



## Admissions Policy 2019-20

*Supporting Teaching and Learning*

Approved by	Name	Signature
Headteacher:	Andrew James	
Chair of Governors:	Anthony McGarel	

Accepted by:	Full Governing Body
Staff Consulted	4 July 2018
Last reviewed and adopted by Full Governing Body	11 July 2018
Date of next review (annually)	July 2019

**Brentwood Academy Trust for  
Chase High School**

**Admission limit:**

**2018-2019: 196 (Year 7-11): and 300 (Sixth Form)**

**2019-2020: 226 (Year 7); 196 (Years 8-11) and 300 (Sixth Form)**

If at the closing date for applications there are not enough places for all those who have expressed a wish to have their child admitted to the school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/ statement names the school and therefore the child must be admitted to the school if it is named on the statement. The admission criteria are listed below by the school with explanatory notes following:

1. Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Pupils who live in the catchment area who have a sibling attending the school.
3. Pupils who live in the catchment area.
4. Pupils who live outside the catchment area who have a sibling attending the school.
5. Pupils who live outside the catchment area served by the school.

(For all criteria, catchment area map and additional information please see explanatory notes and catchment map below)

**Looked after children and Previously looked after children** – Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a ‘looked after child’ is a child in public care at the time of application to the school’. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking for all schools.

**Statement of Special Educational Need (SEN) and Education Health and Care Plan**

**(EHCP)** – A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory.

Pupils with Statements of Special Educational Needs that name a particular school are required to be admitted and the admission authority does not have the right to refuse admission.

**Distance:**

In the case of over subscription in any one category “straight line” distance will be used to measure the distance between the pupil’s home (including flats) and the nearest pupil entrance to the school. If the pupil’s home is a flat the distance will be measured to the main external entrance of the building.

**Tie Break**

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the governing body).

### **Distance where parents have separated**

The distance is measured the same for all applications. Only one application per child can be received. The school or LA should not have details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- An application is made that both parents agree to; or
- Written agreement is provided from both parents; or
- A court order is obtained confirming which parent's application takes precedence.

In all cases the use of any particular address to determine allocation would be on the basis of the child's normal place of residence during the majority of the school week. If it is claimed that a child spends an equal amount of time at separate addresses during the school week, the address where the 'child benefit' is normally payable would be taken into account and clarification would be sought from the Child Benefit Agency.

Catchment area: refer to last page of this document.

### **Waiting list**

In accordance with the School Admissions Code, if the school is over-subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (according to the admissions criteria) once the initial offers of places have been made. Waiting lists are held by the school for the school year and cease on the last day of the school year. Parents wishing to stay on the waiting list for the following year must reapply.

### **Siblings**

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

### **Arrangements for appeals:**

If it is not possible to offer your child a place, details of the appeals process can be found on Chase High School website or alternatively will be forwarded to you by the school.

### **Over and Under age applications (children outside the usual age group):**

For admissions into year 7, an applicant is under age if he or she will be under 11 years of age on 31<sup>st</sup> August immediately prior to admission in September. In accordance with the published Coordinated Admission Scheme, the LA (Southend-on-Sea Borough Council) will only accept applications from under age applicants who have been registered in year 6 of their primary schools from the first day of the school year in which they apply for a secondary school place. This effectively requires that the decision to promote the child to the year group above his/her chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place. Confirmation of this is likely to be sought from the headteacher of the primary school concerned by SBC.

An applicant is over age if he or she is 12 years of age or over on 31st August immediately prior to admission in September. SBC will not accept over age applicants for year 7 admissions unless there are verified exceptional circumstances for a child to repeat one of the primary school years, for example, extended illness. SBC will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. SBC will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. Medical evidence will be required for such applicants.

This will include documenting the following and will be provided to the school:

- The parent's views.
- Information about the child's academic, social and emotional development.
- Where relevant, the child's medical history and the views of a medical professional.
- Whether the child has previously been educated out of their normal age group.
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the Headteacher of the schools concerned.

The school will support any over or under age application where the above has been met and the school is satisfied that the child should continue to be educated out of the normal age group. When informing the parent of the decision on the year group the child should be admitted to, we will clearly set out the reasons for the decision. A parent may not be able to appeal against refusal of an 'out of normal age group' application.

### **In-Year Admissions (Years 7-11)**

Application forms for in-year admissions can be found on the school website and sent directly to the school.

### **Sixth Form Admissions**

Prospective Sixth Form students are encouraged to visit the school in the autumn term. Application details, including a prospectus, can be obtained online. The closing date for applications is April 30<sup>th</sup>, although late applicants can be considered any time up to September 30<sup>th</sup>.

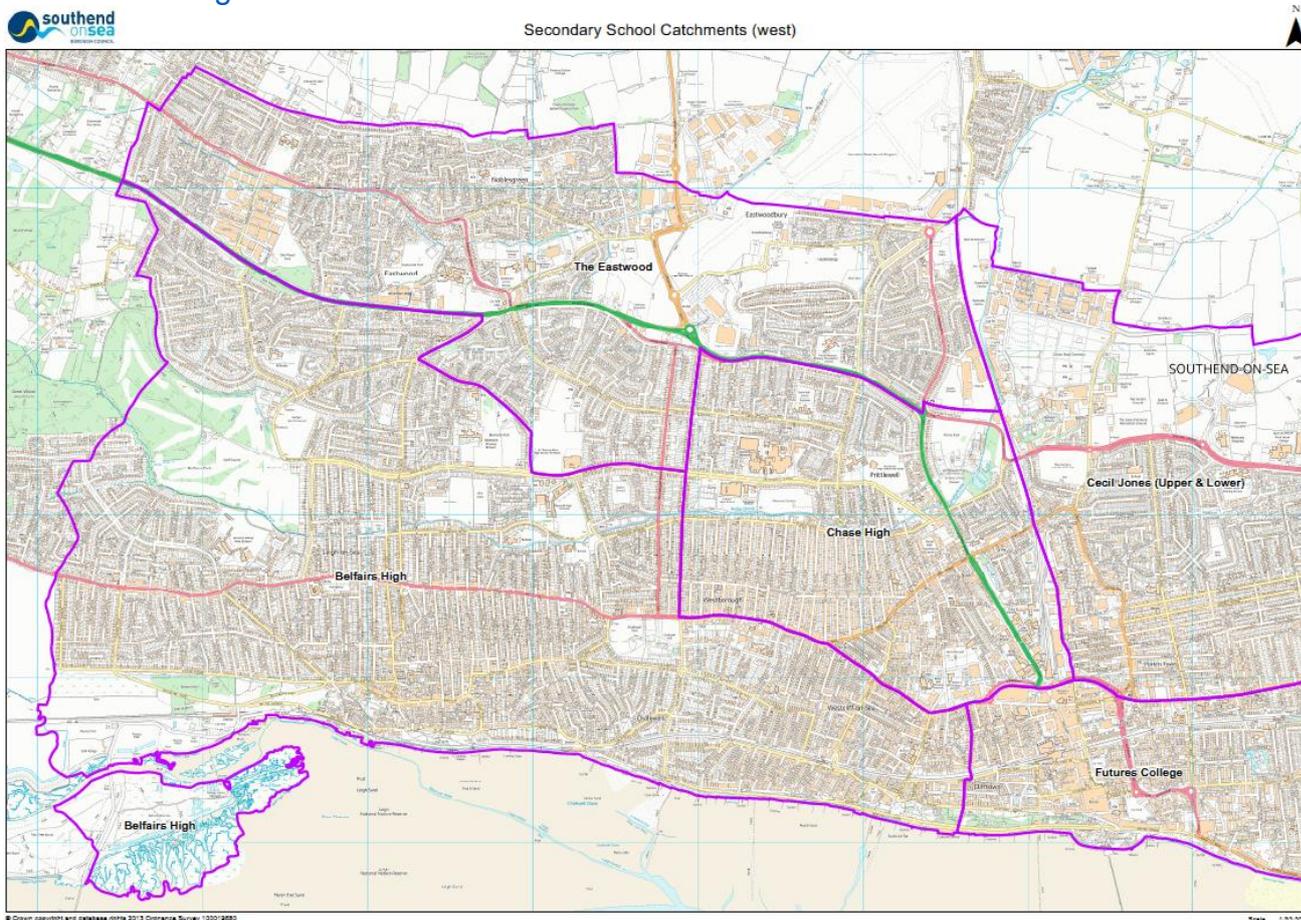
Students should complete the appropriate application form which is available on the website and forward to the school.

Places on Level 3 courses can be offered to applicants who meet the minimum course requirements. Our Sixth Form entry requirements are as follows:

<b>LEVEL OF COURSE</b>	<b>COURSE EQUIVALENT TO</b>	<b>LENGTH OF COURSE</b>	<b>ENTRY REQUIREMENTS</b>
2	GCSE Grades A*-C (9-4)	1 year	2 x GCSEs at Grade D (grade 3) or above
3	A Levels at Grades A-E	2 years	5 x GCSEs at Grades A*-C (4-9) (including English <i>and</i> Maths Grades 4-9)
3	BTEC Level 3 D*-P	2 years	5 x GCSEs at Grades A*-C (4-9) (including English <i>or</i> Maths Grades 4-9)

## Catchment area for Chase High School

Drill down map and postcode look up table is available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)



### For office use – statutory process mapped to timeline: The School Admissions Code 2014 and comments

Record note	Last consultation September 2013 arrangements. Next round of consultation even if no change due for September 2020 arrangements.
28 <sup>th</sup> February 2018	No consultation, no change therefore 2018 rolled over to 2019/ Determined Admission Arrangements 2019/20 approved Determined Admission Arrangements 2019/20 sent to the LA
15 <sup>th</sup> March 2018	Publication on web site of determined arrangements and LA Publication of Composite Prospectus of Determined Arrangements
16 <sup>th</sup> March – 15 <sup>th</sup> May 2018	Window for Objections to the School Adjudicator.
12 <sup>th</sup> September 2018	Final arrangements for 2019 are published by LA in Secondary booklet and on school web site.