

The Royal Liberty School

"Where boys are ambitious, where boys succeed"



Admissions Arrangements for the Academic Year 2019/2020

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Next Review: March 2019

The Royal Liberty School

Admissions Arrangements for the Academic Year 2019/2020

The Royal Liberty School is an 11-16 Academy for boys with a planned admission number to Year 7 in September 2019 of 150.

These criteria will be effective for all year groups throughout the academic year 2019/20.

Applicants with a Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHCP) which names The Royal Liberty School will be admitted in accordance with the 2014 School Admissions Code.

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 School.

- i) Looked after boys and previously looked after boys who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
- ii) The attendance in September 2019 at the School of a brother;
- iii) 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 ii) above, it is necessary to distinguish between applicants, the distance of the applicant's home address from the School, as measured by a straight line from the school, will be used with those pupils living nearer the School 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:

- (i) were adopted under Section 46 of the Adoption and Children Act 2002;
- (ii) 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;
- (iii) 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.)

Brother

A brother is defined as:

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

year of statutory education) irrespective of his 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 predetermined point 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 occurring 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.

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.

Twins and multiple births

If, in the normal admission round, the last child to be offered a place is a twin, and their brother 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 the boys can be offered a place, the School will offer places to the remaining boys. For example if two male triplets can be offered a place, the remaining boy will also receive an offer of a place.

Admission of children outside their normal age group

Parents/ carers of gifted and talented boys, 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 2019 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 online Common Application Form (CAF) by the **31 October 2018**. 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 residents 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).

Late Applications

The School will accept late applications for consideration in the first round of offers only in the event of exceptional circumstances, which must be submitted in writing to the Admissions Manager at the London Borough of Havering. Each case will be considered and will be decided on its own merits by the Admissions Panel which is made up of 3 senior Admissions Officers and the Executive Head Teacher of Alternative Provision and Looked After Children. Examples of what will be considered as valid reasons include:

- if a single parent has been seriously ill for some time
- a family has been dealing with the death of a close relative
- a family has just moved into the area after submitting an on time application in their previous area
- Parents/carers have just arrived in the borough and the delay has been created by factors outside of their control.

Proof will be required in all cases.

Except in cases listed above, applications for places received after **31 October 2018** will not be considered until all of the applications received by that date have been dealt with. It is crucial therefore for parents/carers to adhere to the deadline to stand a realistic chance of any of their preferences being offered.

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 **12th December 2018** on the basis that an on-time application already exists within the Pan-London system.

Offers

Havering will inform all applicants of the outcome of their applications and, where relevant, the reasons why preferences were not offered if the school concerned is a Havering school.

Havering will ensure, that each Havering applicant who cannot be offered a place at one of their preferred schools receives an offer of an alternative school place. Under such circumstances applicants will be allocated a place at the nearest school to the applicant's home address that has a place available.

Parents/carers will receive an email during the evening of the **1st March 2019** advising them of the school they have been offered. Parents/carers will also be advised in the email to log back onto the eAdmissions website to accept or decline the school offered by the **15th March 2019**.

In the event that Parents/carers are unable to view the outcome of their application online, they can contact the school Admissions team by telephone or e-mail from **17th April 2019**. Parents/carers will be expected to answer several security questions before any information will be released.

Waiting list

After the first round of offers on the **1st March 2019** all unsuccessful applicants who listed The Royal Liberty 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 2019-20. 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 appeal parents/ carers will need to complete an online appeal via www.haverling.gov.uk/admissions/appeal. 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 School (subject to the agreement by the Governing Body of a Service Level Agreement). The In-Year Common Application Form can be completed online via www.haverling.gov.uk/admissions/inyear.

Changes to the admission arrangements from 2018-19

The school has removed the Exceptional Social / Exceptional Medical criterion.