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Admissions Policy
2027/28

Mission Statement

To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

Empower Learning Academy Trust

Admissions Arrangements 2027/28

The Empower Learning Academy Trust (ELAT) comprises of 6 academies which are:

Secondary Academies
Bower Park Academy
The Brittons Academy
Hall Mead School

Primary Academies
Ardleigh Green Infant School
Ardleigh Green Junior School
Hacton Primary School

Secondary Academy Admissions Arrangements

Applications from out of borough residents to any ELAT school will be considered using the same admissions criteria as set out below. The law requires that no distinction be made between children resident in Havering and those resident in other areas. Applicants with an Education, Health and Care plan (EHCP) which names a school will be admitted in accordance with the School Admissions Code.

Bower Park Academy is an 11-16 co-educational Academy with a planned admission number to Year 7 in September 2027 of 210.
The Brittons Academy is an 11-16 co-educational Academy with a planned admission number to Year 7 in September 2027 of 180.
Hall Mead School is an 11-16 co-educational Academy with a planned admission number to Year 7 in September 2027 of 210.

All secondary schools within the Academy Trust adhere to the following admissions criteria:

Secondary Academy Oversubscription Criteria

When the demand exceeds the number of places available at Bower Park Academy, The Brittons Academy or Hall Mead School places are allocated by applying the following criteria in descending order of priority to applicants who have expressed any preference for the school.

1. 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);

2. The attendance in September 2027 at the academy of a brother or sister

3. The distance of the home address from the school, as measured in a straight line

from the school, those living nearer the school being given higher priority.

Tie Breaker: If, because of oversubscription in any of the criteria's 1) to 2) above, it is necessary to distinguish between applicants, the distance of the applicant's home address from school, as measured in a straight line from the school, will be used with those pupils living nearer the school being given higher priority.

If oversubscription occurs in criterion 3 and it is not possible to distinguish which pupil is to be offered the final place because the home to school distance is equal, the pupils concerned will be selected by random selection.

Primary Academy Admissions Arrangements

Applications from out of borough residents to any ELAT school will be considered using the same admissions criteria as set out below. The law requires that no distinction be made between children resident in Havering and those resident in other areas. Applicants with an Education, Health and Care plan (EHCP) which names a school will be admitted in accordance with the School Admissions Code.

Ardleigh Green Infant School Admissions Arrangements

Ardleigh Green Infant School has a planned admission number to Reception in September 2027 of 90.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

1 Looked after children and all children who were adopted (or subject to child arrangement 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.
2 A child whose brother or sister (sibling) currently attends the school or Ardleigh Green junior school, and is expected to still be attending that school at the intended date of admission.
3 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.

Tie Breaker: If, because of oversubscription in any of the criteria 1) to 2) above, it is necessary to distinguish between applicants, the distance of the applicant's home address from school, as measured in a straight line from the school, will be used with those pupils living nearer the school being given higher priority.

If oversubscription occurs in criterion 3 and it is not possible to distinguish which pupil is to be offered the final place because the home to school distance is equal, the pupils concerned will be selected by random selection.

Ardleigh Green Junior School Academy Admissions Arrangements

Ardleigh Green Junior School has a planned admission number to Year 3 in September 2027 of 90.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

1 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.
2 Children who attend Ardleigh Green infant school and are transferring between year 2 and year 3.
3 A child whose brother or sister (sibling) currently attends the school or Ardleigh Green infant School, and is expected to still be attending that school at the intended date of admission
4 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.

Tie Breaker: If, because of oversubscription in any of the criteria's 1) to 3) above, it is necessary to distinguish between applicants, the distance of the applicant's home address from school, as measured in a straight line from the school, will be used with those pupils living nearer the school being given higher priority.

If oversubscription occurs in criterion 4 and it is not possible to distinguish which pupil is to be offered the final place because the home to school distance is equal, the pupils concerned will be selected by random selection.

Hacton Primary School Academy Admissions Arrangements

Hacton Primary School has a planned admission number to Reception in September 2027 of 87.

If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

1 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.

2 A child whose brother or sister (sibling) currently attends the school (not a nursery class attached to the school), and is expected to still be attending that school at the intended date of admission

3 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.

Tie Breaker: If, because of oversubscription in any of the criteria's 1) to 2) above, it is necessary to distinguish between applicants, the distance of the applicant's home address from school, as measured in a straight line from the school, will be used with those pupils living nearer the school being given higher priority.

If oversubscription occurs in criterion 3 and it is not possible to distinguish which pupil is to be offered the final place because the home to school distance is equal, the pupils concerned will be selected by random selection.

Empower Learning Academy Trust – Definitions of oversubscription criteria.

Please see below for guidance on the application of the admissions criteria for academies within the Empower Learning Academy Trust. Where the term 'Academy' is used, this will be Bower Park Academy, The Brittons Academy, Hall Mead School, Ardleigh Green Infant, Ardleigh Green Junior or Hacton Primary School as appropriate.

Looked After Children and Previously Looked After Children:

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.

Definitions:

i) 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.
ii) 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.
iii) 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 (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 to the parents/ carers home local authority with the Common Application Form.)

Sibling:

A sibling is defined as:

A brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

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 an 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 Local Governance Committee who are not involved in the admissions process.

Home address

The home address excludes any business, relatives or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred school.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

With regards to how the information provided by parents/carers is handled by the Local Authority, the following statement is detailed on their application form:

"Havering Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data help by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. You have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team"

Special Educational Needs:

Children whose statement of special educational needs names any academy within the Empower Learning Academy Trust 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 Empower Learning Academy Trust 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 Empower Learning Academy Trust 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.

Applications from Children of UK service personnel and crown servant

The Empower Learning Academy Trust will not refuse to process an application solely because the family do not yet have an intended address. It will:

a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date

b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this

c) not reserve blocks of places for these children

d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements will be appropriate for the area and described in the local authority's composite prospectus

Applying for a Year 7 place at Hall Mead / Brittons / Bower Park Academies:

Applications for admission to Year 7 at an academy within the Empower Learning Academy Trust in September 2027 are co-ordinated by the London Borough of Havering (the Local Authority).

Parents/ carers residing in Havering should complete the Common Application Form (CAF) online via www.eadmissions.org.uk by 31st October 2026. Applications from out-borough residents must be made using the process provided by their home local authority. 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 "Transferring to a Havering Secondary School" brochure, published annually by the Local Authority.

Late Applications:

Applications for places received after 31 October 2026 will not be considered until all of the applications received by that date have been dealt with unless there are exceptional

circumstances. For full details, see the "Transferring to a Havering Secondary School" brochure.

Applying for a place in reception at Ardleigh Green Infant School / Ardleigh Green Junior School / Hacton Primary School.

Applications for admission to Reception at a primary / infant academy and to Year 3 at Ardleigh Green Junior School within the Empower Learning Academy Trust are co-ordinated by the London Borough of Havering (the Local Authority).

Parents/ carers residing in Havering should complete the Common Application Form (CAF) online www.eadmissions.org.uk by the 15 January 2027. Applications from out of borough residents must be made using the process provided by their home local authority. 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 "Starting an Infant, Junior or Primary school In Havering" brochure, published annually by the Local Authority.

Late Applications:

Applications for places received after 15 January 2027 will not be considered until all of the applications received by that date have been dealt with unless there are exceptional circumstances. For full details, see the "Starting an Infant, Junior or Primary school In Havering" brochure.

Waiting lists

After the first round of offers, all unsuccessful applicants who listed one of the Trust's academies 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 the end of the first academic term (1st September 2027 – 31st December 2027). 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 and every subsequent 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 relevant 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.

Remaining on a waiting list after the first academic term

At the end of first academic term, parents wishing for their child's names to remain on the waiting list for their preferred schools, must complete an In Year Application Form. The application can be made via the Havering website www.havering.gov.uk/admissions/inyear.

Appealing against admission decisions

If parents/ carers are unhappy about not being allocated a place for their child at the academy of their choice within the Empower Learning Academy Trust, they have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

For information on the timetable for the appeals process and to lodge an appeal online parents should visit www.havering.gov.uk/admissions/appeal within 20 days of being notified that their application has been unsuccessful.

In-Year Admissions:

The Local Authority's School Admissions Team will administer applications for in-year admissions to the Trust's Academies (in accordance with the 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 Application which is available from the Havering website alongside further information on the process www.havering.gov.uk/admissions/inyear.

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 child appears to be without a local school place, 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.

In year requests to be admitted to a different year group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

Immediately after submitting the application, parents should contact the Headteacher of the school in question and request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will need to submit any evidence in support of their case with the request, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;

- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Empower Learning Academy Trust (who may consult with / seek advice from the Local Authority) will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The trust in consultation with the Local Authority will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a year R place will be considered alongside applications for year R.

Further guidance for parents is available via www.havering.gov.uk/admissions/defer

Information only relevant to the admissions arrangements for Ardleigh Green Infant, Ardleigh Green Junior and Hacton Primary School

Starting School

All children are entitled to a full-time school place in the September following their 4th birthday. This is when most children start school and they are normally educated together in one year group.

Children are not required to go to school until the first day of the school term that follows their 5th birthday. The table below summarises the date at which the child reaches what is known as 'compulsory school age'. Children must be in suitable full-time education from this point.

For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish, agree with the school a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term). These arrangements should be discussed with the school.

In addition, summer born children (those born between 1 April and 31 August) do not need to start school until the September after their 5th birthday, a full year after they could first have started school. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after they turn five years old (Further information is provided below).

A child born between	… reaches compulsory school age on:	… and must be in suitable full time education from:
1 September and 31 December	31 December	The beginning of the spring term following their 5th birthday (usually in the first week of January)
1 January and 31 March	31 March	The beginning of the summer term following their 5th birthday (usually following the Easter holidays)
1 April and 31 August (summer born)	31 August	The beginning of the autumn term following their 5th birthday (usually in the first week of September)

Should a parent decide to delay their summer born child's school start until the September following their 5th birthday, they have 2 options:

- Make an in-year application for a place for the September following their child's 5th birthday. The child will begin school in year 1, as the other children in their age group will be moving from reception to year 1 at this point. Parents can apply for an in-year place via www.havering.gov.uk/admissions/inyear from the 1st August (or the next working day if the 1st is a Saturday or Sunday). It is important for parents to remember that some schools are likely to be full at this point, and unable to offer a place. Schools are unable to 'hold' a place for a child from the previous year. Consideration should also be taken to the potential impact of missing the reception year with its focus on phonics and early arithmetic.

- If parents do not want their child to miss reception year, they may request that their child is admitted out of their normal age group, to reception instead of year 1, in the September following their child's 5th birthday. This application is best made when the parent would normally be expected to apply for their child's place at infant/primary school (i.e. before 15 January after a summer born child turns 3). This is considered in more detail in the next section.

Requesting admission outside a child's normal age group

If a parent decides to delay their summer born child's start until the September following their 5th birthday and wish them to start school in reception, they must make a request (a formal application) for them to be admitted out of their normal age group. This is because the rest of the children in their normal age group will have already finished reception and will be moving into year 1.

This request must be made to Havering School Admissions Team who will liaise with the admissions authority for each of the school's the parent is requesting a delayed entry into. Parents will need to submit their request alongside an application for their child to be admitted to reception class at age of 4. This is so that, if the request is refused, parents still

have the option of sending their child to school at age 4, if they wish, so their child does not miss the reception year.

Requests must state clearly why the parents feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

Infant Class Size

Infant classes, (those where the majority of children will reach the age of 5, 6, or 7 during the school year) must not contain more than 30 pupils with a single teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an “excepted pupil” for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

a) Children with statements of special educational need (SEN) or an Education, Health and Care plan (EHCP) that names a school who are admitted outside the normal admission round;
b) Looked After Children and previously Looked After Children admitted outside the normal admission round;
c) Children admitted, after initial allocation of places, because of a procedural error made by the Admission Authority or Local Authority in the original application process;
d) Children admitted after an Independent Appeals Panel upholds an appeal;
e) Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
f) Children of UK service personnel admitted outside the normal admission round;
g) Twins and children from multiple births when one of the siblings is the 30th child admitted;
h) Children with SEN who are normally taught in a SEN unit attached to the school, or registered at a Special School, who attend some infant classes within the mainstream School.