Goresbrook School

Admission Policy 2027-28

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Summary of changes - May 2026 (Olly Tyler – Vice Principal)		
1) School Admissions Appeals Code	Updated to be in line with 2022 version as was previously 2021 version.	Found under “Appeals” section of policy.
2) Sixth form admissions	Updated the link to be in line with applications for 2026 and added correct hyperlink.	Found under Sixth Form, process for applications.
3) In-year applications	Added that Barking and Dagenham state that in-year applications have 10 days to be processed.	Found under ‘In-year” admissions.

Date of last consultation Date of last review	January 2025 May 2026	Review Period	2 years
Date of next review	May 2028	Owner Reviewer	Megan Harris Olly Tyler
Type of Policy	Statutory	Approval	LGB
SLT member responsible for Admissions	Megan Harris - Principal		

Introduction

Goresbrook School is a mainstream co-educational, non-selective, all-through School for local children with an admission number of 60 in Primary, and 60 (external students) in Secondary. The school can admit 120 pupils into Year 7 but up to 60 places will already have been given to Year 6 children already at the school. The Sixth Form is also able to admit up to 90 students per year group.

We believe in providing a continuous outstanding school experience for children from 4-18 years. We aim to ensure the entire admissions process is as smooth and efficient as possible, so that children can begin their learning journey with us positively.

All admissions will be managed by Barking and Dagenham Council. United Learning, via the Local Governing Body of the school, retains overall responsibility for admissions. Further information as to how Barking and Dagenham Council manage admissions can be found here: School admissions | London Borough of Barking and Dagenham

Admission number(s)

- The school has an admission number of 60 pupils for entry in Reception in 2026.
- The school has an admission number of 60 external pupils for entry into Year 7 in September 2026. If fewer than 60 of the school's existing students move into Year 7, then the number of external students that can be admitted will be increased until the year group is full at 120 students.
- The school has an admission number of 20 external students for Year 12. If the number of the school's existing Year 11 students moving into Year 12 is lower than anticipated, the number of external students that can be admitted may be increased until the year group is full at 90 students (total capacity of the Sixth Form for Year 12 and Year 13 is 180 students).
- The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied. Please note that for Sixth Form, all students must meet the entrance criteria as set out in the school's website here: Goresbrook School Secondary > SIXTH FORM > Admissions Criteria

Key Principles

The following framework underpins the Admissions Policy at Goresbrook School. The process:

- is fair

- is open, transparent and accessible to all
- is inclusive
- is entirely non-selective, and leads to a school serving the local community

Implementation

General Admissions Process

- All applications are made via Barking and Dagenham Council, using the online parent portal. We follow the Pan London Coordinated Admission System. Further information can be found here - School admissions | London Borough of Barking and Dagenham
- An application must be made for all Reception places, irrespective of whether the child attends the Goresbrook School Nursery.
- An application must be made for all Year 7 places and all Year 12 places.
- Mid-year admissions are pupils for whom a school place is being sought outside of the normal admissions rounds. Applications for mid-year admissions are also made via Barking and Dagenham Council.
- Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below, in the given priority order:

The Oversubscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children who are or were in the care of a local authority. (Page 7)
2. Children who have a sibling (brother or sister) at the school (in any year group excluding the school nursery) when they are due to start school. (Page 8)
3. Children who live closest to the school, measured in kilometres in a straight line (Page 8)
4. All other students.

Tie-break

If in categories 1-3 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. The school will use the Local Authority's measuring system to determine this.

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s), will be allocated using a random allocation process (carried out by Barking and Dagenham Council on the Trust's behalf) if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

Late applications

All applications received by the school after the deadline (as published on Barking and Dagenham's website here: School admissions | London Borough of Barking and Dagenham) will be considered to be late

applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

Requests will be considered on a case-by-case basis, in line with the School Admissions Code and relevant DFE guidance, taking into account:

- the parent's views
- the child's academic, social and emotional development
- medical evidence where relevant
- whether the child has previously been educated outside their normal age group

The Local Governing Body will make the decision, on behalf of the Trust.

The decision will be made by the Governing Body of the Academy, and in the best interests of the child. When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for their decision.

Parents have a right of appeal against refusal of a place, but not against the decision regarding year group placement. They can however complain about the decision if they think this has not been made fairly or in line with DFE guidance. To do this, they can contact United Learning (the Trust) at Governancelead@unitedlearning.org.uk

In-year admissions process

The following process is for in-year admission applications only:

- All in-year admissions are managed through Barking and Dagenham Council: In-year admissions | London Borough of Barking and Dagenham
- Barking and Dagenham admissions process states that all in-year applications should be processed within 10 working days.
- Where places are available in the relevant year group, the Academy will admit all applicants, except where admission would be contrary to the provisions of the School Admissions Code or other applicable legislation. Where there are more applications than available places, applications will be ranked in accordance with the oversubscription criteria set out above.
- Prospective families are invited for an induction meeting (Home visits take the place of this meeting in the case of new Reception children) with the Admissions Officer.

Waiting Lists

Barking and Dagenham Council will keep a waiting list for the school which is shared with the school at all times. The waiting list is for anyone who wishes to be considered for a place at the school but was unsuccessful in the admissions round or via in-year admission.

Where the school receives more applications for places than there are places available, the waiting list will operate until the end of the school year. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Sixth Form Admissions

- The Sixth Form capacity at the school is 180.
- Both Year 12 and Year 13 have a capacity of 90 places.
- All students must meet the entry requirements for the courses they wish to study, whether they are internal or external applicants.
- The Published Admission Number (for external candidates) for Year 12 is 20. This is a minimum number applicable to external candidates, so the actual number of external admissions may be higher depending on how many Year 11 pupils from the School move into Year 12.
- Where an external candidate has an Education Health Care plan which names the School then that applicant will be admitted (provided they meet the entry criteria) and the number of available places for external applicants will reduce accordingly.
- To be eligible for admission to the Sixth Form the School has specific academic criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades. The entry criteria are the same for internal and external applicants. Students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements. These are published on the school's website here: Goresbrook School Secondary > SIXTH FORM > Admissions Criteria

Please note that being offered a place in the Sixth Form is not a guarantee of a specific course of study.

Process for Application

- All applications for Year 12 admissions should be made directly to the School via the Sixth Form Admission Form on Applicaa, which can be found on the school website here: Goresbrook School Secondary > SIXTH FORM > Applications for 2026 Entry
- **For external applicants only**: if more than 20 students apply for a place at the Sixth Form, then the oversubscription criteria as provided on page 2 will be applied.
- Please note that in some cases more than 20 external students may be accommodated if the number of internal students taking up places is fewer than 70.

Appeals

- All applicants refused a place (whether in the normal admissions rounds or as an in-year admission) have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.
- The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.
- All Appeals are managed by Barking and Dagenham Council. Further information, including an application form to lodge an appeal, can be found here: Schools admissions appeals | London Borough of Barking and Dagenham.

- If appellants decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and there will be an opportunity for parents/carers to put forward their case and ask questions.
- If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

Parental Disputes

Where more than one individual holds parental responsibility for a child, it is expected that all parties will reach agreement on school preferences prior to submitting an application.

The person submitting the application must confirm that:

- They have parental responsibility for the child.
- The application has the consent of all individuals with parental responsibility, or
- They hold a relevant court order authorising them to make the application independently.

If the academy or local authority becomes aware of a dispute - for example, if conflicting applications are received or a challenge is raised by another parent - the application may be put on hold while the following steps are taken:

- Verification of Parental Responsibility: Parents may be asked to provide documentation (e.g. birth certificate, court order).
- Court Orders: If a court order exists, the school will act in accordance with its terms.
- No Agreement or Court Order: If both parents have parental responsibility and no agreement or court order is in place, the application will not be processed until:
  - Written agreement is received from all parties, or
  - A court order is provided.

Neither the academy nor the local authority can mediate or take sides in parental disputes. Parents are advised to seek legal advice or mediation to resolve disagreements.

Fair Access Protocol

- Goresbrook School participates in the In-Year Fair Access Protocol managed by Barking and Dagenham Council in order to minimise the number of students who are at risk of underachievement by being out of school. This is reviewed by the Local Admissions Forum on a regular basis.

Statutory Framework and other guidance

- This Policy complies with the School Admissions Code (September 2021) and the School Admission Appeals Code (October 2022).
- The admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006.
- Goresbrook School is committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010), and complies with the Human Rights Act (1998)

Links to other policies

The Admissions Policy should be read in conjunction with the following areas of School policy:

- Equal Opportunities Policy

- Inclusion Policy
- Safeguarding and Safer Recruitment Policy
- Looked After Children Policy
- Transition Policy

Notes and Definitions

Note A: Looked After Children

- "Looked after child" is a child who is in the care of a local authority, or being provided with accommodation by a local authority, under section 22(1) of the Children Act 1989. A "previously looked after child" is a child who was looked after immediately before being adopted, or because they became subject to a child arrangements order or a special guardianship order. This also includes children who appear to have been in state care outside England and ceased to be in state care as a result of being adopted. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

Note B: Siblings

- 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.
- All siblings must be named on the application form. If they are not listed on the form, they cannot be taken into account.

Note C: Home Address and Distance

- The child's home must be the permanent address where they live with their legal guardian. This should be the address for Council Tax and where any Child Benefit is addressed. Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- All distances are measured using the Local Authority's geographical information system from the centre of the child's home to the school's main gate.
- If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s), will be allocated using a random allocation process if the distance between a child's home and the academy is equidistant in any two or more cases.
- Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

- Children who have attended Goresbrook School Nursery will be given no priority in applications to Reception. They must follow the same process as all applicants.
- Children who are on roll at Goresbrook School on the final day of summer term in Year 6, will be automatically given a place at Goresbrook School in Year 7 the following year. Parents need not take any further action.
- Any other circumstances that are not listed in the admission criteria will not be considered.
- If a child is given a place at Goresbrook School based on false or misleading information, the place will be withdrawn and legal action may be taken.
- The Oversubscription Criteria applies to all year groups from Reception to Year 13. Separate guidelines apply for admissions into the Nursery. Further information about Nursery admissions can be found here: Goresbrook Primary School > ADMISSIONS