child added to a waiting list will remain on that list until: The child is offered a place at a school ranked higher OR the child is offered a place at the school and the place is refused OR The parent/carers request their child to be removed from the list, in writing OR The parent/carer submits a fresh application and has not named the school as one of their current preferences OR The application was found to be fraudulent or completed to deliberately mislead OR The last school day of each term, where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts, at which time the application will be automatically rolled forward to the same school waiting list for the new term. Where a child has been removed from a waiting list to be added again their parent/carer must complete and submit a fresh application form. Pupil Services will send an automatic weekly email advising the applicant of the child's waiting list position. This service can only be provided if we have a current valid email address and the applicant has not opted out of the emails. For those families who have a child on a waiting list for whom we have a current valid email address, we will send notifications when the waiting list are closed and cleared each term. When Royal Docks Academy officially reports a vacancy, the place will be offered to the child who is at the number one position on the waiting list for that year group on the day the vacancy was reported.

Royal Docks has a resource provision. Children requiring a place in that unit will be added to the waiting list as detailed above but will also be added to the separate waiting list for the Provision. Only children identified by the High Needs Funding Panel can be added to the Resource Provision waiting list. If a place becomes available in the Resource Provision the child who is number one on the Resource Provision will be offered the place and not the child who is number one on the main school waiting list.

### **Fair access protocol**

The Council is legally required to have a fair access protocol. This explains that children who come under certain vulnerable groups, for example, children: in the care of a local authority; without a school place; who are the main 7 carer in their family; with physical disabilities; and those who are from traveller families, will be given priority admission to a school if

necessary. These children will be given priority over the children on a school's waiting list. You can see the full fair access protocol at [www.newham.gov.uk](http://www.newham.gov.uk) Where a Newham child cannot be placed in any school in the borough due to a shortage of school places, a place will be offered in accordance with this protocol.

As specified in the Department of Education's School Admissions Code - February 2012 consideration is given to all vulnerable and hard to place pupils, which must include:

- a) Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b) Children who have been out of education for two months or more;
- c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) Children who are homeless;
- e) Children with unsupportive family backgrounds for whom a place has not been sought;
- f) Children who are carers;
- g) Children with special educational needs, disabilities or medical conditions (but without a Statement or Education Health and Care Plan).

Newham also considers the following vulnerable groups under this protocol:

- Children identified by their Head Teacher or the Police as being victims of recent serious crimes or major school incidents;
- Children who have been identified by the Police or the criminal justice system who cannot return to their current school;
- Children of UK Service Personnel.

## **Appeals**

A parent/carer whose child has not been offered a place at a school named on their application form will be notified in writing of their right to an independent admissions appeal hearing under the School and Standards Framework Act 1998.