

# Admissions Policy

Document Detail	
<b>Category:</b>	<i>Student Related</i>
<b>Authorised By:</b>	<i>Student &amp; Curriculum Committee</i>
<b>Sponsor:</b>	<i>Mr James Loten – Deputy Headteacher</i>
<b>Author:</b>	<i>LA Model policy</i>
<b>Version:</b>	<i>7</i>
<b>Status:</b>	<i>Pending approval</i>
<b>Issue Date:</b>	<i>October 2018</i>
<b>Next Review Date:</b>	<i>September 2019</i>

## Ownership and Control

### History

Version	Author	Dated	Status	Details
1	Ge	18.1.2012	Approved	Approved at Student & Community Committee meeting 18.1.2012
2	Ge	6.2.13	Approved	Approved at Student and Curriculum Committee meeting 6.2.13
3	Ge	5.2.14	Approved	Approved at Student and Curriculum Committee meeting 5.2.14
4	Kd	Feb 2014	Approved	Approved at Student and Curriculum Committee meeting 17.6.15. Re-approved 11 May 2016.
5	Kd	May 2017	Approved	Chair's Action 23.05.17
6	KF	February 2018	Approved	Approved at LGB 31 January 2018
7	JLo/KFi	October 2018	Approved	Approved by LGB 18 <sup>th</sup> October 2018

### Intended Audience

Intended Audience	Intended Method of Distribution
All Staff	SharePoint
Governors	SharePoint

## AMENDMENT TRACKER

**Name of reviewer:** Mrs Finch

**Date of review:** October 2018

**Summary of all changes being proposed in this policy review:**

Page	Line	Details of amendment
1	2	Pupil admission number amended to 224 with effect from September 2020.

## ADMISSION OF PUPILS

Pupils will be admitted at the age of 11, without reference to ability or aptitude.

The number of intended admissions at age 11 for the year commencing 1<sup>st</sup> September 2020 will be 224. Pupils whose Statement or Educational Health and Care Plan (EHCP) names the school will be admitted.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children who are looked after (Children in Care)\*
2. Where the child has a sibling attending the School at the time of admission to the school\*\*.
3. Where there are medical grounds (supported by a medical certificate) for admitting a child
4. The proximity of the child's home to the School, measured by straight-line distance, with those living nearer being accorded the higher priority.

A waiting list will be maintained until the end of the Autumn term if the school is oversubscribed.

For mid-year applications, a mid year application form needs to be completed and returned directly to School Planning and Admissions, who will apply to the schools you list, including Harwich and Dovercourt High School, on your behalf. A copy of the application form is available from our school, or can be requested from:

School Planning and Admissions,  
Essex County Council,  
P.O. Box 4261, Chelmsford CM1 1GS,

Tel: 0845 603 2200.

Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

Year 7 main round applications can be made online, or a form can be downloaded from the School Planning and Admissions website: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

Full details of the mid-year application process are provided in the mid-year application form's accompanying booklet.

Children for whom the School is named on a statement of special educational needs will be admitted irrespective of the above criteria.

In the event of over-subscription within any individual criterion, straight-line distance will be used with priority given to those children living nearest the School. All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. Details of how this operates are published in the Secondary Education in Essex booklet.



### **Admission of students already in secondary education**

Please contact the school office to request an application form for admission of students already in secondary education.

Where students already in secondary education apply for admission, they will be admitted according to the relevant criteria listed above, providing that the admission would not prejudice the effective education of existing students or the efficient use of resources.

Where the student is already in secondary education within North-East Essex, a Managed Move protocol may be used.

If the appropriate year group has already reached the agreed admissions limit, admission will usually be refused.

### **Admissions Appeals**

Where applicants are refused a place at the school, parents have a statutory right to appeal against the decision. Appeals forms may be obtained from the School.

Parents and prospective students are very welcome to visit the School at any time.

Please telephone the School to make an appointment.

## **ADMISSIONS TO SIXTH FORM**

Details about entry requirements for Sixth Form courses are available from the school.

### ***Definitions***

*\* A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).*

*\*\* The term 'sibling' includes step siblings, foster siblings and adopted siblings who reside permanently at the same address.*