

# STATUTORY CONSULTATION ON PROPOSAL TO VARY THE ADMISSION ARRANGEMENTS FOR ALL STEP ACADEMIES FOR THE ADMISSION YEAR 2020-2021

**From 20 December 2018 to 30 January 2019**

The School Admissions Code 2014 (“the Code) requires all admission authorities to publicly consult on the proposed admission arrangements for their schools/academies where they propose to make changes to them.

STEP Academy Trust (“STEP”), a multi academy trust, is the admission authority for all of its academies located within South London (Bromley, Croydon, Lewisham, Southwark) and East Sussex. We would like your views a proposed amendment to our admission arrangements.

**This document sets out:**

- What we are consulting on and why;
- Who we are consulting with;
- The consultation timetable;
- How to submit your views.

**We have included:**

- Proposed amendment to admission arrangements for in year admissions from 2020-2021 for the following academies:

Academy Name	Local Authority
Angel Oak Academy	London Borough of Southwark
Applegarth Academy	London Borough of Croydon
David Livingstone Academy	London Borough of Croydon
La Fontaine Academy	London Borough of Bromley
Gonville Academy	London Borough of Croydon
Heathfield Academy	London Borough of Croydon
Tudor Academy	London Borough of Croydon
Turnham Academy	London Borough of Lewisham
Breakwater Academy	East Sussex County Council
Burfield Academy	East Sussex County Council
Hawkes Farm Academy	East Sussex County Council
High Cliff Academy	East Sussex County Council
Phoenix Academy	East Sussex County Council
White House Academy	East Sussex County Council

- All other associated admission documents (for example, supplementary information forms and academy-specific application forms);
- Questionnaire for responses.

### **What are we consulting on?**

We are consulting on the proposed amendment to admission arrangements for the admission year 2020-2021 for all STEP academies. The term “admission arrangements” includes not only the admission policy for each academy, but all other associated documents (for example, supplementary information forms).

The admission arrangements set out how places will be allocated to children at that academy, and the procedure that must be followed by parents.

### **What are we proposing to change and why?**

- Following a request by the Minister of State for School Standards, the inclusion of ‘Children previously in state care outside of England’ into the ‘Looked After and Previously Looked After Children’ oversubscription criterion. In line with STEP’s mission: “to improve the life chances of all children...”, inclusion of this criterion would ensure that the most vulnerable children in our society have priority over allocation of places.
- The centralisation of the admissions process for our STEP Academies in Bromley, Croydon, East Sussex, Lewisham and Southwark. Therefore, all STEP Academies to undertake their own in-year admissions from the admission year 2020/2021. A STEP Admissions Lead would co-ordinate the process and liaise with each Local Authority and each Academy’s Admissions Officer. This would ensure that vacancies are managed more efficiently and effectively with immediate knowledge of waiting lists and availability of places.
- Additional section on Fair Access Protocol to ensure vulnerable children are included.
- Additional Annex for clarification of the child’s address, to counter situations where parents are separated, have more than one home, or where families have temporary residences (potentially used to obtain a school place). This makes it clear that the authority should be notified of changes of address immediately, and that failure to do so could result in a place being denied. Further, in line with the Admissions Code making it clear that an offer of a place may be withdrawn if the offer was obtained through a fraudulent or intentionally misleading application.

### **When are we consulting?**

STEP is required to publicly consult on proposed changes to its academies’ admission arrangements for a minimum of six weeks between 1 October (at the earliest) and 31 January at the latest, in the determination year.

Accordingly, this consultation will begin on 20 December 2018 and run until 30 January 2019.

**Timetable for Consultation:**

Date	Action
20 December 2018	Start of consultation
30 January 2019	End of consultation period and deadline for submitting responses
31 January 2019	Consideration of all responses received during the consultation period
28 February 2019	Deadline for formally determining admission arrangements
15 March 2019	Deadline for sending determined admission arrangements to the relevant local authorities
15 May 2019	Deadline for objections to be submitted to the Schools Adjudicator

**Who are we consulting with?**

- Parents and carers of children between the ages of two and eighteen;
- The respective local authorities, namely the London Boroughs of Bromley, Croydon, Lewisham and Southwark and East Sussex County Council;
- Early years providers, childminders and local residents within the relevant areas;
- All other admission authorities (local authorities, Governing Bodies and multi academy trusts) within or adjoining the relevant areas (except those only responsible for secondary schools/academies);
- Headteachers, members of staff and Governors within the relevant areas;
- Any other interested parties.

**How should a response be provided?**

If you would like to comment or raise a concern about the proposed new admission arrangements for the admission year 2020-2021, please complete the questionnaire by downloading/printing the questionnaire and returning the completed form by post or email to:

Mrs C Gilbert, STEP Executive Secretary  
 STEP Academy Trust  
 Gonville Road  
 THORNTON HEATH  
 Surrey CR7 6DL

Email: [admissions@stepacademytrust.org](mailto:admissions@stepacademytrust.org)

All completed questionnaires must be received on or before 30 January 2019.