



# ADMISSIONS POLICY

<b>School Staff were consulted on this document and it was accepted by the Trust.</b>	<b>October 2015</b>
<b>Review Cycle</b>	<b>3 Years</b>

## CHANGES – October 2015

		<b>NONE</b>

This is a model policy/procedure which reflects legislation, any relevant statutory and non-statutory guidance and best practice. The responsibility for setting policy and procedure resides with the Governing Body/Trust and as such the relevant body must be satisfied that the content of the policy/procedure suits their requirements and must consult their staff/local trade union representatives prior to its formal adoption. In the this context, Education HR does not negotiate and agree its model policies with the Trade Unions/Professional Associations, although they are consulted and their feedback is considered in the development of the documents.

**A model for Schools, Academies & Colleges**

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## **The Trust Schools' Admissions Policy**

### **A statement of the purpose of this policy**

The purpose of this policy is to set out to ensure that the school adopts fair and lawful admissions practices.

### **A citation to the legal authority and/or standards**

It is our policy to accept the condition detailed in:

- The Education and Skills Act 2008
- School Admissions Code
- School Admission Appeals Code

### **Rationale**

This policy sets out to enable:

- That the school works in conjunction with the local authority in terms of admissions arrangements
- Complies with the legalities of admission arrangements as set out in the code of practice.

### **Guiding principles**

By complying with the code of practice we endeavour to put children and families at the heart of the admissions process and achieve fair access for all.

### **Expected Outcome**

By adhering to this policy the school will be compliant with the mandatory requirements of the Code of Practice and admissions legislation.

### **Review**

This policy will be reviewed triennially at a meeting of the Student Well-Being Committee. The policy will also be reviewed where following appropriate consultation there has been a change to the criteria.

The school is friendly and welcoming and encourages parents of prospective students to visit and see the facilities and meet staff and students. We ask parents to make appointments to visit so that a member of staff is available to greet them and deal with any queries they may have.

Students will be admitted at age 11 without reference to ability, aptitude, ethnicity, cultural or religious background. We are a fully comprehensive school, valuing education and caring for all students.

### **ARRANGEMENTS FOR ADMISSION OF STUDENTS:**

This is the school's policy for Year 7 admission:

The school's number intended to admit is 280. All applications including mid-year applications must be made in accordance with the co-ordinated admission scheme operated by the child's home Local Authority. For children resident in Essex this is published by Essex County Council in the Secondary Education in Essex booklet. Applications for admission to Year 7 must be received by the National Closing Date – 31 October the previous year.

*Main Criteria to be used in the event of over-subscription*

- (i) 'Looked after children'.

[A 'looked after child' is defined as a child who is in the care of a local authority or provided with accommodation by that authority].

- (ii) Children living within the priority admission area as defined in criterion (iv) with siblings currently at the school and **with a reasonable expectation that these siblings will still be attending at time of admission.**

- (iii) Children living outside the priority admission area with siblings currently at school and with a **reasonable expectation that these siblings will still be attending at time of admission.**

[Siblings are defined as "**A sibling is a child who has a brother, sister, step-brother or step-sister living with one or both parents in common, living in the same family unit in the same family household and address**".]

- (iv) Children resident within the school's priority admission area which includes parts of Brentwood and Hutton together with Ingrave, Herongate and Five Parishes (as defined by OS map) of Blackmore, Doddinghurst, Kelvedon Hatch, Navestock and Stondon Massey. (The priority area is shown on maps which may be inspected at the school). **The term resident is defined as children living with parents or legal guardians in the area at the time of application and for whom there is a reasonable expectation that they will still be living there at the time of admission. Proof of residence will be required e.g. exchange of contract, tenancy agreement, community charge bill, driving licence, notification of child benefit allowance, child's NHS medical number card and utility bills.**

- (v) Children who, at the time of application, are registered in Year 6 at the following schools, All Saints C E Primary School Hutton, Hogarth Primary School, Brentwood Ingrave Johnstone C E Primary School Ingrave, Larchwood Primary School Pilgrims Hatch, Long Ridings Primary School Shenfield, St Joseph the Worker R C Primary School Hutton, St Mary's C E Primary School Shenfield, St Thomas of Canterbury C E Junior School Brentwood, Willowbrook Primary School Hutton.

- (vi) Exceptional medical reasons.

The relevant medical reasons may be in relation to either the child, or one or both parents. Evidence is required at the time of application from a doctor or other registered health professional setting out why the preferred school is the most suitable and the difficulties that would be caused if the child attended and had to travel to another school.

- (vii) Other children

In all cases of over subscription in any and each of the above categories:

- i) Places will be allocated according to the shortest distance (as the crow flies) from the child's home to school on the date that offers are made. Distances are calculated by the Local Authority as defined in the Secondary Education in Essex booklet, by use of a

Geographical Information System which accurately measures the distance from the home address to the school.

- ii) The Local Authority will continue to hold the waiting list until the end of August in accordance with the published co-ordinated admission scheme. The Year 7 waiting list will then be continuously held by the school together with waiting lists for Year 8-11 in accordance with the admission criteria.

In the unlikely event of two or more children living the same distance from the school, places will be allocated by 'the drawing of lots'.

The waiting list is held in the order of published admission criteria.

### **Late applications**

Applications received after the National Closing Date will be handled in accordance with the co-ordinated admission scheme published by the child's home Authority. For children resident in Essex this is published in the Secondary Education in Essex booklet.

Late applicants moving into the priority admissions area who have produced the required documentary evidence (e.g. contract exchange, tenancy agreement, community charge bill, driving licence, notification of child benefit, child's NHS Medical number and utility bills) of their new residential address will be dealt with in line with the agreed scheme of the Local Authority.

Parents who are refused a place for their child have the right to an appeal to an Independent Appeal Panel.

The Governing Body policy for parents whose appeal is not successful is that we will not consider another appeal for the same academic year unless there has been a significant and material change in circumstances of the parent, child or school relevant to a further appeal. These changes must relate to the new appeal and cannot be connected with the result of the first appeal.

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### **Sixth Form Criteria**

***Our Sixth Form has an anticipated total capacity of 436 which includes students in both Year 12 and 13.***

***Each year we expect to admit students into Year 12 who are not on roll of the school in our Year 11. The published number of external students to admit into our Sixth Form is 1 but this is the minimum number of students expected to join the school in Year 12 and in recent years has been over 50.***

***The total number of students to be admitted to Year 12 is 230.***

***Other than*** in exceptional personal circumstances, all students transferring into Year 12 study a programme of four GCE A Level options plus a core programme incorporated into the AQA Baccalaureate. The oversubscription criteria are published in the relevant Sixth Form Handbook and ***we*** allocate places on courses to those students best qualified by virtue of their GCSE results and ***in the event of oversubscription, the criteria stated fully in the Sixth Form Handbook for the relevant year of entry will be applied.***

***Students will be able to transfer from the School Year 11 into the Sixth Form if:***

They achieve an average point score of 5.1 from all qualifications normally taken at GCSE or the equivalent level from the best eight results and achieve the required grades for the subjects they wish to study as outlined in the relevant Sixth Form Handbook which is published annually by the school.

Applicants with 4.8, 4.9 or 5.0 **average** points will be considered individually using the following criteria: medical factors; other special circumstances; subjects the applicant wishes to study; the subjects in which the applicant has achieved at least GCSE grade B.

Explanatory notes:

- a) The point system of Grade G=1, Grade F=2, Grade E=3, Grade D=4, Grade C=5, Grade B=6, Grade A=7 and Grade A\*=8 will be used rather than the official GCSE point score as this is simpler to both understand and apply. GCSE Short Course results will count at half these values.
- b) **The Year 11 students** “qualifications normally taken” refers to the number of subjects usually studied by **the school’s Year 11** students. It would not, except in very unusual circumstances, be usual for this to fall below eight subjects.

***External students will be able to transfer into the School’s Sixth Form if:***

They achieve an average point score of 5.1 from all qualifications normally taken **in their present school** at GCSE or the equivalent level from the best eight results and achieve the required grades for the subjects they wish to study as outlined in the relevant Sixth Form Handbook which is published annually by the school.

Applicants with 4.8, 4.9 or 5.0 **average** points will be considered individually using the following criteria: medical factors; other special circumstances; subject the applicant wishes to study; the subjects in which the applicant has achieved at least GCSE grade B.

In the unlikely event of two, or more, students meeting the entrance requirements to the Sixth Form distance criteria will be applied and if the students are living the same distance from the school places will be allocated by ‘the drawing of lots’.

Explanatory notes:

- a) The point system of Grade G=1, Grade F=2, Grade E=3, Grade D=4, Grade C=5, Grade B=6, Grade A=7 and Grade A\*=8 will be used rather than the official GCSE point score as this is simpler to both understand and apply. GCSE Short Course results will count at half these values.
- b) The term “qualifications normally taken” refers to the number of subjects usually studied by students who attend the same school as the “applicant for transfer”. It would not, except in very unusual circumstances be usual for this to fall below eight subjects.