



**Rise Park**  
Academy Trust

## ***Determined Admissions Arrangements and Admissions Criteria for the Academic Year 2019- 2020***

***For: Rise Park Infant School and Rise Park Junior School***

### **Admission Policy for the Academic Year 2019 -2020**

Rise Park Academy Trust is comprised of two open academies, Rise Park Infant School and Rise Park Junior School. Rise Park Infant School is a 4-7 co-educational academy with a planned admission number of 90 pupils for entry into Reception. Rise Park Junior School is a 7-11 co-educational academy with a planned admission number of 90 pupils into Year 3.

### **Applying For a Place- Cohort Applications**

You must make an application to the Local Authority for your child to attend Rise Park Infant/Junior Schools.

Rise Park Academy Trust recommends that parents/carers read the 2019/2020 Havering Co-ordinated Admissions Arrangements, available to download from the Infant/Primary section of the Havering website [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions) before completing any application.

### **Admissions Criteria**

If there are more applications than there are places available at Rise Park Infant/Junior Schools, we will use the following criteria, in priority order, to decide which applications to accept (please use full definitions on page 3).

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 2019 of a sibling at either Rise Park Infant/Junior Schools
3. The distance of the home address from the school, as measured by the Local Authority using a straight line distance from the centre of the schools' quadrant to the home address, those pupils living nearer the school being given the higher priority.

If, because of over-subscription in criteria 1-3 above, it is necessary to distinguish between applicants, the distance of the applicant's home address from the Schools, as measured by a straight line from the Schools, will be used with those pupils living nearer the schools being given higher priority.

### **In Year Admissions**

For all In Year Admissions, please read the Havering "Finding a School Place" booklet, which is available to download from:

[www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions)

All parents must complete an ICAF application which is available to download from: [www.havering.gov.uk/admissions/ICAF](http://www.havering.gov.uk/admissions/ICAF)

### **Definitions of Admissions Criteria**

For definitions of Looked After children, Previously Looked After Children, Siblings and home Address, as well as further information on the co-ordinated arrangements between havering Schools and Academies, please visit the Havering Schools Admissions website:

<http://www.havering.gov/Pages/ServiceChild/2019-20-Admissions-Arrangements-Consultation.aspx>

### **Post Offer**

Once places have been offered, the parents/carers will be invited to a New Intake meeting and will be asked to bring with them:

- a) A short form birth certificate
- b) Any original document from any U.K. Government Department e.g. a Child benefit letter, or from the National Health Service (N.H.S) e.g. an N.H.S. Registration card, which verifies the address given on the application form.

If, for any reason, the parent/carer is unable to attend, the documents must be brought to the school office prior to the child starting at the School. The School reserves the right to investigate, so far as it considers necessary, any information provided in support of an offer of a school place.

### **Admissions Advice:**

If, after having read the following documents, you have any queries about applying for a place at Rise Park Infant/Junior Schools, please contact Mrs C. Young either on 01708 749135/761935, via e mail at: [office@riseparkinf.org.uk](mailto:office@riseparkinf.org.uk) or at the main school office, Annan Way, Romford, Essex RM1 4UD.

The London Borough of Havering Admissions team can be contacted at [schooladmissions@haverling.gov.uk](mailto:schooladmissions@haverling.gov.uk) or on 01708 434600 or by post to Admissions Team c/o Town Hall, Main Road, Romford, Essex RM1 3BD.

Please pay particular attention to the various deadlines detailed throughout the documents.

**If you wish to make an appeal you must do so via the London Borough of Havering. Please refer to the Admissions Policy on the school website.**

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