

## The Albany School (Academy status)

### Admission policy for the Academic year 2016-17

Albany School is an 11-16 co-educational Academy, with a planned admission number to Year 7 in September 2016 of 203.

#### Admission Criteria

When the demand exceeds the number of places available at the School, places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the Academy.

- 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);
- Exceptional medical or exceptional social grounds (supporting medical or other evidence must be provided at the time of application);
- The attendance in September 2016 at the School of an older brother or sister;
- The distance of the home address from the School, as measured by a straight line from the School, those pupils living nearer the school being given higher priority.

If, because of oversubscription in any of the categories i) to iii) above, it is necessary to distinguish between applicants, the distance of the applicant's home address from the Academy, as measured by a straight line from the school, will be used with those pupils living nearer the Academy being given higher priority.

**Please see the guidance below on the application of the admission criteria:**

#### Looked after children

A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority. Priority is also given under this criterion for looked after children who ceased to be so because they:

- Were adopted under Section 46 of the Adoption and Children Act 2002;
- Became subject to a residence order under Section 8 of the Children Act 1989, which settles The arrangements to be made as to the person with whom a child is to live;
- became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s).

(Applications under categories i) to iii), as outlined above, can only be considered if supporting documents, in the form of a copy of the adoption order, residence order or special guardianship order, together with a letter from the local authority that last looked after the child confirming that (s)he was looked after immediately prior to the order being made, is submitted with the Common Application Form.)



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### Exceptional medical or exceptional social grounds

Applications under this criterion can only be considered if supporting documents in the form of a letter or report from a doctor, social worker or other appropriate professional is submitted with the Common Application Form.

The exceptional medical or social reasons must relate to the child. The evidence supplied by the doctor, social worker or other appropriate professional must clearly set out the reasons why The Albany School is the most suitable school/ academy and the difficulties that would be caused if the child attended and had to travel to another school/ academy. (Please note that under the Disability Discrimination Act the general expectation is that schools/academies will make reasonable adjustments to accommodate the needs of individual children with disabilities or medical needs.) Consideration will be given to each submission by a panel comprising representatives of the Academy's Governing Body and Local Authority officers. The panel may seek clarification regarding the evidence supplied and/ or additional information.

### Older brother or sister

An older brother or sister is defined as:

- a brother or sister, adopted brother or sister, or stepbrother or stepsister living in the same family unit in the same family household who attends the preferred school in any year group, excluding Year 11 (the final year of statutory education);
- a biological brother or sister who attends the preferred school in any year group, excluding Year 11, (the final year of statutory education) irrespective of their place of residence.

### Distance of the home address from the school

The distance between the home address and the School is determined using address points and is measured in a straight line, not by the shortest walking or bus route, between the address point for the School and the address point of the child's normal place of residence. (Address points are points marked in the centre of the child's home address, or in the centre of the block of flats in which the child's home address is located, and in the centre of the main building of the School.)

In the event that two, or more, applicants applying for a single place at the School live at addresses that are located at exactly the same distance from the preferred school, or live in the same block of flats, the place will be offered on the basis of lots drawn by representatives of the School's Governing Body who are not involved in the admissions process.

### Home address

The home address is a key part of the admissions process. It is the child's normal place of residence that will take precedence. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a school/ academy. To prevent this occurrence the Local Authority undertakes checks on addresses. This will include confirmation of addresses with primary schools and random checks on addresses.

If a parent/carer is found to have used a false address to obtain a place at the School, the offer of a place will be withdrawn. Should there be doubts about the address to be used parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. In all cases the Local Authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child.



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If parents/carers move address during the admissions process they must notify the School Admissions Team immediately of their new address, together with verification of the new address. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if they are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement should be sufficient to cover the date on which the child would start attending the School.

If parents/carers have more than one property they may be required to provide proof of the normal place of residence of the child.

### **Special Education Needs**

Children whose statement of special educational needs names the Academy will be admitted.

### **Twins and multiple births**

If, in the normal admission round, the last child to be offered a place is a twin, and their sibling cannot be offered a place, the School will ensure that both twins are offered a place. In the case of other multiple births, if the majority of children can be offered a place, the School will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

### **Admission of children outside their normal age group**

Parents/carers of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The School will make decisions on the basis of the circumstances of each case. Advice will normally be sought from appropriate professionals, such as an educational psychologist, in order to make a decision.

### **Children of UK service personnel (UK Armed Forces)**

The School will accept applications in advance of a service family residing in the Borough if the application is accompanied by an official government letter declaring a relocation date and a Unit postal address or quartering area address for the parents/ carers of the child concerned.

### **Applying for a Year 7 place at the School**

Applications for admission to Year 7 at the School in September 2016 are co-ordinated by the London Borough of Havering (the Local Authority).

Parents/ carers residing in Havering must complete and submit the Local Authority's Common Application Form (CAF) by the 31 October 2015. The CAF can either be completed electronically and submitted on line, or completed by filling in a paper form and submitting it to the School Admissions Team or, if the child lives in the Borough and attends a Havering junior or primary school, by filling in the paper form and handing it in to the child's school who will send it in on their behalf. Applications from out-borough residents must be made using the Common Application Form provided by their home local authority. Applications from out-borough residents will be considered using the same admissions criteria. The law requires that no distinction be made between applicants resident in Havering and those resident outside the Borough when these criteria are applied. (Full details of the co-ordinated admissions process can be obtained from the Local Authority's website at [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions) or by reading a copy of the "Changing Schools at Eleven in Havering" published annually by the Local Authority.



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### Late Applications

Applications for places received after 31 October 2015 will not be considered until all of the applications received by that date have been dealt with unless the parents/ carers have just arrived in the Borough; the delay has been created by factors outside of their control; there are other exceptional circumstances involved. It is crucial, therefore, for parents/ carers to adhere to the deadline to stand a realistic chance of their preference for a place at the School being met.

Where a parent/ carer moves from one London Borough to another after submitting an on-time application under the terms of their former home authority's scheme, Havering will accept the application as on-time up to 14th December 2016 on the basis that an on-time application already exists within the Pan-London system.

### Offers

The Local Authority will, on 1 March 2016, send by first class post notification of the outcome to applicants residing within the Borough. Out –borough residents will receive notification of the outcome of their applications from their home local authority. Applicants will be asked to accept or decline the offer of a place by 15 March 2016, or within two weeks of the date of any subsequent offer.

### Waiting list

After the first round of offers on 1 March 2016 all unsuccessful applicants who listed The Albany School as a higher preference than the school/ academy offered will be held on a waiting list according to the published admission criteria for the School. The Local Authority will maintain the waiting list until the end of the academic year 2015-16. At the end of this period parents/ carers will need to request that their children's names remain on the waiting list for the following academic year.

Priority cannot be given to children based on the date their application was received or their name added to the waiting list. Waiting lists will be re-ranked in accordance with the School's published admission criteria each time a child's name is added to the waiting list. This means that a child's position on the waiting list can move down as well as up.

### Appealing against admission decisions

If parents/ carers are unhappy about not being allocated a place for their child at the School, they may appeal to an Independent Appeal Panel. To obtain an appeal form parents/ carers will need to contact either the School Admissions Team or the School direct. This applies to both on-time and late applications.

### In-Year Admissions

The Local Authority's School Admissions Team will administer applications for in-year admissions to the Academy (subject to the agreement by the Governing Body of a Service Level Agreement). In-Year Common Application Forms can be obtained from the School Admissions Team by emailing [schooladmissions@havering.gov.uk](mailto:schooladmissions@havering.gov.uk) or by contacting them by telephone on 01708-434600.



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