



Bridge Academy Trust



THE ONGAR ACADEMY

ADMISSIONS POLICY

2024-25

CHECKLIST

Please put an x in the box when done

Set up draft policy with watermark	<input checked="" type="checkbox"/>
Ensure footer says draft	<input checked="" type="checkbox"/>
Date on front and footer is date the policy comes into action	<input checked="" type="checkbox"/>
Committee taking to – include date	<input checked="" type="checkbox"/>
Summary of changes – to be brief	<input checked="" type="checkbox"/>
When updated save in DRAFT AWAITING FORMATTING	<input checked="" type="checkbox"/>
Email Clerk when updated	<input checked="" type="checkbox"/>

DOCUMENT FORMATTING

Please send to Clerk to format

Front page margins – Top & bottom 1.7, left & right 2	<input checked="" type="checkbox"/>
Front page title – Arial 26, space under then date	<input checked="" type="checkbox"/>
Headings – Arial 18, bold, capitals, border (thin line top, thick line bottom)	<input checked="" type="checkbox"/>
Subheadings – Arial 14, bold, border (single thin)	<input checked="" type="checkbox"/>
Font - Arial 11	<input checked="" type="checkbox"/>
Margins – Front page – Top & bottom 1.7, L&R 2	<input checked="" type="checkbox"/>
Margins – Main Policy – Top 2, Bottom 2.54, L&R 2	<input checked="" type="checkbox"/>
Main Number Margins – 0.00, 1.25	<input checked="" type="checkbox"/>
Bullet Points Margin – 1.75, 2.5	<input checked="" type="checkbox"/>
Sub-numbers Margin – 1.75, 3 (9pt)	<input checked="" type="checkbox"/>
Bullet Points & Sub-numbers – paragraph 6pt	<input checked="" type="checkbox"/>
Footer – Arial 10	<input checked="" type="checkbox"/>
When formatted save in Draft for HT MEETING	<input checked="" type="checkbox"/>

Agenda

To add a brief explanation:

Complete re-write will require a complete review	<input type="checkbox"/>
Minor changes (spelling/ process etc.)	<input type="checkbox"/>
No changes	<input checked="" type="checkbox"/>

When a policy is ready for committee:

Consultation with Headteacher Group/ Trustees	<input type="checkbox"/>
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Once approved:

Remove reference to Draft watermark/ footer	<input checked="" type="checkbox"/>
Ensure correct date – front and footer	<input checked="" type="checkbox"/>
Save in to CURRENT under Clerk	<input checked="" type="checkbox"/>
Add to website as appropriate	<input checked="" type="checkbox"/>
To go on newsletter (liaise with Chief Officer PA) “Following the recent Policy Review Committee these policies were approved and can be found on ‘staff portal’/ BAT website”	<input checked="" type="checkbox"/>
SharePoint - Archive old policy! N/A New Policy	<input checked="" type="checkbox"/>

Ensure the following key wording:

Employees

Head of School

Students

Date of Draft Policy:	November 2022	
Consultation with Staff Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Period of Consultation (if required)	From 17/12/2021	To 28/01/2022
Last consultation date <i>(consultation to be held every 7 years unless changes in-between)</i>	N/A	N/A
Trustees Committee Reviewing Document:	Full Board of Trustees	
Date of Board of Trustees Meeting at which Policy Approved (if required)	13/12/2022	
Date of Adoption of Policy	01/09/2024	
Date Policy available on Central Area/www (if appropriate)	01/09/2023	
Reviewer	Governance Professional	
Advice From	DfE Admissions Code	

Summary of changes

No changes

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ADMISSIONS TO THE ONGAR ACADEMY

ACADEMIC YEAR 2023/24

The Ongar Academy is an 11-18 mixed comprehensive school. The number to be admitted to Year 7 in the 2024/25 academic year will be 120.

Applications for admissions need to be made directly through the Local Authority by the closing date. Essex residents can apply through Essex County Council using the following link: http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Apply_for_a_secondary_school_place.aspx.

Residents outside of Essex should comply with their own Local Authority arrangements in respect of completing this form.

The Ongar Academy and its Governing Committee are committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

OVERSUBSCRIPTION CRITERIA

When the Academy is oversubscribed, after the admission of students with Education, Health and Care Plan (EHCP) where the school is named, the following criteria will be applied in the order set out below to decide which students to admit.

A maximum of 120 allocations will be available and allocated within criteria 1 to 7. Up to 6 allocations within the 120 are reserved for applicants taking the musical aptitude test.

- 1) Looked after children and previously looked after children. 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. Previously looked after children are children who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order (see the definition in Section 22(1) of the Children Act 1989);
- 2) Where the child has a sibling* currently attending the academy at the time of application, unless the sibling is in the last year of the normal age-range of the school (ie Year 13);

*A 'sibling' means a brother, sister, half brother or sister, adopted brother, adopted sister, step brother, step sister or a child of a parent/carer of a child looked after living permanently at the same address from Monday to Friday.

- 3) Children** who live with parents, guardians or carers, who are employees of Bridge Academy Trust, provided that the employee has been employed by the Trust for a minimum of 2 years at the date of application for admissions;

**A child is defined by birth or adoption, of a member of staff, or a child by birth or adoption, of a

wife/husband/partner of a member of staff living at the member of staff's home from Monday to Friday during term time; or a child for whom child benefit is paid to a member of staff.

- 4) Up to a maximum of 75 places will be allocated to students from the following group of primary schools:

Ongar Primary School, Chipping Ongar Primary School and High Ongar Primary School;

- 5) Up to 5% (6) of the places available will be allocated to students with a proven aptitude in music. Aptitude in music will be assessed by tests to be taken by applicants on Monday 16th October 2023. If parents and carers wish for their child to take the Musical Aptitude test, they will need to communicate this with the school via email before Monday 9th October 2023. The tests have been devised to be taken by children whether or not they have had experience of, or formal training in music. More detailed information about the test is available from the school on request or via the school website.

The 6 places will be offered in rank order of aptitude, as displayed in the test.

In the event of a tie-break under criterion 6, the place will be allocated to the student who lives nearest (as defined above) to The Ongar Academy.

Should fewer than 6 children apply for these places or achieve the minimum score, the unfilled places will be allocated in accordance with the distance criterion.

If your child is a twin, the Musical Aptitude test is taken at your own discretion. The waiting list for these applicants is separate to the main waiting list, which could result in only one child being offered a place dependent on results. If one child does gain a place at The Ongar Academy because of their Musical Aptitude results, this **does not** mean that their sibling is automatically allocated a place.

- 6) Remaining applications – All applications received where applicants are not attending the named schools in criterion 4.

In the case of over-subscription within any of the above criteria, priority will be determined on the basis of straight line distance from the school, those living closest having the highest priority. Straight line distances are calculated by the LA, as defined in the Secondary Education in Essex booklet.

*When measuring distances, the home to school distance will be measured using a 'straight line' distance measurement provided by the Essex County Council software.

Should two applicants have the same home to school distance, (not including multiple-birth siblings at the same address who would both be admitted) a random allocation would be made. This will be independently supervised.

For further information on the test, please visit our website www.theongaracademy.org – Entry to Year 7.

LATE APPLICATIONS

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

MID-YEAR APPLICATIONS

Please ensure the mid-year application form is completed and sent directly to the school. This can be found here:

<https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx>

WAITING LISTS

Prior to September 2023 the waiting list will be administered according to the criteria set out above. Students remaining on the waiting list in September 2024 will be ranked according to the In-Year Admissions Criteria which can be found on the school website.

The school maintains the end of phase transition waiting list until October half term. At this point for GDPR we write to parents and ask if they would like to remain on the waiting list - non response means they are removed.

APPEALS

All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with The School Admission Appeals Code.

Should you wish to appeal the decision please contact Essex County Council:
www.essex.gov.uk/after-your-school-offer/appeals

Appeals Timetable:

National Offer Day	Parents informed of outcome of application
20 School days after National Offer Day	Deadline by when appeals should have been lodged
Summer Term:	Appeals heard for those lodged by deadline and where possible for late appeals
September onwards:	Appeals heard for any appeals not heard before end of Academic Year

Appeals for mid-year admissions cases should be lodged within 20 days of receipt of the letter refusing a place at the school. All other arrangements regarding a hearing will follow the same process and a similar timeframe as those outlined above.

The school will publish details of admissions and of the appeals procedures each year. It will establish independent arrangements for appeals, currently administered by Essex County Council against non-admission. Applicants cannot normally apply for a place more than once in an academic year except where exceptional circumstances exist.

MONITORING AND REVIEW

This policy will be monitored by the Local Governing Committee and Board of Trustees, who will always take due note of the guidance provided by the Local Admissions Forum.

The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our school or in the local area.



The
Ongar
Academy

**Year 7 MUSIC APTITUDE
Application Form
Admission Year - 2024/2025**





Supplementary Information Form

CHILD'S PERSONAL DETAILS (block capitals please)

Surname
Forename
Permanent address
Postcode
Date of birth
Home telephone number
Current school

PARENT/CARER DETAILS (block capitals please)

Title First name Surname
Relationship to the child
Daytime contact number
E-mail address

Is there an EHCP naming The Ongar Academy? YES []

APPLICATION (please tick all that apply)

- 1. Children looked after or previously looked after []
2. Children with a brother or sister at the school []
Name of sibling:..... Form:
3. Children of staff within Bridge Academy Trust []
Name of member of staff:.....
4. Musical Aptitude Test []
5. All other applications []

DECLARATION AND SIGNATURE

To the best of my knowledge, the information given by me in connection with this application is correct. Offers may be withdrawn if it is discovered that false information has been provided.

Signed Date.....