

**STEP Academy Trust 2022 Intake Determined Arrangements**

Academy	Local Authority	Nursery	Reduction in PAN	Oversubscription Criteria	Children with a Medical Need	Definition of Sibling	Child's Home Address	Nursery children eligible for EYPP	Distance Measuring	Home Address Calculated by Child Benefit	Additional Amendments
Benedict Academy	Merton	Yes	Following a decline in pupil numbers in the specific area near to Benedict, the PAN has been reduced from 60 to 30. If there is an increased demand for places in future years, the Trust can consider revising the PAN again.	1) LAC and PLAC 2) Medical Need 3) Sibling 4) Nursery children eligible for EYPP 5) All other children	The criteria within this category makes it clear that only children with a compelling reason for attending that particular academy, and no other school or academy, because of their own or their parent's medical need, will meet the criteria. Children who come under this category are given the highest priority (after looked after and previously looked after children) over and above all other children. A compelling reason will no longer be based on social need or inconvenience. This change is being made because this category has been found to be open to misuse by parents who simply prefer their children to be admitted to that academy, rather than there being a compelling reason why this is absolutely necessary. Those who express a preference for their child to attend the academy will be considered within the next applicable criterion. It has been made clear that the necessary supporting medical evidence must be provided on or before the application deadline for the child to fall within the category – failure to do so will result in the child being placed in the next category that applies. This is to ensure that the admission process runs smoothly. There must be a clearly stated cut-off point to ensure that the admissions process is fair to all children. Removal of Category 2 Medical Form.	A "sibling" will include a full, half, step, adopted or foster brother or sister, as well as a child of their parent's partner with whom they have been cohabiting for a period of at least one year at the application deadline, provided that in all cases the sibling and the applicant child live at the child's home address (as defined by this policy) and are being brought up as siblings as part of a core family unit. For the avoidance of doubt, a child of a friend or extended family member (for example, a cousin) living at the same address will not be a sibling for the purpose of this policy.  Parents must ensure that they have included full details of the sibling in the application to be included in this category. Failure to do so will result in the child being placed into the next category that applies.	The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor, however, all evidence will be taken into account as detailed in Annex A to our Admissions policy. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week which will be assessed based on all available evidence on a case by case basis, please see Annex A to this policy for further details.	The reason for Category 4 is to encourage, in particular, the parents of disadvantaged children who are eligible for Early Years Pupil Premium to take advantage of nursery education for their children at the academy's nursery, which will improve their education, provide continuity for them throughout their early years and help them to settle into Reception Year faster, where they do not already have a sibling at the academy. As the number of children attending the academy's nursery is less than the number of places in Reception Year, this will not mean that parents will feel obliged to send their child to the academy's nursery in order to achieve a place in Reception Year at the academy, and that places remain available for other local children.	Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. All distances will be measured by the computerised Geographical Information System maintained by Merton Admissions team. It should be noted that the computerised system measures from a start point plotted within the property at which the applicant lives to the main school reception entrance and calculates this measurement.	The policy confirms that in other circumstances regarding the home address, Child Benefit is not the only criteria being relied upon, however, where the parents are separated, this is the sole criteria noted. Given that not all families are eligible for Child Benefit; this has been amended. Its use with no scope for other indicators to be used to establish the address of a child of parents who do not live together is likely to be found to be unreasonable and unfair and not in conformity with the Admissions Code.	1. An amendment to the EHCP section to make the position clearer for readers that parents of children who are being assessed for an EHCP are required to follow the normal admissions procedures up until an EHCP is issued; this is because assessment does not guarantee that they will be made subject to an EHCP. This is in accordance with paras 3.6 and 3.7 of the Code to give effect to the requirements of admissions law.  2. An amendment to the Looked After and Previously Looked After Children section to reflect that Residence orders are now referred to as Child Arrangements Orders, under the provisions of the Children and Families Act 2014.
Park Academy	Merton	No	n/a	1) LAC and PLAC 2) Medical Need 3) Sibling 4) All other children							
Westbridge Academy	Wandsworth	Yes	n/a	1) LAC and PLAC 2) Medical Need 3) Sibling 4) Nursery children eligible for EYPP 5) All other children							

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Beddington Park Academy	Sutton	Yes	n/a	1) LAC and PLAC 2) Medical Need 3) Sibling 4) Nursery children eligible for EYPP 5) All other children	Amended as above.	Amended as above.	Amended as above.	Amended as above.	The distance between the child's home address (as defined by this policy) and the Academy will be measured in a straight line from the geographical reference point at the child's main home address to the Academy's designated entrance using the Local Authority's geographical distance measuring software.  In the case of multi-dwelling buildings (for example, an apartment block), the distance will be measured from same geographical reference point in the building regardless of the actual location within the building of the child's home address, with the tie breaker being applied if more than one application is received for children living in the building.	Amended as above.	Amended as above.
Tudor Academy	Croydon	Yes	Following a decline in pupil numbers in the specific area near to Tudor the PAN has been reduced from 90 to 60. If there is an increased demand for places in future years, the Trust can consider revising the PAN again.	n/a	Amended as above. Removal of Category 2 Medical Form.	n/a	n/a	n/a	n/a	Amended as above.	Amended as above.
All STEP Academies	Bromley Croydon East Sussex Lewisham Merton Southwark Sutton Wandsworth	n/a	n/a	n/a	Amended as above and removal of Category 2 Medical Form.	n/a	n/a	n/a	n/a	Amended as above.	Amended as above.