

Emerson Park Academy



ADMISSION POLICY FOR THE ACADEMIC YEAR 2026- 2027

Reviewed: February 2025

Next Review: February 2026

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Emerson Park Academy is an 11-16 co-educational Academy with a planned admission number to Year 7 in September 2026 of 210.

Admission Criteria

The academy will admit any pupils with an Education, Health and Care plan (EHCP) naming the school.

When the demand exceeds the number of places available at the Academy, then 189 places will be allocated in accordance with Criteria i to iv below which are stated in order of priority, and the remaining 21 places will be allocated in accordance to students under the school's aptitude criterion v.

- i) Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted;
- ii) The attendance at the Academy of a brother or sister (in September 2026);
- iii) A child whose parent/carer is a permanent member of staff, employed by the Academy for two or more years at the time at which the application for admission to the school is made. *If applying under this criterion applicants must indicate on the online application form (by ticking the relevant box - applying under the children of staff criterion).*
- iv) The distance of the home address from the Academy, as measured by a straight line from the Academy, those pupils living nearer the school being given higher priority.
- v) Up to 21 children (10% of the Published Admissions Number (PAN)) will be selected on the basis of their aptitude for Music (11 places) and Sport (10 places). Parents/ Carers wishing for their child to take the testing for aptitude are required to complete a Supplementary Information Form (SIF), obtainable from the school or from the schools' website. All SIF's must be returned to the school by Friday 3rd October 2025. Testing will take place on Saturday 11th October 2025 at the Emerson Park Academy. Parents will be notified of the outcome of within 7 days of completion of the tests. Places will be allocated in rank order based on the outcome of the aptitude testing. In the case of a tie on the score, the straight line distance criteria will be applied. If there are not enough applicants qualifying to be admitted, or acceptances, on one aptitude then remaining spaces will be filled with the other until the 10% quota is complete. If there are not enough applicants qualifying to be admitted, or acceptances for either aptitude then the remaining spaces will be filled by students who meet the criteria i to iv.

A full definition of the above 5 criteria can be found later on in this document.

If, because of oversubscription in any of the categories i) to iv) 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.

Looked after children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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 Academy 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 Academy 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 Academy.)

In the event that two, or more, applicants applying for a single place at the Academy 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 Academy'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 an 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 Academy, 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 Academy.

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 or an Educational Health Care Plan 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 Academy 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 Academy 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 Academy 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.

Aptitude testing

Aptitude testing will take place on Saturday 11th October 2025 and SIF forms will need to be submitted by Friday 3rd October 2025. The testing will take place at Emerson Park Academy.

Children of UK service personnel (UK Armed Forces)

The Academy 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 Academy

Applications for admission to Year 7 at the Academy in **September 2026** 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 2025**. The CAF must be completed electronically and submitted on line. 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 or by reading a copy of the "Changing Schools at Eleven in Havering" published annually by the Local Authority.

Late Applications

Applications for places received after **31 October 2025** 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 Academy 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 8 **December 2025** on the basis that an on-time application already exists within the Pan-London system.

Offers

The Local Authority will, on **1 March 2026** send by email 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 2026**, or within two weeks of the date of any subsequent offer.

Waiting list

After the first round of offers on the **1 March 2026** all unsuccessful applicants who listed Emerson Park Academy as a higher preference than the school/academy offered will be held on a waiting list according to the published admission criteria for the Academy. The Academy, in conjunction with the Local Authority will maintain the waiting list until end of the **Autumn Term**. At the end of this period parents/ carers will need to request that their children's names remain on the waiting list for rest of the 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 Academy'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 Academy, 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 Academy 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).

Parents/carers including out of borough residents, requesting a school place should submit an application to the school Admissions Team using the online In Year Common Application Form (ICAF) which is available the Havering website www.havering.gov.uk/admissions/ICAF.

Further information regarding In Year admissions is available in the via the Havering website www.havering.gov.uk/admissions/inyear

In addition to the In-Year Common Application Form (ICAF) that must be submitted to the Local Authority, parents will also need to ensure that they complete the schools Supplementary Information Form (SIF) which is available from the school office or to download from the schools website www.emersonparkacademy.org

The Local Authority will process the application and a place will be offered at the highest preferred school/ Academy with a vacancy. If there are no vacancies at any of the preferred schools/ Academies and the parent has not requested that their child remain at their current school, the nearest school with a vacancy will be offered. Parents /carers will be advised of this information in writing and advised of their right of appeal against the decision not to offer their child a place at any of their preferred schools/ Academy.

Changes to admission arrangements from the previous year

Up to 21 children (10% of the Published Admissions Number (PAN)) will be selected on the basis of their aptitude for music and sport.