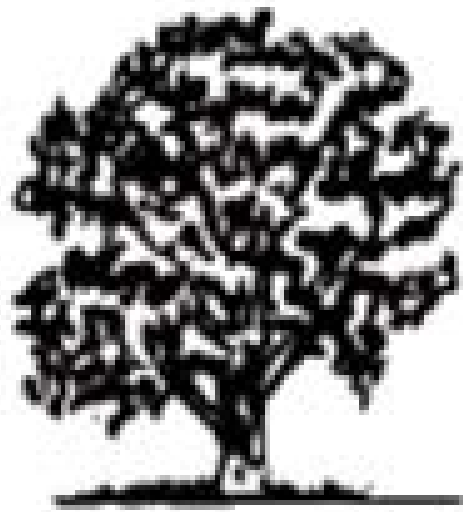


**BMAT**  
**Policies and Procedures**  
Outstanding Education, Exceptional People



*Dream • Believe • Achieve*

**Roydon Primary 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.

## Roydon Primary (RP): Admissions Policy

### Entry for September 2020

Roydon Primary is a partner in the BMAT and 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.

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

The published admissions number into reception for the academic year commencing **September 2020 is 30 students**. In September 2020 **Roydon** primary will admit children into reception born on and between 1 September 2015 and 31 August 2016. This means entry is in the September following a child's fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

This is detailed in the Primary Education in Essex booklet. Information is also placed on the Essex County Council website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). The closing date for applications, including on-line, is **15<sup>th</sup> January 2020**. The national offer date is **18<sup>th</sup> April 2020**. The LA will send offer/refusal letters for places at all schools to parents of all pupils living in Essex, by first class post.

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 oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children defined as: Children who are in public care, under the provision of the Children Act 1989 section 22(1), or who were in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
2. Children with a sibling attending the school; A relevant 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 attends the preferred school in

any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

3. Children living in the priority admission area;

4. Remaining applications.

Straight line distance between the home and school will be used as a tie breaker in this criterion, with those living closest to the school having highest priority. Distances will be measured using the Local Authority's Geographical Information System. 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.

Proof of address may be requested and the Local authority does ask a random sample of applicants to provide such proof. If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

The above 'distance' tie breaker stands with the exception of twins, triplets etc. If such multiple birth children from the same family are tied for the 30<sup>th</sup> place they will be admitted above PAN as permitted by the infant class size rules.

### **Appeals**

If a child has not been offered a place at the school their parents have the right to appeal via an Independent appeals process. Detailed information about how to appeal will be sent out in 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 in April 2020. 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 is oversubscribed, late applications received after the first round of offers in April 2020 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 for entry to Reception, a waiting list will be sent by the local authority to the school. This list will be held by the Academy Trust until the end of the academic year 2020/21. 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 'in-year admissions')**

All applications for a place should be made directly to the local authority (Essex County Council). Please visit the following web page for further details:

<http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx>