Admission Policy 2020-21

Applications for transfer in September should be submitted by 31 October the year before.

Notification of the allocated school will take place via the Local Authorities by 2 March.

Applications received after the 31 October will not be considered until all the applications received have been dealt with unless there is evidence to show that the application or amendment could not reasonably have been made on time.

Where physically disabled pupils are within the catchment area of any particular school they should be considered for admission to that school.

If a student out of catchment requires a school that is accessible then the schools that are accessible should be considered equally and the student placed in the most appropriate school that meets their needs.

If the parents preference cannot be met the child's name will be placed on the waiting list of the School.

As places become available they will be allocated from the waiting list. All age group waiting lists will operate in accordance with Local Authority admissions.

In all cases under admissions protocols the School will follow the Local Authorities Admissions Processes and Procedures.

In all places at the Loxford Trust the tie-breaker will be the shortest measured walking distance as measured by a geographic information system from the child's home to the main entrance to the School using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the entrance to each individual flat. In using distance as a tie-breaker should there be more than one applicant to a final place living an identical distance from the school, the school will use the random allocation facility within the Tribal (Admissions and Transfer System Pupil Database) which is used for allocations.

Nursery

The Loxford School Trust will admit 78 Nursery places in September.

Children shall be admitted when a place becomes available for up to 15 hours per week for 38 weeks. They will be granted either a morning session or an afternoon session depending on availability.

Admissions for the Nursery are considered as follows:

a. Looked After Children and children previously looked after but immediately after being looked after become subject to an adoption, residence order or special guardian order. A Looked After Child is a child who is in care of a Local Authority as defined by Section 22 of the Children's Act 1989.

b. Exceptional medical or social reasons, which should be supported by a qualified professional directly involved with the child and will be considered by the Trust's medical or psychological advisors. Only where it is agreed that admission to the Trust is essential will an exception to the general policy be made.

c. Siblings, with preference to older children according to the date of birth, preference will only be given to those with siblings who will still be in attendance at the date of admission.

d. All applicants with preference to older children according to their date of birth authenticated by the child's birth certificate and proof of home address.
Admission to a Nursery class does not guarantee admission to the main school, applications for which should be made in accordance with the locally agreed Admissions Policy.

The statutory right to appeal does not apply to admissions to Nursery classes.

The Loxford School Trust will admit 120 students into Reception in September and will follow the Local Authorities Admissions Procedures.

The Published Admission Number (PAN) for Loxford School in Reception is 120 and in Year 7 is 300 (120 places will automatically be offered to Year 6 children transferring to Year 7 and 240 places will be available to applicants outside of the school).

Loxford School has a set ‘catchment area’ and children living in the catchment area have priority for admission. A catchment area is the area around the school covering a number of roads or parts of roads as designated by the Local Authority. The catchment area for admission to Reception is the whole of the Borough of Redbridge.

All children whose Statement of Special Educational Needs (SEN)/EHC Plan names the school will be admitted to the school.

All children in the Primary Phase have automatic right of transfer to the secondary phase at Loxford School. Parents must use the on-line application this must be submitted to the Local Authority by the deadline date published in the Local Authority Admissions Booklet which also includes clear guidance on how to complete the on-line application, information on dates for notification to parents of admissions decisions and the closing dates for accepting places.

**Admission Criteria, in order of consideration**

The Criteria will be applied in the order in which they are set out below:

If the demand is more than the number of places available, all applications will be considered on an equal basis as follows:

- “looked after” children and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a local authority as defined by section 22 of the Children Act 1989.
- children who live in the catchment area;
- children who have brothers or sisters (siblings) who are both currently on roll at the school in Years 7 to 10 only and who will continue to attend that school in the following academic year; and
- children who live out of the catchment area who have no sibling attending the school.

**Mid-Term Applications**

The School participates in the LA Fair Access Protocol for secondary schools. Parents/carers will be informed in writing of the decision on whether a place can be offered.
The School will abide by the relevant Local Authorities Appeals Procedure. 6th Form – 16-18

**Internal students**

Loxford School welcomes applications for entry to the Sixth Form from students who have attended the Academy in Year 11 during 2018-2019 and wish to transfer to the Sixth Form in September 2019. Conditional offers made will indicate the appropriate route of study on the basis of GCSE performance.

**External students**

The school also accepts applications for entry to the Sixth Form from external candidates who attended another School or Academy in Year 11 during 2018-2019. The Planned Admission Number for Year 12 is 45 – this figure refers only to year 12 students being admitted to the school for the first time, and not to the students transferring who currently attend Loxford School. Students who have studied abroad will be expected to have undertaken GCSE’s or I-GCSE’s. If neither programme has been studied students will need to undertake GCSE equivalent testing in subjects agreed by The Senior Deputy Headteacher to ascertain performance levels and suitability for entry to the Sixth Form.

**Late Applications**

Students applying to join the Sixth Form after the deadline for applications should note that admission will be subject to entry requirements as shown below, and availability of places on preferred courses.

**Entry requirements for both internal and external applicants**

Entry to the Sixth Form is subject to a student having achieved the appropriate grades for their intended route of study. Prospective students should refer to the Sixth Form Prospectus for individual subject requirements; individual subjects may be limited in the number of students they are able to accommodate.

**Oversubscription regarding applications by External applicants**

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will be applied:

1. Children in Care (Looked After Children) Including Children that were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. children who live in the catchment area;
3. children who have brothers or sisters (siblings) who are both currently on roll at the school in Years 7 to 10 only and who will continue to attend that school in the following academic year; and
4. children who live out of the catchment area who have no sibling attending the school.