



Orsett Heath Academy
Admissions and Appeals Policy
April 2020

Key Contact Personnel

Nominated Member of Leadership Staff Responsible: Miss S Rawson

Date written: April 2020

Date of next review: April 2021

This policy will be reviewed at least annually, and following any concerns and / or updates to national / local guidance or procedures

1) Introduction and Context

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to pupils who apply
- Explain how to appeal against a decision not to offer your choice a place

2) Links with other school policies and practices:

This policy links with several school policies, practices and action plans including:

- Attendance Policy
- Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- SEN&D Policy

3) Legislation

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admissions Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

4) Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribe day). The prescribed days at 31 December, 31 March and 31 August.

5) How to Apply

For application in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order

You will receive an offer for a school place directly from your local authority on offer day.

The school also admits 10% of students each year on sports aptitude. Please see below under Selection for further guidance.

6) Allocation of Places

Admission number

The school has an agreed admission number of 120 pupils for entry in Year 7

Selection

The school admits 10% of students each year on sports aptitude. If you wish to apply via this route, please note you must complete both the Local Authority application form AND the school application form

You can find details of the school's sport aptitude timetable on the school website

Oversubscription criteria

Children will be ranked within each of the over-subscription criteria according to their proximity to the school. Distance is measured between the child's front door and the school's main gate, measured in a straight line and using a digital mapping system

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order
2. Next, 10% of the PAN will be allocated to children who have demonstrated an aptitude in our specialist subject area, which is sports
3. Priority will next be given to the children of staff who have been recruited to fill a skills shortage area
4. Priority will next be given to children attending one of the following feeder schools: Stifford Clays, Deneholm, Chadwell St Mary, Little Thurrock and Woodside
5. Other children

In the event of over subscription Thurrock Council will maintain a waiting list. Pupils on the list will be ranked in order of priority for admissions irrespective of the date of application.

Placement on the waiting list does not affect the parents'/carers/ right to appeal against an unsuccessful application. If more than one student is entitled to the last place in a year group (as in

twins, multiple births of same distance measurement), the Academy will offer a place to the additional student(s).

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, the Academy will offer a place to the additional student(s).

7) In-year admission

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Application for in-year admission should be sent to the school address

8) Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the ground for your appeal in writing and send it to the following address:

- Lynn Oxland – oxlandl@wes.swecet.org

You can find details of the school's appeals timetable on the school website

9) Monitoring and Review

This policy will be reviewed and approved by the governing body every year.

Wherever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.