

Secondary Education in Essex 2019/2020

A guide to transferring from
primary to secondary school

Closing date for applications **31 October 2018**



Apply online at
www.essex.gov.uk/admissions



Essex County Council

Online admissions

Parents and carers who live in the Essex County Council area (excluding those living in the Borough of Southend-on-Sea or in Thurrock) can apply for their child's school place online using the Essex Online Admissions Service at:

www.essex.gov.uk/admissions

The online application system has a number of benefits for parents and carers:

- you can access related information through links on the website to find out more about individual schools, home to school transport or inspection reports;
- when you have submitted your application you will receive an email confirming this;
- you will be told the outcome of your online application by email on offer day if you requested this when you applied.

You will be able to make your application online from **12 September 2018**.

The closing date for secondary applications is **31 October 2018**. This is the statutory national closing date set by the Government.

Key Points to Remember

- **APPLY ON TIME - closing date 31 October 2018.**
- **Use all 6 preferences.**
- **Tell us immediately in writing (email or by letter) about any address change.**
- **Make sure you read and understand the Education Transport Policy information on pages 24-26 if entitlement to school transport is important to you. School priority admission (catchment) areas are not relevant to transport eligibility. Transport is generally only provided to the nearest available school where the distance criteria is met. The 'catchment' school for an address may not be the nearest school. It is vital you carefully consider the transport implications before you make your application for a school place. Please contact us if you need advice (see pages 24-26).**

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The information contained in this booklet is correct as at the time of printing. Policies may change in the light of decisions made by the Schools' Adjudicator or any changes in the law. An addendum will be available on the website and on request.

Introduction

Welcome to Secondary Education in Essex 2019/2020. This booklet is for parents and carers living in Essex² whose children will be starting secondary education in the school year that begins in September 2019.

Please take the time to read this booklet carefully as it will help you through the application process. It gives you the information you need to help you make an informed application for your child's secondary education. It also explains how places are allocated and how to appeal if you are refused a place at your preferred school(s). Essential information is included to help you through the co-ordinated admissions process. Please make use of all your preferences.

We have an online applications system through which 98% of applications were submitted last year. Alternatively an application form can be found on our website or you can request a form by calling 0345 603 2200 or use the one at the end of this booklet if you would prefer to apply on paper.

Please do not do both.

The Local Authority (LA) has responsibility for the provision of school places across the county.

The LA's School Admissions team provides help to parents applying for primary or secondary places in Essex and is responsible for the co-ordination of admissions to all Essex maintained schools and Academies. If you require any assistance with your application School Admissions will do its very best to help you.

I hope that your child has an enjoyable and fruitful secondary education, and I wish them every success for the future.



Councillor Ray Gooding

Cabinet Member for Education and Skills

Primary to secondary school transfer timetable

Keeping track of your application

As deadlines are a critical part of the process of applying for a child's secondary school place, a step-by-step timetable is here to assist parents. You can use it to check that you have done what you need to and received the necessary information and correspondence. The LA sends all correspondence "in good faith" that it will be received on time. If you do not receive an acknowledgement of your application, including the offer letter or an email which confirms you have submitted it, then please contact School Admissions immediately.

| DATE | PROCEDURE | ACTION BY |
|-------------------------|--|---|
| 12 September 2018 | Online applications can be made. | LA/Parents |
| September/October 2018 | Visit the admissions website and read through this booklet, find out about and visit schools. It is important to consider how your child will get to school. | Parents |
| 15 September 2018 | Chelmsford County High School for Girls (CCHS) Entrance test. | CCHS |
| 22 September 2018 | 11+ test for CSSE selective schools sat at parent's nominated school. | Selective schools |
| September/October 2018 | Tests for specialist places at some schools (various dates) are taken by all pupils where parents have requested this on the school's Supplementary Information Form. | Schools selecting by aptitude/ability and parents |
| 2 October 2018 | Late 11+ test for CSSE selective schools for children unable to take earlier test. For religious, illness or exceptional circumstances only. | Selective schools and parents |
| From 15 October 2018 | CSSE and CCHS will send results of 11+ test/entrance test. | CSSE and CCHS |
| 31 October 2018 | LAST DAY FOR RECEIPT OF COMMON APPLICATION FORM EITHER PAPER OR ONLINE. Applications received after this date will normally be treated as late. You cannot apply online after this date. | Parents |
| 30 November 2018 | The last date that evidence of changes of address can be accepted to be included in the first round of offers on 1 March 2019. | Parents/LA |
| November/December 2018 | Admission policies for schools are applied to relevant applications – see page 7 for an explanation of the process. | Schools and LA |
| January – February 2019 | Information exchanged with other authorities and preferences sorted to identify the highest that can be met – see examples on page 6. | LA |
| 1 March 2019 | NATIONAL OFFER DAY. Offer emails/letters sent to all Essex resident applicants. An email will also be sent to those who applied online who requested it, confirming the outcome of their application. If you DO NOT receive an email/letter by 9 March 2019 then please contact School Admissions. | LA/Parents |
| 29 March 2019 | The latest date to lodge an appeal against a refusal of a place if you definitely want it heard before the end of the summer term. | Parents |
| March – 31 August 2019 | Waiting lists are maintained for all oversubscribed schools and any places that become available are allocated from these lists. | LA |
| April – July 2019 | Appeals held. | Schools and LA |
| 31 August 2019 | LA ceases to maintain waiting lists for foundation and voluntary aided schools and Academies. | LA |

Co-ordinated admission arrangements and what they mean

The law requires a LA to co-ordinate admissions to all secondary schools (except independent (fee-paying) or special schools) in their area.

Essex parents must apply for secondary school places by completing the Common Application Form. This can either be completed online at www.essex.gov.uk/admissions, or you can use a paper application form. **Please do not do both.** Parents can express preferences for up to six schools, both in and out of Essex, in the order in which they would like them considered.

On 1 March 2019, parents will be sent one offer of a place at the highest preference school that can be met. If none of the preferences can be met, a place will be offered at the nearest Essex school to the home address with a space available. Here are some examples of this process:

Example 1 – Parent has applied for four schools and the first preference can be met:

Preference 1 – Offered

Preference 2 – Not offered – right to appeal given*

Preference 3 – Not offered – right to appeal given*

Preference 4 – Not offered – right to appeal given*

Example 2 – Parent has applied for five schools and the third preference can be met:

Preference 1 – Not offered – on waiting list and right to appeal given

Preference 2 – Not offered – on waiting list and right to appeal given

Preference 3 – Offered

Preference 4 – Not offered – right to appeal given*

Preference 5 – Not offered – right to appeal given*

Example 3 – Parent has applied for six schools and no preference can be met:

Preference 1 – Not offered – on waiting list and right to appeal given

Preference 2 – Not offered – on waiting list and right to appeal given

Preference 3 – Not offered – on waiting list and right to appeal given

Preference 4 – Not offered – on waiting list and right to appeal given

Preference 5 – Not offered – on waiting list and right to appeal given

Preference 6 – Not offered – on waiting list and right to appeal given

Child will be offered a place at the nearest Essex school to their home address with a space available.

*You will note from examples 1 and 2 that children are only held on waiting lists for preferences higher than the one that can be met.

On 1 March 2019 (National Offer Day) parents will be sent a letter containing the result of their application. An email will be sent to parents who have applied online and have requested it, confirming the outcome of their application.

The application process explained

Stage 1

Paper Application

Application form received.

Details entered onto LA database.

Application acknowledged by letter within 10 days.

OR

Online Application

Application made using online admissions system.

Submitted application acknowledged by email.

Details will be transferred into LA database.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 31 OCTOBER 2018

Stage 2

Schools' admission policies are applied to all applications.

Results are collated by School Admissions.

LA database is updated and information is exchanged with other LAs.

Stage 3

Preferences that can be offered are identified.

Information from other LAs added to database.

The highest preference offer is decided and the child's record updated.

Stage 4

1 MARCH 2019 – NATIONAL OFFER DAY

Offer letter sent to all parents who applied giving the result of their application. Email sent to online applicants, who have requested it, giving the result of their application.

Children's details will be held on a waiting list for any schools of higher preference than that offered, unless parents inform School Admissions that they no longer wish to be considered for a place. Waiting lists will be maintained by the LA for all schools until the end of August 2019.

If a place becomes available then the child at the top of the waiting list will be offered the place.

Parents are given the right to appeal against all preferences not offered.

If none of your preferences can be met you will be offered a place at the nearest Essex school to the home address with a space available.

If you have applied for a non-Essex school you should find out how that LA processes applications. This includes what happens when an offer is made from a waiting list.

Essential information for parents

This booklet contains the arrangements for admissions to schools as carried out by Essex County Council, in accordance with statutory regulations and guidance from the Department for Education and the statutory instruments.

Common Application Forms (CAFs)

Parents¹ living in Essex² must apply to Essex County Council (ECC) for their preferred secondary schools. The Essex Common Application Form (CAF) is the only way you can apply for a secondary school place for your child. The CAF can either be completed and submitted online at www.essex.gov.uk/admissions or you can complete and return the form at the back of this booklet. **Please do not do both.** If more than one application is received the authority will process the last one to be submitted. You must submit your CAF by 31 October 2018.

Once you have submitted your online application you will receive an email to confirm this. Paper applications will be acknowledged within 10 working days by letter only. Please contact School Admissions if you do not receive an acknowledgement letter or an email confirming your application is submitted.

Parents seeking information should note that the LA will only discuss specific details about your child's application with the person who completes the form (referred to as the applicant).

Who has parental responsibility

More than 2 people can have parental responsibility for the same child.

A mother automatically has parental responsibility for her child from birth, unless the child has been adopted.

A father usually has parental responsibility if he is either:

- married to the child's mother at the time of birth or any time afterwards. If divorced, the

father will retain parental responsibility;

- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in).

Shared parental responsibility

Where more than one adult shares parental responsibility and they live at different addresses (see page 12 'Home address'), it is important that agreement be reached, prior to making the application, on which schools to apply for, and for only one application to be submitted for each child. If different applications are received, or the Admissions Team is made aware of a dispute between two parents¹, these applications will be placed on hold and will not be processed until such time that:

- written agreement is provided from both parents stating which application to take forward for processing; or
- a court order is obtained confirming which parents' application carries precedence or the court decides which parent can make decisions about school preferences.

Failure to reach an agreement about which application to take forward can affect whether or not your child is considered for a place at the schools you want, especially if they are not in Essex².

Please ensure that only one application is submitted by 31 October 2018. If multiple applications are received at any stage in the process you risk your child being without a school place.

¹ A "parent" as described under section 576 of the Education Act 1996 (EA 1996) in relation to a child or young person is defined as: The natural parents of a child, whether they are married or not. Anyone who although not a natural parent has parental responsibility for a child. Any person, who although not a natural parent, has care of a child.

² If you live in Essex your council tax will be payable to one of the following District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford. ECC accepts no responsibility for applications submitted in error to it by parents resident in another council area.

Essential information for parents

Shared custody

If parents¹ are separated and share custody, the parent with whom the child spends most of the school week with should make the application. (see page 12 'Home address')

An application can only be made from a single address and only one application can be made for each child³.

Custody issues cannot be resolved by the local authority and it will not enter into discussions about this.

Supplementary Information Forms (SIFs)

Some schools will need extra information to rank your application against their admission criteria. These schools will ask you to complete a Supplementary Information Form (SIF). Most schools of a religious character will ask you to complete a SIF, as will those schools that have partial selection by aptitude or ability.

Where a SIF is required this is made clear in the school's admissions policy which you can find on our website www.essex.gov.uk/admissions or in this booklet (pages 29–119). SIFs must be returned directly to schools.

Please remember that completing a SIF on its own is not an application – you must complete the Common Application Form and send it to us.

Schools with a specialist aptitude/ability criterion

Some schools have an aptitude/ability criterion in their admissions criteria for a proportion of their intake.

If you wish to apply for a place at a school under its specialist aptitude/ability criterion you should complete their SIF and return it by the date set by the school. Your child will be invited to attend a selection test at the school and you will be notified of the result by the school before the closing date for applications. Please note that achieving the

pass mark does not guarantee a place at the school but it should make it clear whether or not it is worth applying under the aptitude criterion for the school in question.

Applying to schools outside Essex

Secondary school admissions are fully co-ordinated across the country. This means that if you are resident in Essex you only need to fill out one form, the CAF, even if some, or all, of your preferred secondary schools are outside Essex. You can either apply online at www.essex.gov.uk/admissions or complete and return the form at the end of this booklet. **Please do not do both.**

Closing date for applications

The statutory national closing date for all applications whether online or paper is **31 October 2018. It is vital that you apply on time.**

Applications received after this date will normally be treated as late and will receive a lower priority.

³ Please ensure that only one application is submitted by 31 October 2018. If multiple applications are received at any stage in the process you risk your child being without a school place.

Essential information for parents

No application for a school place is submitted

It is the responsibility of the parent or carer to ensure that their application is submitted to the Council by 31 October 2018. If you fail to submit an application you will not be offered a school place.

If you do not intend to apply because you will be sending your child to an independent (fee-paying) school, or other reason, please inform School Admissions.

Priority admission areas

Although schools no longer guarantee places to children living in their priority admission (catchment) area, many include living in the priority admission area as one of their oversubscription criteria.

Confirmation of your priority admission area school is available by using our 'Catchment Area Finder' tool on our website www.essex.gov.uk/admissions.

Attendance at a priority admission area (catchment) school does not guarantee entitlement to free home to school transport (see page 24), as the 'catchment' school may not be the nearest school.

Types of schools

All schools in Essex (except independent fee-paying schools) are known as maintained schools or Academies. There are several types of school outlined below. The list of schools in this booklet shows which type of school each one is. The differences relating to pupil admissions are:

- foundation schools – the school's governing body is the admission authority⁴ and sets the oversubscription criteria;
- voluntary aided schools (VA) – these schools have a religious character often Church of England, Roman Catholic or Jewish. The school's governing body is the admission authority⁴ and sets the oversubscription criteria;
- Academies – these are independent schools in the maintained sector. The Academy's admission policy and arrangements must be consistent with admissions law and the School Admissions Code and the Academy Trust is the admission authority⁴ and sets the oversubscription criteria;
- Free Schools – these are Academy schools set up in response to parental demand. The Academy Trust is the admission authority⁴ and sets the oversubscription criteria;
- Studio Schools – these are Academy schools for 14-19 year-olds which offer academic and vocational qualifications, taught in a project-based way. Children are admitted for the first time in Year 10. The Academy Trust is the admission authority⁴ and sets the oversubscription criteria;
- University Technology Colleges – these are Academy schools for 14-19 year-olds which specialise in subjects such as engineering and construction, along with a broad, general education. The Academy Trust is the admission authority⁴ and sets the oversubscription criteria.
- community schools – the Local Authority (LA) is the admission authority⁴ and sets the oversubscription criteria;
- voluntary controlled schools (VC) – these schools often have a religious character, normally Church of England. The LA is the admission authority⁴ and sets the oversubscription criteria;

⁴ An admission authority is responsible for all aspects of pupil admissions and appeals.

Essential information for parents

School preference order

You should put your school preferences in the order you really want them, but remember to take into account transport implications (see page 24).

The ranked order of your preferences is confidential to the relevant LAs and will only be shared with schools in the event of appeals. In accordance with the statutory School Admissions Code, schools must not use admissions criteria that require you to put them as first preference to gain a higher priority.

No Essex schools use such criteria. If your preferred schools are not in Essex you should check their admissions criteria carefully. Contact details for local authorities bordering Essex can be found on page 122.

It is important that, when selecting your preferences, you take into account how you will transport your child to school. Pages 24-26 explain the Council's Education Transport Policy.

The following websites may give you useful information about alternatives if your child will not qualify for home to school transport:

**www.essex.gov.uk/publictransport or
www.travelinesoutheast.org.uk**

Using all your preferences

We strongly recommend that you use all of your 6 preferences.

Applying for more than one school does not in any way reduce your chances of being offered your highest preference so please aim to use all of your preferences. Your local school must be one of your preferences in order for it to be considered; this will not be done automatically.

If none of your preferences can be offered, you will be allocated a place at the nearest Essex school to the home address with a place available after all the other on time applications have been dealt with. **This could mean your child being allocated a school several miles away from your home address which is why we advise you to use all 6 preferences.**

Selective/Grammar schools

You should put your preferred schools on the application form in the order that you want them, and this should include grammar schools if you so wish. You will need to consider the order of schools carefully. School Admissions will offer places according to the highest of your preferences that can be met. Entry to all grammar schools in Essex is based on the results of selection tests. If your child's selection test score is high enough for him/her to be offered a grammar school place but you have expressed a higher preference for another school that can be met, your single offer of a place will be at your higher preference school, not the grammar school.

Children with an Education, Health and Care Plan applying for grammar schools

Where a child has an Education, Health and Care Plan (EHCP), in most cases your child's secondary school place will be decided through a consultation process with the Statutory Assessment Service. However there are a small number of parents who wish their child to take the entry test for grammar schools. In these cases the parent should also complete a Common Application Form. If your child is ranked high enough to be offered a place, we will inform the SEN caseworker involved who will be able to name the school in your child's EHCP.

Essential information for parents

Changing preferences

You can change your preferences on your online application by logging into your account, amending your existing application and resubmitting it, as long as this change is made by the closing date.

If you applied on paper you will need to write to School Admissions before the closing date so your letter is received by 31 October 2018.

After the closing date a change request will not be accepted, unless this is for an address change⁵. Evidence of any address change must be supplied by the specified deadlines.

Any requests must be submitted to School Admissions in writing, whether you applied online or by paper. You can email admissions@essex.gov.uk

Home address

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a signed tenancy agreement can be provided by 30 November 2018. The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and **proof of address and residence arrangement will be required with the application**. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week.

Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (*where eligible*).

Some Foundation, VA schools and Academies have different rules on home address. You should check each school's policy.

Applications from members of the Armed Forces and Crown Servants

Members of the Armed Forces and Crown Servants with automatic right of entry to the UK who are able to provide evidence of their relocation can apply for a school place ahead of a move. An application can be made as soon as confirmation of the relocation is available.

For Armed Forces applications we will use the unit posting address when considering the application, until such time as a confirmed home address can be provided. For Crown Servants an address can only be used if there is evidence of the address the child is returning to.

There is no guarantee that a place will be available at a preferred school; each application will be considered in accordance with the school's admissions criteria.

Address checking

The LA may ask a random sample of applicants to provide proof of their home address. This must be a copy of one of the following:

- UK driving licence;
- council tax notification;
- two utility bills dated within the last six months (gas, electricity, water or landline phone).

⁵ Any applications or change requests received after 30 November 2018 will be held and will not be considered until after the first round of offers on 1 March 2019.

Essential information for parents

Fraudulent/Misleading applications

Regrettably, on occasion, some parents give false information about their home address to get a place at a particular school. **This is completely unacceptable** and can have the effect of denying a place to a child with a more genuine claim. The County Council expects that all applications are made in good faith giving the correct information.

Where there is reasonable doubt as to the validity of a home address, the LA reserves the right to take additional checking measures including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the LA, in consultation with the admission authority, has the right to withdraw the place and will exercise that right in relevant cases.

Moving house/changing address details

If you move address either within Essex or into Essex during the admissions process, you must notify School Admissions immediately by email or letter. You should provide proof of exchange of contracts if you have purchased your new home, or a copy of a signed tenancy agreement if you are renting. If there are changes to your plans you must let School Admissions know immediately or your child's offer of a place could be withdrawn. It is your responsibility to provide School Admissions with proof of address. Please do not assume that the Admissions Team have access to other records the Council may hold about you.

If you know you are moving to Essex before the closing date for applications but are not able to provide evidence by that date, you must apply for Essex schools via your home authority².

If you submit an online application and then you move house it is not sufficient only to change your address on your online application. You must inform School Admissions in writing, by email or letter, and provide evidence of your move as described.

If this evidence is received after 30 November 2018, your application will not be processed using your new address. If your child's details are placed

on a waiting list where the position is influenced by home address, your new address will be used to determine the position. **Please note that if you are applying for a place at schools outside Essex there may be different dates after which a new address cannot be considered.** If you are in doubt please contact School Admissions.

If you own a property in Essex but are not living in it, but intend to take up residency at your Essex home before the start of the autumn term, your application will be processed using your Essex address once evidence has been received. Any offer of a school place will then be conditional upon receipt of evidence of you taking up residency at that property in Essex.

Distance tie-breaker

Most schools use distance to prioritise their applications, both within each individual criterion and as a final criterion. Straight line distance is commonly used; however, a small number of schools measure by the shortest walking route.

For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described on page 12.

Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home. In the unlikely event of two applicants with an identical distance competing for a single place at a community or VC school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions, with the exception of twins, triplets etc. Foundation, VA schools or Academies may have their own tie-break policy.

Essential information for parents

Siblings

For all community and VC schools, and for some foundation, VA schools and Academies (indicated by ‡ in the school's admission policy) the following definition applies:

A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address, who attends the preferred school in any year group **excluding the final year**. Biological and adopted siblings who attend the preferred school in any year group **excluding the final year** will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, **will not** be treated as siblings.

For mid-year applications the only variation to the definition above is that the sibling should be attending, or has been offered a place at, the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission. Biological siblings who attend the preferred school will be treated as siblings irrespective of their place of residence.

For 11–18 schools, a sibling link to a child in Year 11 or Year 12 at the time of application and determination will be taken to exist where there is a reasonable expectation that the child will be returning to the school for a post 16 course of study.

Foundation, VA schools and Academies may have different definitions of a sibling. Please contact the school to check.

Will my child's brothers and sisters be able to go to the same school?

You should check the priority given to siblings in each school's admissions criteria to assess the chances of this. **There is no automatic guarantee that siblings can go to the same school. Your chances will be reduced if you do not apply on time.**

Having a sibling already in receipt of transport does not guarantee that a future sibling will automatically qualify for transport to the same school. See the transport policy information on pages 24-26.

Twins, triplets etc.

For community and VC schools in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining child(ren). For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc.) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them, then places would not normally be offered to all.

For foundation, VA schools and Academies the decision will be made by the governing body or Academy Trust.

Children who are cared for by a local authority (Looked After Children)

A 'looked after child' or a child who was previously looked after but immediately after being looked after ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order will be given first priority in the oversubscription criteria, ahead of all other applicants, in accordance with the School Admissions Code 2014. 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 (as defined in Section 22(1) of the Children Act 1989).

Essential information for parents

Medical circumstances

Some schools may give priority based on medical circumstances. You should check the school's admission policy and send any supporting evidence to the school directly. If the school is in another local authority, check with the school where to send any evidence.

Feeder primary schools

Some schools give priority based on attendance at a feeder primary school. If you are not sure at what point attendance at a feeder primary school is taken into account, check with the school. **Feeder primary school links have no relevance to school transport entitlement.**

Admission of children living overseas

All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where the child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in Essex but is not living in it, but intends to take up residence at the Essex home before the start of the autumn term, then evidence of this address must be provided for the application. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Essex.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not be accepted until they are resident in the UK.

How decisions are made

Each school has a Published Admission Number (PAN) which is the maximum number of children the school intends to admit each year. If there are more applications than the PAN then the school's oversubscription criteria will be applied. This is a set of rules against which applications are prioritised, for example siblings or distance. The entry for each school in this booklet sets out a summary of the oversubscription criteria. It also includes information on the number of applications received and the last admission criterion reached last year. This information can help you assess the chances of your application being successful.

Withdrawal of an offer

If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

Late applications

Applications received after the closing date of 31 October 2018 will normally be treated as late. This means your application will be dealt with after all on time applications have been processed, unless there is evidence, or you provide evidence, to show that the application could not reasonably have been made on time. A new on time preference will not be accepted after the closing date unless the circumstances are deemed to be exceptional.

All late applications will be considered by LA officers to determine whether there are exceptional circumstances. Where that is deemed to be the case, the application will be treated as 'on time'⁶.

⁶ Even if there are reasons why you could not apply on time, it will not be possible to treat any application received after 30 November 2018 as on time. In addition, any new applications, preferences or change requests received after 30 November 2018 will be held and not considered until after the first round of offers on 1 March 2019.

Essential information for parents

None of your preferences can be met

If none of your preferences can be met and if you are an Essex resident, you will be offered a place at the nearest Essex school to your home address with a space available. Remember to use all your preferences. For September 2018 only 2.37% of Essex parents could not be offered any of their preferences whilst 93.65% were offered their first or second preference of secondary school.

If your child is not offered a place

If your child is refused a place at a preferred school that is ranked higher than the offer you have received, your child's details will be held on a waiting list. You will also be given the right to appeal to an independent appeal panel for any school you applied for where your child has not been offered a place.

Independent appeal panels can grant a place at a school even when the admission authority has demonstrated that the process has been carried out properly, and all the available places have been filled. Panels have to weigh the disruption and difficulty to the school and the quality of education it delivers (referred to as 'prejudice'), as a result of having an additional pupil, against the prejudice to the child if he/she did not attend that school.

Some parents express concern that their appeal has been 'a waste of time'. An appeal is never a waste of time but you should carefully consider your reasons for your child attending the school. From figures available at the time of preparing this booklet, for Year 7 admissions to Essex secondary schools in September 2018, there have been 349 appeals heard for places, of which 21.5% were successful. This information is intended to help parents decide whether it is worthwhile pursuing an appeal.

Non-Essex schools

If you have been offered a place at a non-Essex school, you need to check with the relevant LA whether you need to formally accept that place with them or the school. Some LAs may withdraw an offer of a school place if they are able to offer your child a place at a higher ranked school within

that LA from a waiting list. It is your responsibility as the parent or carer to find out about any acceptance procedure or waiting list process for schools in other LAs. This includes what happens if an offer is made from a waiting list.

Waiting lists

After 1 March 2019, all unsuccessful applications that are a higher preference than the school offered will be held on a waiting list, according to the admissions criteria for the school. This applies to both on time and late applications.

School Admissions will hold waiting lists for all Essex oversubscribed schools until the end of August 2019. Applicants will be ranked in priority order, according to the school's admission criteria. After this date Essex LA will continue to maintain waiting lists for oversubscribed community and VC schools until the end of the autumn term 2019. Oversubscribed foundation, VA schools and Academies are required to maintain their own waiting lists, as a minimum, until the end of the autumn term.

Waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is therefore possible that a child's position on a waiting list could move down as well as up as each added child will require the list to be ranked again in line with the oversubscription criteria.

If you are in any doubt, please check with the relevant admission authority.

I've decided I would prefer a lower preference school than the one I have been offered

If, having received your offer, you decide you would rather your child attends one of your lower Essex preference schools please put this request in writing to School Admissions. Your application to that school will then be reactivated and, if there are no places available, added to the appropriate place on the waiting list. If you want your child's details added to a non-Essex school's waiting list, you need to put this in writing to School Admissions. It should be noted that different

Essential information for parents

waiting list systems may apply, and it is your responsibility as the parent or carer to find out how waiting lists for schools in other LA areas are operated. This includes what happens if an offer is made from a non-Essex waiting list.

Continued interest in a school after the end of the autumn term

Waiting lists are not automatically maintained after the end of the autumn term for community and VC schools. This means that if you have been refused in the normal admissions round but still want a place you will have to contact us to put your child's name on a continued interest list.

If a place becomes available, those on the list will be ranked along with any other applications that have been received for a place at the school.

When there are more live applications, on the same day, than the number of places available, the school's admission criteria will be used to determine any offers that can be made.

This situation may be different if you are applying for a place at a Foundation or VA school or an Academy. You will need to contact the school to see how they handle your application and continued interest in a place.

I want to change secondary schools (mid-year)

Parents should apply in writing directly to schools. The schools must then offer or refuse a place, informing the parent of the outcome in writing. There is an application form which will be available at all Essex Secondary schools, on the Essex County Council website and on demand from the LA's School Admissions team. The application form has notes of guidance to assist you, as well as signposting you to the School Admissions team for further advice if you need it. If you want to apply for a school outside Essex please contact the LA directly to discuss how to make your application.

Upon receipt of an application, the school must consider the application without delay and make a decision as to whether a place is to be offered or not. In the majority of cases, a decision will be

easy to make since a place should be offered unless the year group is fully subscribed to the admission number, or there are competing applications for a limited number of places.

All schools must formally determine any application received by either offering a place, or by writing to you to refuse a place. This should be done within 7 school days of receiving an application in most cases. Where a place is refused, the letter must give a reason for the refusal (which will normally be that the year group is fully subscribed) and advise you of your statutory right of appeal to an independent panel.

Changing schools is a serious step to take, particularly for pupils in Years 10 and 11.

Before applying please discuss the reasons for your request with your child's current headteacher. You should not remove your child from their current school before securing a place at another school.

A school may admit a child over the admission number and outside the admission criteria mid-year, where they have been excluded from another school or are being placed as a move supported by all agencies.

If, having applied for a place, your child is still left with no school place at all please contact the School Admissions team for more advice.

The LA has a 'Fair Access' officer who can offer advice and assistance where no schools in the area have vacancies.

Fair Access Protocol

The LA has a Fair Access Protocol to ensure that schools and the LA work together to ensure that access to education is secured swiftly for children that have no school place. The aim of the protocol is to encourage close co-operation between schools, when allocating places for pupils who are 'hard to place' (for example children with challenging behaviour) that balances the needs of parents, children and schools.

In addition, under the protocol the LA can, in exceptional cases, approach schools and ask

Essential information for parents

them to admit children over their admission number where, for example, a child has moved into an area and there are no schools within a reasonable distance of the child's home with a place available.

Children considered for admission under the Fair Access Protocol will take precedence over children on a waiting list who are attending another school.

What happens post 16?

The Government has introduced changes so young people, following Year 11, are now required to remain in learning until at least their 18th birthday. Young people will, however, have a range of options they can consider including:

- Full-time education, such as school with a Sixth Form, College, Sixth Form College or the new University Technical College in Harlow.
- Work based learning, such as an Apprenticeship or Traineeship
- Part-time education or training if the young person is employed, self-employed or volunteering for more than 20 hours a week.

All education establishments will publish their entry criteria for a place in their sixth form or college within their prospectus or on their website. As well as schools with sixth forms, there are sixth-form colleges, providing mainly academic post 16 courses, in Braintree, Colchester and Thundersley. In addition, there are Further Education (FE) Colleges in Basildon, Braintree, Chelmsford, Colchester, Epping Forest, Harlow and the new University Technical College in Harlow; all of which provide a wide range of different levels of technical and vocational education for young people.

If your son or daughter is interested in an Apprenticeship or Traineeship there are a wide range of Training Providers working with employers, in Essex, to deliver these programmes. Your child's school will supply information to your son or daughter in Year 11 on all the opportunities and Training Providers available in the local area or to find out more visit:

www.apprenticeships.org.uk

To find out more about the next steps and all the options available to young people, please visit

www.essex.gov.uk/futurelearning

Post 16 applications from outside of the county

For applications to post 16 education providers in Essex from outside of the county, including from other countries, please contact each institution directly for support in applying for a place. All education institutions can be found on the website mentioned above.

Appeals against admission decisions

Making an appeal

If your child has not been offered a place at your preferred school(s) you have the statutory right to appeal to an independent appeal panel against the decision not to admit your child. Appeals should be lodged within 20 school days of being refused a place. More information is available on the website www.essex.gov.uk/admissions.

After you have made your appeal

You will be advised in advance of the date of your meeting, called a 'hearing'. Wherever possible the appeal hearings will take place in the area local to the school for which you are appealing.

You are encouraged to attend your hearing in person. If you do not attend, and do not inform the clerk, the panel may consider your appeal in your absence. You should remember that if your appeal is heard in your absence, the panel will be unable to ask further questions about any details of your case, which they may wish to clarify, before reaching a decision. If you wish, you may bring a friend, relative or representative. Before the hearing you will be sent a written summary of the admission authority's case for not being able to offer your child a place at the preferred school.

At your hearing

There will usually be three panel members who will be introduced to you. A clerk will also be present to record the panel's decisions and advise on the law and procedure. A representative of the admission authority (the school or the LA depending on the type of school) will present the case for not meeting your preference.

The panel will have copies of your appeal (plus any letters or additional information you may have sent in support of your appeal) together with information on why your preference has not been met. If you attend, the hearing will usually follow this pattern:

- the case for not meeting your preference will be presented;
- you, or your representative, may ask questions;
- you, or your representative, will present your case;
- you may be asked questions;
- the reasons for not meeting your preference will be summarised;
- you, or your representative, will be given the opportunity to summarise your case.

Grouped appeal hearings

When there are a large number of appeals for one school they may be heard using the 'grouped appeal' system. There are normally two stages to this process.

At the first stage, the admission authority will present its case to all parents (and any representatives) at the same time, in the form of an evening presentation. For a small number of appeals, the presentation will take place on the morning of the appeal. When there is an evening presentation, notes of the meeting will be sent to all appellants before the second stage.

At the second stage, the appeals of the individual parents will be held in private, as described earlier, and no decisions will be made until all appeals, received on time, for the school have been heard.

Appeals against admission decisions

The decision

The panel will, firstly, decide whether the school or LA has demonstrated why it cannot admit any more children. If the panel is satisfied that the admission authority has proven this, it will go on to consider all the points you have made. The second part of the hearing is based on balancing the needs of the individual child against the effect on the school of admitting another child. The clerk will write to you, usually within five working days, although this may not be possible where there are multiple appeals for one school, telling you of the appeal panel decision and the reasons for it. The decision is binding on both parties.

Essex LA's policy, which applies to community and VC schools, where a parent's appeal is not successful, is that we will not consider another application for the same school in the same academic year unless there have been significant and material changes in the circumstances of the parent, child or school, which could warrant a new application. These changes have to relate to the new application and not be connected with the result of the first application.

The Local Government Ombudsman can investigate complaints of maladministration. For Academies, the Education Funding Agency can investigate such complaints.

Special educational needs and Essex special schools

Essex County Council has additional responsibilities for children assessed as having special educational needs. An assessment of these needs may lead to an Education, Health and Care Plan (EHCP) being issued. Most children with an EHCP are educated at their local mainstream school, with additional support if appropriate. Some children who have an EHCP and have significant special educational needs attend a special school or a mainstream school with additional special provision. For further details about the statutory assessment procedures or special education in Essex please refer to the Local Offer website www.essexlocaloffer.org.uk

The list on page 23 gives details of the special schools in Essex and an indication of the type of difficulty catered for by each school.

A child is only placed in a special school if they are the subject of an EHCP and the school is named in that document. For most children a mainstream school will be able to meet their needs.

Children with an EHCP that name a school are **required** to be admitted to that school. However, if a child with an EHCP wishes to be considered for a grammar school, the child must sit the relevant selection tests (see page 11).

If your child has, or is currently being assessed for, an EHCP you will have discussed the most suitable school and the range of options available with the Statutory Assessment Service (SAS).

If you think your child may have special educational needs you should first speak to the Special Educational Needs Coordinator of your child's present school.

Most special schools take pupils from a wide area of the county.

Please note:

If your child already has an EHCP they will be allocated a secondary school place by SAS as part of the review of their EHCP for the transition from primary to secondary school. Whilst you will have

the opportunity to express preferences for your preferred school(s) you should do this as part of the discussions following the proposed amended EHCP being issued. **You should not return the Common Application Form in this booklet or make an application using the online facility.** If an application is received for a child with an EHCP a place will not be allocated as part of the co-ordinated admissions process detailed on page 7. **However if you wish your child to try for a grammar school please see page 11.**

SEN Local Offer (www.essexlocaloffer.org.uk)

Our Local Offer provides information for children and young people with special educational needs and disability (SEND) and their parents or carers in a single place.

The Local Offer is published as part of the SEND reforms under the Children and Families Act 2014 and will be developed over time, with partners involved reviewing it.

The Local Offer is for:

- Children and young people with special educational needs and/or disabilities (SEND)
- Children and young people from birth to 25 years
- Their parents and carers
- Practitioners and professionals

The Local offer will:

- Make it easier to find out what you need to know
- Help you to be less dependent on other people or word of mouth
- Help you find the nearest and most suitable services
- Help you to ask the rights questions
- Help you to provide feedback about what is needed, raise concerns or make a complaint.

More information is available on the website www.essexlocaloffer.org.uk

Special educational needs and Essex special schools

SEN transport arrangements

Arrangements for free home to school transport can be found online at

www.essex.gov.uk/schooltransport

In line with statutory duty Essex provides free home to school transport to the nearest appropriate school with space if the pupil resides:

- 2 miles or more from the school for pupils up to the age of 8 (end of year 3)
- 3 miles or more from the school for pupils over the age of 8 (year 4 and above)

If a child lives under the statutory distance criteria, transport cannot be provided unless there is clear evidence that the child's special educational needs are such that the parent/carer cannot get him/her to school.

The provision of an escort on the vehicle is not automatic and is based on the child's individual needs at the time of assessment.

Where a school is or can be named in a child's EHCP as it is the nearest appropriate school but as a result of parental preference they choose an alternative school further away, transport will not be provided to the alternative school. Parents will be required to make their own arrangements to get their child to and from school in this instance.

Special schools in Essex

For pupils with Severe Learning Difficulties

| School | Serving Area | Age |
|-----------------|-------------------------|--------|
| The Pioneer | Basildon | 3 – 18 |
| Edith Borthwick | Braintree | 3 – 18 |
| Glenwood | Castle Point / Rochford | 3 – 18 |
| Columbus | Chelmsford | 3 – 18 |
| Lexden Springs | Colchester | 3 – 18 |
| Oak View | Epping Forest | 3 – 18 |
| Harlow Fields | Harlow / Uttlesford | 3 – 18 |
| Shorefields | Tendring | 3 – 18 |

For pupils with Moderate Learning Difficulties

| School | Serving Area | Age |
|---------------|-------------------------|--------|
| Castledon | Basildon | 3 – 18 |
| Thriftwood | Braintree / Chelmsford | 5 – 18 |
| Endeavour | Brentwood | 5 – 16 |
| Cedar Hall | Castle Point / Rochford | 5 – 16 |
| Kingswode Hoe | Colchester | 5 – 16 |
| Market Field | Colchester | 3 – 16 |
| Harlow Fields | Harlow / Uttlesford | 3 – 18 |

For pupils with Physical and Neurological Impairments

| School | Serving Area | Age |
|-----------|--------------|--------|
| Southview | All | 3 – 18 |

For pupils with Social, Emotional and Mental Health Difficulties

| School | Serving Area | Age |
|--------------|--------------|---------|
| Wells Park | All | 5 – 11 |
| Langham Oaks | All | 11 – 16 |
| Ramsden Hall | All | 11 – 18 |

For pupils with Speech, Language and Communication Difficulties

| School | Serving Area | Age |
|-------------|--------------|--------|
| Grove House | All | 7 – 18 |

Home to school transport

If I am offered a school place for my child will I qualify for free transport?

Mainstream secondary schools

You should consider carefully how your child will get to and from the school(s) you apply for before you make your application for a school place. Children will only be entitled to free home to school transport if there is an entitlement under the County Council's Education Transport Policy. If a sibling or other local child is already in receipt of transport to a school, this does not guarantee that a new child will automatically qualify for transport to the same school. The policy criteria must be met in all cases.

Where there is no entitlement to transport from the Council, parents are fully responsible for all financial costs and transport arrangements for their child.

The full Education Transport Policy is published on our website www.essex.gov.uk/schooltransport and details are also available in the Secondary Education in Essex 2019/2020 booklet. It is vital that you read all of the information.

Please note that entitlement to school transport will not be assessed on the basis of priority admission ('catchment') areas, or historically 'designated' areas or schools. Applications are assessed against the following criteria.

Essex County Council (ECC), in accordance with its statutory duty, will provide free home to school transport for children of secondary school age to the **nearest available school*** to their home address, if they live 3 miles or more from that school.

It is important to note that the 'catchment' school for an address may not be the nearest school.

ECC will measure using the shortest road route to calculate distances to establish which is the nearest school to a child's home address.

Thereafter, the shortest available walking route is measured to calculate the distance to the nearest school, to determine if the qualifying distance is

met for entitlement to transport.

ECC uses a Geographical Information System (GIS) to measure and calculate home to school distances. The measurements produced by the Council's GIS are the definitive distance calculations that the Council will use to determine transport eligibility.

For children from low income families, the policy is extended to provide transport to any one of the three nearest state secondary schools to the home address which are between 2 and 6 miles from the home. Children from low income groups are defined as those who are entitled to free school meals due to their income, or those families whose annual taxable household income is less than £16,190 as defined in their current child tax credit form.

Entitlement is also extended to those children from low income families who are attending their designated faith school which is 2 miles or more, but not more than 15 miles from home by the shortest road route.

Unless the low income criteria is met, transport will not be provided to a school if:

- **There is any nearer school to the home for which a parent did not apply on the original admission application**
- **There is any nearer available school which was listed as a lower preference on the original admission application**
- **The parent has rejected an offer of a place at any nearer school**

What is the nearest school for transport purposes?

Any parent who wants to find out which school the Council considers to be their nearest school for transport purposes should send an email to:

educationawards@essex.gov.uk

The email should state the child's name and address, asking what the Council considers to be the nearest secondary school for transport purposes to that address.

* As defined in the Education Transport Policy

Home to school transport

Faith schools

Transport entitlement is extended to those children from low income families who are attending their designated faith school which is 2 miles or more, but not more than 15 miles from home by the shortest road route. To evidence that the child is attending a school based on religion or belief, their baptism certificate or a written statement supporting the reasons for selecting a faith school must be provided.

For Roman Catholic (RC) schools, the 'designated faith school' for this purpose is the school which the RC Diocese and the County Council have agreed as the RC school for the area of the home address. In the case of other faiths, transport will only be provided to the nearest school of that faith, if the relevant income and distance criteria are met.

A faith school is considered to be a voluntary aided school or faith academy which, in its admission arrangements, gives priority for admission to children of the faith. Voluntary controlled schools are not considered to be 'faith schools' for the purposes of transport.

Selective/Grammar schools

Home to school transport will be provided to those children from low income families that are attending a selective school and reside 2 or more miles away.

A selective school (i.e. grammar school) is considered to be one which admits all pupils by reference to their academic ability, by means of a selection test or other process to determine academic ability.

The Consortium for Selective Schools in Essex (CSSE) also run transport services to all of their selective schools and you can purchase a termly ticket for this transport. Should your child be successful in gaining a place at a selective school, details will be provided in the information pack sent to you by the CSSE after the offer date. More information is available at www.csse.org.uk or by calling 01245 348257.

Points to remember

- **An offer of a school place does not guarantee free school transport even if you live over three miles away from the school you have been offered, even if it is the priority admission (catchment) area school.**
- Before you apply for a school place and for home to school transport you should read the information made available to you in this booklet and the full Education Transport Policy on the website:
www.essex.gov.uk/schooltransport
- If your child does not qualify for free school transport you may be able to purchase a bus pass or seat on a vehicle operating to the school. You would need to contact the relevant transport operator about this.

It is important that, when selecting your preferences for school admission, you take into account how you will transport your child to school where the above policies do not apply. The following website may give you useful information about alternatives:

www.essex.gov.uk/publictransport

Sustainable modes of travel

The Council takes a number of steps to enable accessibility to places of employment and education, including other neighbourhood services such as retail and leisure; with the associated health and social benefits for communities. The Council has a strategy for these issues. For more information about sustainable modes of travel, please visit www.essex.gov.uk

Scholars' tickets

Some commercial bus services are operated under contract to Essex County Council. You may be able to purchase a discounted ticket on these services. For further information go to:

www.essex.gov.uk/publictransport

Post 16 transport

Students undertaking a post 16 course of full time education at a sixth form or college will be eligible for transport if the nearest appropriate sixth form

Home to school transport

or college is more than three miles from home and a contribution is made to the cost of transport. An appropriate sixth form or college is one at which the course, or the majority of the course, is offered.

The contribution of £900 is payable in one annual payment or 3 termly instalments. This charge is reduced to £450 for low income families. For children from low income families, the policy is extended to provide transport to any one of the three nearest state secondary schools to the home address which are between 2 and 6 miles from the home. Children from low income families are defined as those who are entitled to free school meals due to their income, or those families whose annual taxable household income is less than £16,190 as defined in their current child tax credit form. The three mile distance is measured by the nearest 'walking route', which may not be the nearest main route to the school.

The transport arrangements provided for entitled Post 16 students can be found at www.essex.gov.uk/schooltransport

Financial assistance for parents and students

Uniform grants

The provision of uniform grants is only made in exceptional circumstances. In order for the family to qualify it must be in receipt of qualifying benefits.

Examples of exceptional circumstances where an award will be considered are:

- enforced re-housing and associated move of school
- parent and children in a refuge enforcing a change of school
- enforced move of school through bullying with evidence from the previous school
- exceptional circumstances requiring the replacement of a uniform

Families must be in receipt of one of the following qualifying benefits:

- Income Support
- Universal Credit with an income of £7400 or less

- income-based Jobseekers Allowance
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- the guaranteed element of State Pension Credit
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999

For more information or to request an application form please contact 0345 603 2200 or visit:

www.essex.gov.uk/schooltransport

Free school meals

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with an income of £7400 or less

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time education may also be able to get free school meals.

If you are entitled to one of the above benefits you may apply via www.essex.gov.uk/freeschoolmeals

Entitlement to free school meals is strictly confidential. Your entitlement will only be shared with the school your child attends to enable the meal to be provided.

Secondary schools in Essex

The following pages list the details of secondary schools in Essex, along with a summary of each school's admission policy.

On the next page we describe how to interpret the school information but this is not a substitute for the school prospectus. Please visit the schools to get a true impression.

| | For schools in | see page |
|----|----------------|----------|
| 1 | Chelmsford | 62 |
| 2 | Uttlesford | 116 |
| 3 | Braintree | 39 |
| 4 | Colchester | 78 |
| 5 | Tendring | 111 |
| 6 | Maldon | 105 |
| 7 | Rochford | 107 |
| 8 | Castle Point | 57 |
| 9 | Basildon | 29 |
| 10 | Brentwood | 46 |
| 11 | Epping Forest | 91 |
| 12 | Harlow | 98 |



School information explained

Any Secondary School

Acacia End, Chelmsford CM1 2AA

Telephone: 0345 603 2200

Email: Anysecondary@essex.sch.uk

Website: www.AnySS.essex.sch.uk _____

Headteacher: Mr A Smith

Academy (Co-educational) _____

11–16

School Number: 881-4444 _____

Published admission number Sept 2019: **300** _____

Applications received (all preferences) Sept 2018: **600** —

Number on roll Jan 2018: **1403** _____

In 2018 the last child was admitted under criterion 3 _____

Admissions Policy

There is no guarantee of a place in the school. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admissions area with a sibling attending the school;
3. children living in the priority admission area;
4. children living outside the priority admissions area with a sibling attending the school;
5. remaining applications.

The normal age range of the school is shown here. Schools with an age range of 11-18 have sixth forms.

More information about the school will be available on its website.

This indicates the type of school. See page 10 for more information.

Department for Education unique identification number for the school.

No. of places available in Yr 7 for Sept 2019.

See Note 1

Total number of pupils at the school from the January 2018 school census.

The last admissions criterion under which pupils were admitted to the school last year as at 01 March 2018.

Note 1

The total number of applications received was collated in March 2018. The PAN and the number of applications received for 2018 should give you an idea of the demand for places at the school. Treat this information carefully and talk to the school about it. For instance, some applications may have been second, third or even sixth preferences and these increase the overall number of applications. However you should be aware that if you only apply for schools that are oversubscribed you may not receive a place at any of them.

BASILDON

Basildon Lower Academy

Timberlog Close, Timberlog Lane, Basildon SS14 4UX
 Telephone: (01268) 552536
 Email: admissions@basildonacademies.org.uk
 Website: www.basildonacademies.org.uk
 Headteacher: Mr G Smith
 Academy (Co-educational)
 11–14
 School Number: 881-6908

Published admission number Sept 2019: **450**
 Applications received (all preferences) Sept 2018: **180**
 Number on roll Jan 2018: **544**
 In 2018 the last child was admitted under criterion C

Admissions Policy

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria, and in the order, set out below. After the admission of children with statements of special education need which name the Academy on the statement, applications will be considered from:

- a) pupils in public care/‘looked after’ children and previously looked after children (see definition on page 14);
- b) pupils, who at the time of application, have a sibling[#] on the roll in the Academy and who will still be on the Academy’s roll at the time the applicant **starts** at the 11–14 Academy;
- c) other children. Priority will be given on the basis of the closeness of the child’s home to either the Basildon Lower Academy or the Basildon Upper Academy, whichever is nearer. Proximity will be measured by straight line distance*.

In the event of a tie in either category ‘b’ or ‘c’ above the Chair of Governors, supervised by an independent scrutineer, will draw names.

[#] For the purposes of criterion (b) above, a sibling of an applicant means a natural brother or sister, step-siblings, half-brother or half-sister of the applicant, or adopted brother or sister, who will be living with the applicant at the same address on the date of their entry to the Academy.

* For the purposes of criterion (c) the straight line distance will be measured from the address-point of the student’s home to the address-point of either Academy site, whichever is nearer and regardless of distance of travel. Straight line distances are calculated by the LA as described on page 13. Where a student lives for part of each week at a different address, the ‘home’ address shall be that address which is the main family home and where the student spends the majority of the week.

Waiting list held until: end of academic year.

Basildon Upper Academy

Wickford Avenue, Pitsea, Basildon SS13 3HL
 Telephone: (01268) 552536
 Email: admissions@basildonacademies.org.uk
 Website: www.basildonacademies.org.uk
 Headteacher: Mr G Smith
 Academy (Co-educational)
 14–19
 School Number: 881-6909

Published admission number Sept 2019: **455**
 Number on roll Jan 2018: **519**

Admissions Policy

Applications will be considered against the criteria, and in the order, set out below. After the admission of children with statements of special education need which name the Academy on the statement, applications will be considered from:

- a) pupils in public care/ 'looked after' children and previously looked after children (see definition on page 14);
- b) children who, at the time of application, are on the roll of the Basildon Lower Academy. Priority will be given on the basis of the closeness of the child's home to either the Basildon Lower Academy or the Basildon Upper Academy, whichever is nearer. Proximity will be measured by straight line distance*;
- c) other children. Priority will be given on the basis of the closeness of the child's home to either the Basildon Lower Academy or the Basildon Upper Academy, whichever is nearer. Proximity will be measured by straight line distance*.

In the event of a tie in categories 'b' or 'c' above, the Chair of Governors, supervised by an independent scrutineer, will draw names.

* For the purposes of criteria (b) and (c) the straight line distance will be measured from the address-point of the student's home to the address-point of either Academy site, whichever is nearer and regardless of distance of travel. Straight line distances are calculated by the LA as described on page 13. Where a student lives for part of each week at a different address, the 'home' address shall be that address which is the main family home and where the student spends the majority of the week.

How to apply for a place in Year 10

Applications will be handled in accordance with the process and timetable for the co-ordination of pupil admissions to secondary schools published in this booklet. Applications should be made as follows:

Parents of children attending Year 9 of the Basildon Lower Academy must sign the transfer register available at the Upper Academy by the published closing date to apply to transfer their child to Year 10 at the Upper Academy. If your child is attending the Basildon Lower Academy and you do not sign the transfer register at the Upper Academy, your child will not be offered a place at the school. This may result in your child being without a school place in Year 10 as the Upper Academy is the only school in Basildon and neighbouring areas that admits children into Year 10 as a normal year of entry. Parents can apply for a place in Year 10 at another secondary school as well as signing the transfer register at the Upper Academy by completing a Mid-Year Application Form available from the Local Authority. Applications for transfer to other schools in September 2019 received by the Local Authority on the Mid-Year Application Form will be treated as casual admissions and will not be determined until the second half of the summer term 2019. The offer of a place in Year 10 at an alternative school will be dependent on there being spaces available at the school.

Parents with children in Year 9 at other secondary schools who wish to apply for a place in Year 10 from September 2019 must complete the Upper Academy application form available from the LA and return it to the LA by the published closing date.

Admissions to Sixth Form

There will be open access to post 16 provision for the Academy's own pupils. A full range of courses will be available and students will agree their programmes with Academy tutors, at the level appropriate to their ability. The same course provision and enrolment arrangements will apply to external applicants.

The Academy will admit up to 70 external applicants in Year 12. If more than 70 external applicants apply for a place, after the admission of children with statements of special educational need which name the Academy,

BASILDON

Basildon Upper Academy (continued)

priority will be given in the following order:

- 1) Looked After Children and previously looked after children (see definition on page 14);
- 2) other children. Priority will be given on the basis of closeness of the child's home to the Basildon Upper Academy, measured by straight line distance*.

In the event of a tie in category '2', the Chair of Governors, supervised by an independent scrutineer, will draw names.

* For the purposes of criterion '2' the straight line distance will be measured from the address-point of the student's home to the address-point of the Upper Academy site, regardless of distance of travel. Straight line distances are calculated by the LA as described on page 13. Where a student lives for part of each week at different address, the 'home' address shall be that address which is the main family home and where the student spends the majority of the week.

Waiting list held until: end of academic year.

Beauchamps High School

Beauchamps Drive, Wickford SS11 8LY
 Telephone: (01268) 735466
 Email: admin@beauchamps.essex.sch.uk
 Website: www.beauchamps.essex.sch.uk
 Headteacher: Mr M Harper
 Comprehensive Foundation (Co-educational)
 Specialist Business & Enterprise Education and
 Applied Learning College
 11–18
 School Number: 881-5406

Published admission number Sept 2019: **240**
 Applications received (all preferences) Sept 2018: **669**
 Number on roll Jan 2018: **1301**
 In 2018 the last child was admitted under criterion 4

Admissions Policy

Where applications for admission exceed the number of places available the following criteria will be applied in the given order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where a child is living in the defined geographical area of Wickford, the closest to the school being given the highest priority (as determined by straight line distance);
3. where a child has a brother or sister (sibling)# attending the school at the time of admission, the closest to the school being given the highest priority (as determined by straight line distance);
4. where a child is living outside the defined geographical area of Wickford, the closest to the school being given the highest priority (as determined by straight line distance). Straight line distances are calculated by the LA as described on page 13.

Exceptional medical reasons may supersede all or some of the above criteria. Such requests must be supported by medical evidence from a doctor or other registered health professional, setting out why the preferred school is the most suitable school and the difficulties that would be caused if the child had to travel to another school, at the time of application. Applications made on this basis will be considered by the Governing Body, who will decide whether the evidence provided demonstrates that the medical circumstances are exceptional and if it is appropriate for the application to override those in other admissions criteria.

For applications made in the normal admission round a sibling is defined as a child living in the same family unit in the same family household and address as a child who attends the school in any year group. This, therefore, includes brothers and sisters and step-brothers and sisters. In addition biological siblings, in any year group will be treated as siblings irrespective of place of residence.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The school is proposing to admit 120 in Year 12, including 20 who will be admitted for the first time in September 2019.

Year 12 students will be admitted to study an academic A Level pathway only if they meet the entry requirements of Grade 5 in English and Maths and 4 other GCSE grades at 5 or above or equivalent. To follow a vocational BTEC Pathway a Grade 4 in English and Maths plus at least 3 other GCSE grades 4 or above or equivalent is needed. In addition students must meet the specific requirements for individual subjects detailed in the prospectus.

Existing Year 11 students applying for a Sixth Form place and external students applying to be admitted for the first time will be offered a place according to the school's existing Admission Arrangements.

BASILDON

The Billericay School

School Road, Billericay CM12 9LH
 Telephone: (01277) 655191
 Email: info@billericayschool.com
 Website: www.billericayschool.com
 Headteacher: Mr A Mohammed
 Academy (Co-educational)
 Maths & Computing Specialist College
 11–18
 School Number: 881-5468

Published admission number Sept 2019: **280**
 Applications received (all preferences) Sept 2018: **847**
 Number on roll Jan 2018: **1638**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

In the event of over-subscription, priority for admission to the school will be determined by the Governing Body in accordance with the following criteria:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children residing in the school's defined catchment area (map available from the school);
3. children with a brother or sister# attending the school at the time of admission;
4. children attending (in Year 6 at time of application) one of the following catchment area feeder schools: Quilters Junior School, Sunnymede Junior School, South Green Junior School, St Peters RC Primary School, Billericay;
5. distance from the home to school (based on straight line measurement) with those living nearer being accorded the higher priority. Distances are calculated by the LA as defined on page 13 of this booklet.

A minimum of 252 children will be admitted in accordance with the above criteria (this includes those with SEN statements).

Up to 28 places (10%) will be available to children who demonstrate aptitude for computing in a test to be conducted at the school on 13th October 2018:

- the 28 places will be offered in rank order of aptitude, as displayed in the test;
- to qualify for one of the 28 places, children must achieve a minimum score in the test;
- should fewer than 28 children apply for these places or achieve the minimum score, the unfilled places will be allocated in accordance with the distance criterion;

- in the event of equal ranking, places will be allocated in accordance with the distance criterion;
- if a child is not allocated one of the 28 specialist places, the application will still be considered in accordance with the school's admission criteria as above.

Applications to sit the test must be made by 5th October 2018 using the school's supplementary form, which will be available upon request from the school. NB: Parents who apply for their child to sit the aptitude test are still required to make an application for the school using the Essex preference form.

Parents will be notified whether their child is eligible for a specialist school place (i.e. achieved the minimum score required) by post, by 19th October 2018.

A sibling is a brother, sister, half-brother, half-sister, step-brother or step-sister, living in the same family unit **at the same address**. An older sibling must be attending the school at the time of admission. Therefore a sibling link to a child in Yr 11 at the time of application and determination will be taken to exist where there is a reasonable expectation that the child will be returning to the school for a post 16 course of study. Having an older sibling in year 13 will not qualify an applicant for a sibling place.

◆ For consideration for a place under the IT aptitude criterion this school requires a Supplementary Information Form to be completed and returned to the school by 5th October 2018.

Waiting list held until: end of academic year.

Admissions to Sixth Form

Applications to the Sixth Form must be made on the school's application form. Entry requirements vary according to the course of study. Full details are available in the school's Sixth Form brochure. The school will admit up to 50 external students in accordance with the course-related entry requirements. In the event of oversubscription, priority will be determined by reference to average GCSE point score, achievement of the required grades in the chosen subjects and any other special circumstances.

The Bromfords School and Sixth Form College

Grange Avenue, Wickford SS12 0LZ
 Telephone: (01268) 471201
 Email: office@bromfords.essex.sch.uk
 Website: www.bromfords.essex.sch.uk
 Headteacher: Mr M Coulson
 Academy (Co-educational)
 11–18
 School Number: 881-5407

Published admission number Sept 2019: **224**
 Applications received (all preferences) Sept 2018: **540**
 Number on roll Jan 2018: **978**
 In 2018 the last child was admitted under criterion 4

Admissions Policy

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. Looked After Children and previously looked after children (see definition on page 14);
2. where a child is living in the defined geographical area of Wickford*, the closest to the school being given the highest priority (as determined by straight line distance[#]). In the event of children living the same straight line distance, priority will be given to a child who has a sibling[‡] attending the school in any year except 13;
3. where a child is living outside the geographical area of Wickford and has a sibling[‡] currently attending the school in any year except Year 13, the closest to the school being given the highest priority (as determined by straight line distance[#]);
4. where a child is living outside the defined geographical district of Wickford*, the closest to the school will be given the highest priority (as determined by straight line distance[#]).

Exceptional social or medical circumstances may supersede all or some of the above criteria except 1. In order to be considered under this criterion applicants must produce a supporting report from either a registered social worker or registered medical practitioner setting out why The Bromfords School is the only appropriate school for their child.

In the event of a tie-break in the application of any of the criterion above, the child living closest to the school will be given the highest priority. If that produces a further tie-break due to identical distance, random selection by ballot will be used.

[‡] LA sibling definition applies (see page 14).

* A map of the defined geographical district of Wickford is available on request from the school.

[#] Straight line distances are calculated by the LA as described on page 13.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The school is proposing to admit 100 in Year 12, including up to 15 who will be admitted for the first time in September 2019. Year 12 students will be admitted only if they meet the entry requirements of the pathway they wish to enrol on as set out in the sixth form prospectus. In addition students must meet specific subject requirements detailed in the prospectus available from the school.

In the event of oversubscription existing Year 11 students who meet the entry requirements will be given priority according to their rank order when the above oversubscription criteria are applied. If any places remain the same oversubscription criteria will be applied to students seeking admissions to the school for the first time.

BASILDON

De La Salle School and Language College

Ghyllgrove, Basildon SS14 2LA
 Telephone: (01268) 281234
 Email: info@dlsbasildon.org
 Website: www.dlsbasildon.org
 Headteacher: Mrs C Burnett
 Voluntary Aided (Co-educational)
 11–16 Roman Catholic
 School Number: 881-4680

Published admission number Sept 2019: **150**
 Applications received (all preferences) Sept 2018: **428**
 Number on roll Jan 2018: **737**
 In 2018 the last child was admitted under criterion 7

Admissions Policy♦

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. baptised Catholic† Looked After Children and previously looked after children (see definition on page 14);
2. children from families^ who are identified by their parish priest to be practising* Catholics† as evidenced by a certificate of Catholic practice residing in the school's area: Basildon, Laindon, Wickford, Billericay, Canvey, Benfleet, Stanford-le-Hope, Grays, Tilbury and South Ockendon;
3. children stated by their parish priest to be baptised Catholics†;
4. other Looked After Children and previously looked after children (see definition on page 14);
5. other children attending Catholic primary schools and living in the above areas. A list of schools is available from the school office;
6. children that have received a Christian baptism;
7. remaining applications.

Within each of the above oversubscription criteria, priority will be determined in the following order:

- a) children who at the time of admission will have a sibling# attending the school;
- b) non-baptised children of Catholic† families^, (applies to criteria 5 and 7 only);
- c) those living closest to the school measured in a straight line from the school to the home address. Straight line distances are calculated by the LA as described on page 13.

For applications made in the normal admission round a sibling is defined as a child living in the same family

unit, in the same family household and address as a child who attends De La Salle School in any year group excluding the final year. This, therefore, includes brothers and sisters and step-brothers and sisters. In addition biological siblings, in any year group excluding the final year, will be treated as siblings irrespective of place of residence.

† Catholic means a member of a church in communion with the See of Rome. This includes the Eastern Catholic churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

^ A Catholic family is a family wherein at least one parent is a Catholic.

* A 'Practising Catholic' as evidenced by a certificate of Catholic practice.

♦ This school requires a Supplementary Information Form to be completed.

Waiting list held until: end of academic year.

The James Hornsby School

Leinster Road, Laindon, Basildon SS15 5NX
 Telephone: 01268 582400
 Email: admissions@jameshornsby.essex.sch.uk
 Website: www.jameshornsby.essex.sch.uk
 Headteacher: Mr J Carey
 Academy (Co-educational)
 11–16
 School Number: 881-4007

Published admission number Sept 2019: **180**
 Applications received (all preferences) Sept 2018: **474**
 Number on roll Jan 2018: **860**
 In 2018 the last child was admitted under criterion 3

Admissions Policy

Where the number of applications for admission exceeds the published admissions limit (i.e. the number of places available), places will be allocated by the Governing Body to the children of those parents who have expressed a preference for the school by submitting an application form by the published cut-off date and in accordance with the following criteria and in the following numbered order of priority:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling# attending the school at the time of application;
3. any remaining places will be allocated according to the distance from the child's home address to the school*.

Siblings are defined as children with a brother or sister (or a step-brother/sister) living at the same address at the time the application is submitted, and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted.

* Distance from the child's home address to the school's address on Leinster Road will be measured in a straight line with those living nearer being accorded the higher priority. Straight line distances are calculated by the LA as described on page 13. The home address is considered to be the address at which the child resides on a permanent basis. If the child lives at more than one address, it is the address of the parent/guardian that is in receipt of child benefit for the child that is considered as the home address. Verification may be required.

In the event of a tie-break for the distance criteria, the Governors' Committee will use the principle of drawing names out of a hat.

Waiting list held until: end of autumn term.

Mayflower High School

Stock Road, Billericay CM12 0RT
 Telephone: (01277) 623171
 Email: educate@mayflowerhigh.essex.sch.uk
 Website: www.mayflowerhigh.essex.sch.uk
 Headteacher: Mr L Brumby
 Academy (Co-educational)
 Member of the Billericay Community Trust
 Specialist Science and Mathematics School
 11-18
 School Number: 881-4471

Published admission number Sept 2019: **270**
 Applications received (all preferences) Sept 2018: **917**
 Number on roll Jan 2018: **1533**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place in the school.
 In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area* with a sibling[‡] attending the school;
3. other children living in the priority admission area*;
4. children living outside the priority admission area* with a sibling[‡] attending the school;
5. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

* A map of the defined priority admission area is available from the school.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

Admission to the Sixth Form is available for all existing students, and up to 60 students to Year 12 who have not previously attended the school. All applicants must meet the minimum entry requirements for their chosen course of study. In addition, students must meet specific subject requirements. Full details are published in the Sixth Form Prospectus available from the school. In the event of oversubscription, applications will be prioritised in accordance with the above admissions policy.

Woodlands School

Woodlands Approach, off Nether Mayne, Basildon
SS16 5BA

Telephone: (01268) 282146

Email: woodlands@woodlandsschool.essex.sch.uk

Website: www.woodlandsschool.org

Headteacher: Mr S Cox

Academy (Co-educational)

11–16

School Number: 881-4014

Published admission number Sept 2019: **300**

Applications received (all preferences) Sept 2018: **802**

Number on roll Jan 2018: **1489**

In 2018 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place in the school. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling[‡] attending the school;
3. children of staff at Woodlands School:
 - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or;
 - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. aptitude for Performing Arts or Sport*;
5. straight line distance to school.

* Up to 30 children (10% of Published Admission Number) who have an aptitude for either Performing Arts or Sport to be admitted under this criterion.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

◆ Parents wishing for their child to take the aptitude test are required to complete a Supplementary Information Form (SIF), obtainable from the school or from the school's website. All SIFs must be returned to the school by Saturday 6th October 2018. Tests will take place on Saturday 6th October 2018, at Woodlands School. Test results will be posted to parents within 7 days of completion of the tests. Places are allocated in rank order, based on the outcome of the aptitude testing. In the case of a tie on score, the straight line distance rule will be applied.

Waiting list held until: end of autumn term.

BRAINTREE

Alec Hunter Academy

Stubbs Lane, Braintree CM7 3NR
 Telephone: (01376) 321813
 Email: admin@alechunter.com
 Website: www.alechunter.com
 Headteacher: Mr T Lawn
 Academy (Co-educational)
 11–16
 School Number: 881-4010

Published admission number Sept 2019: **210**
 Applications received (all preferences) Sept 2018: **327**
 Number on roll Jan 2018: **775**
 In 2018 the last child was admitted under criterion 8

Admissions Policy

Where applications for admissions exceed the number of places available, the following criteria will be applied, in priority order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;
3. children living in the outlying priority admission area* of the school with a sibling# attending the school;
4. children living in the outlying priority admission area* of the school;
5. children living in the Town priority admission area* of the school with a sibling# attending the school;
6. children living in the Town priority admission area* of the school;
7. children living outside of the school's priority admission area* with a sibling# attending the school;
8. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or step-brother or step-sister living in the same family.

*A map showing the outlying priority admission area and the town priority admission area is available from the school or School Admissions.

Waiting list held until: end of academic year.

Hedingham School and Sixth Form

Yeldham Road, Sible Hedingham, Halstead CO9 3QH
 Telephone: (01787) 460470
 Email: enquiries@hedingham.essex.sch.uk
 Website: www.hedingham.essex.sch.uk
 Headteacher: Mr J Panayi
 Academy (Co-educational)
 11–18
 School Number: 881-4026

Published admission number Sept 2019: **196**
 Applications received (all preferences) Sept 2018: **375**
 Number on roll Jan 2018: **1098**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area with a sibling‡ attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling‡ attending the school;
5. remaining applications will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

The priority admission area has no relevance to eligibility for home to school transport.

‡ LA sibling definition applies (see page 14).

Waiting list held until: end of academic year.

Admissions to Sixth Form

The school is proposing to admit 125 students each year to the Hedingham School Sixth Form, including external applicants.

Admission to the Sixth Form will be by reference to qualification to a particular Sixth Form programme of study. The Sixth Form prospectus will publicise the range of programmes, the specific entrance requirements. In the event of oversubscription priority will be determined by straight line distance from home to school, those living closest being given highest priority.

The Honywood Community Science School

Westfield Drive, Coggeshall, Colchester CO6 1PZ

Telephone: (01376) 561231

Email: admin@honywoodschool.com

Website: www.honywoodschool.com

Headteacher: Mr J Saunders

Academy (Co-educational)

11–16

School Number: 881-4400

Published admission number Sept 2019: **210**

Applications received (all preferences) Sept 2018: **435**

Number on roll Jan 2018: **979**

In 2018 the last child was admitted under criterion 6

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling[#] attending the school (at the time of application and admission);
3. children living outside the priority admission area with a sibling[#] attending the school;
4. other children living in the priority admission area;
5. children of teaching and non-teaching staff who have been:
 - a. employed at the school for two or more years at the time of application for the school place;
 - b. the member of staff is recruited to fill vacant posts for which there is a demonstrable skill shortage;
6. remaining applications.

In the event of oversubscription within any of the above criteria priority will be determined by straight line distance from home to school, those living closest being given highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children and previously looked after children).

In addition, Honywood will allocate 3 places, in agreement with the Local Authority, to children requiring a placement in the enhanced provision.

Sibling is defined as a child living in the same family unit in the same family household and address as a child who attends the preferred school in any year group excluding the final year. This includes brothers, sisters, step-brothers and step-sisters. In addition, biological siblings who attend the preferred school in any year excluding the final year will also be treated as siblings irrespective of place of residence.

Waiting list held until: end of autumn term.

Maltings Academy

Spinks Lane, Witham CM8 1EP
 Telephone: (01376) 512911
 Email: contactus@maltingsacademy.org
 Website: www.maltingsacademy.org
 Headteacher: Mrs E Baker
 Head of Academy: Mr J Forbes
 Academy (Co-educational)
 Science and Sports Specialism
 11–18
 School Number: 881-6907

Published admission number Sept 2019: **180**
 Applications received (all preferences) Sept 2018: **438**
 Number on roll Jan 2018: **1034**
 In 2018 the last child was admitted under criterion 3

Admissions Policy

If the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan (“EHC”) where the school is named in the Statement or EHC Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where the child has a sibling[‡] currently attending the Academy at the closing date for applications, with a reasonable expectation that the older child will still be at the Academy at the time the younger child is admitted. (The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on to the Sixth Form);
3. where the child attends one of the following partner primary schools:
 - Chipping Hill Primary School
 - Howbridge C of E Junior School
 - Hatfield Peverel St Andrews Junior School
 - Powers Hall Junior School
 - Holy Family Catholic Primary School
 - Great Totham Primary School
 - Terling C of E (VA) Primary School
4. children of families eligible for the Pupil Premium;
5. on the basis of proximity to the Academy using straight line measurement from the Academy to the child’s home. This principle will also be used as a tie-breaker when the planned admission number is reached within one of the earlier criteria. In the event that a tie-break situation occurs for the distance criterion, names will be drawn out of a hat.

Exceptional medical circumstances (supported by written medical evidence from a doctor, social worker or other relevant independent professional) may override the above criteria (other than Looked After Children and previously looked after children).

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

Admissions to Sixth Form

Maltings Academy will have an admissions number in Year 12 of 100 minus any students eligible to transfer from the Academy’s own year 11. All internal applicants who meet the criteria will be admitted to the 6th form, even if this number is greater than the planned admission number of 100 students per year. If 100 or more students are eligible to transfer from the Academy’s Year 11 no external students will be admitted. The intended number to admit externally into 6th form is 25.

Oversubscription Criteria

Please see the Post 16 prospectus, a copy of which is available from the Academy.

New Rickstones Academy

Conrad Road, Witham, CM8 2SD
 Telephone: (01376) 515756
 Email: contactus@newrickstonesacademy.org
 Website: www.newrickstonesacademy.org
 Head of Academy: Mr D Lee
 Academy (Co-educational)
 11–18
 School Number: 881-6905

Published admission number Sept 2019: **180**
 Applications received (all preferences) Sept 2018: **267**
 Number on roll Jan 2018: **597**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

If the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan (“EHC”) where the school is named in the Statement or EHC Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where a child has a sibling[‡] currently attending the Academy at the closing date for applications, with a reasonable expectation that the older child will still be at the Academy at the time the younger child is admitted. (The final year for the purpose will be Year 13 or Year 11 if the sibling is not staying on to New Rickstones Sixth Form);
3. where the child attends one of the following partner primary schools:
 - Elm Hall Primary School
 - Powers Hall Academy
 - Rivenhall Primary School
 - Templars Primary School
 - Silver End Primary School
 - Kelvedon St. Mary’s Academy
4. children of families eligible for the Pupil Premium;
5. on the basis of proximity to the Academy using straight line measurement from the Academy to the child’s home. This principle will also be used as a tie-breaker when the planned admission number is reached within one of the earlier criteria. (In the event that a tie-break situation occurs for the distance criterion, names will be drawn out of a hat).

Exceptional medical circumstances (supported by medical evidence from a doctor, social worker or other relevant independent professional) may override the above Criteria (other than Looked After Children and Previously Looked After Children).

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of the academic year.

Admissions to Sixth Form

New Rickstones Academy will have an admissions number in Year 12 of 100 minus any students eligible to transfer from the Academy’s own Year 11. All internal applicants who meet the criteria will be admitted to the 6th form, even if this number is greater than the planned admissions number of 100 students per year. If 100 or more students are eligible to transfer from the Academy’s Year 11, no external students will be admitted. The intended number to admit externally into 6th Form is 25.

Oversubscription Criteria

Please see the Post 16 prospectus, a copy of which is available from the Academy.

BRAINTREE

Notley High School & Braintree Sixth Form

Notley Road, Braintree CM7 1WY
 Telephone: (01376) 556300
 Email: enquiries@notleyhigh.com
 Website: www.notleyhigh.com
 Headteacher: Mr D Conway
 Academy (Co-educational)
 11–18
 School Number: 881-4420

Published admission number Sept 2019: **250**
 Applications received (all preferences) Sept 2018: **520**
 Number on roll Jan 2018: **1472**
 In 2018 the last child was admitted under criterion 7

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children of staff members where:
 - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
3. children living in the outlying priority admission area of the school with a sibling attending the school;
4. children living in the outlying priority admission area of the school;
5. children living in the Town priority admission area of the school with a sibling attending the school;
6. children living in the Town priority admission area of the school;
7. children living outside of the school's priority admission area with a sibling attending the school;
8. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority.

Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children and previously looked after children).

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The school is proposing to admit 150 students each year to the Braintree Sixth Form, including at least 50 external applicants. Admission to the Sixth Form will be by reference to qualification to a particular Sixth Form programme of study. The Sixth Form prospectus will publicise the range of programmes, the specific entrance requirements, the number of places on each programme and, in the event of oversubscription, the tie-break mechanism that will be applied.

The Ramsey Academy, Halstead

Colne Road, Halstead CO9 2HR
 Telephone: (01787) 472481
 Email: office@ramseyacademy.com
 Website: www.ramseyacademy.com
 Headteacher: Mr R James
 Academy (Co-educational)
 11–16
 School Number: 881-4008

‡ LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

Published admission number Sept 2019: **130**
 Applications received (all preferences) Sept 2018: **234**
 Number on roll Jan 2018: **622**
 In 2018 the last child was admitted under criterion 6

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children of staff members where:
 - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
3. children living in the priority admission area with a sibling[‡] attending the school;
4. other children living in the priority admission area;
5. children living outside the priority admission area with a sibling[‡] attending the school;
6. remaining applications.

In the event of oversubscription within any of the above criteria priority will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children and previously looked after children).

A map of the 'priority admission area' can be viewed on the Academy website or at the Main Reception.

The priority admission area has no relevance to eligibility for home to school transport.

BRAINTREE

Tabor Academy

Panfield Lane, Braintree CM7 5XP
 Telephone: (01376) 323701
 Email: mail@taboracademy.co.uk
 Website: www.taboracademy.co.uk
 Headteacher: Mrs E Robinson
 Academy (Co-educational)
 11-18
 School Number: 881-4470

*Brothers and sisters living at the same address as the child for whom the application is being made. This includes half brothers and sisters and step brothers and sisters who live at the same address.

Waiting list held until: end of academic year.

Published admission number Sept 2019: **210**
 Applications received (all preferences) Sept 2018: **291**
 Number on roll Jan 2018: **802**
 In 2018 the last child was admitted under criterion 6

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

- a. Looked After Children and previously looked after children (see definition on page 14);
- b. children for whom there are particular medical or social reasons which justify admission to the school. Requests which are based upon the serious medical or psychological condition of a child must be supported by a qualified professional;
- c. children who live in the catchment area which is made up of the outlying priority admission area and the town area;
- d. children with a brother or sister* (sibling) who is currently on roll at the named school in Years 7, 8, 9 or 10 only and who will continue to attend the school in the academic year of entry who also reside at the same address;
- e. children whose parents are members of staff of the school;
- f. children living outside the catchment area, without a sibling.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to the academy, those living closest being given highest priority.

Tabor Academy have a set 'catchment area' and children living in the catchment area have priority for admission. The catchment area for Tabor is made up of the outlying priority admission area and the town catchment area. A map detailing these areas is available from the school.

Anglo European School

Willow Green, Ingatestone CM4 0DJ
 Telephone: (01277) 354018
 Email: enquiries@aessex.co.uk
 Website: www.aessex.co.uk
 Headteachers: Mr D Barrs and Mrs J Gee
 Academy (Co-educational)
 Specialist Language College
 11–18
 School Number: 881-5442

Published admission number Sept 2019: **210**
 Applications received (all preferences) Sept 2018: **744**
 Number on roll Jan 2018: **1425**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

Applications are considered strictly in order using the criteria 1 to 5 as detailed below:

1. Looked After Children and previously looked after children (see definition on page 14);
2. locals – The Parish boundaries of Ingatestone, Mountnessing and Margaretting are strictly applied to identify the local area and steps are taken to ensure that the child is permanently resident within the area. This seeks to prevent the use of temporary addresses or the addresses of relatives used purely for securing attendance at the school. (Map available on request). Children attending Ingatestone and Fryerning Junior School, Margaretting Primary School and Mountnessing Primary School, and on roll for Year 6, are included in this category;
3. siblings[#] – children with a brother or sister attending the school at the time of their own application and where there is a reasonable expectation that the older sibling[#] will still be in attendance at the time that the younger child is admitted. Children of staff can be included in this category where the member of staff has been employed at Anglo European School for two or more years at the time at which the application for admission to the school is made, and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. international – if places remain after Criteria 1-3 have been allocated, they will be offered to the applicants who achieve the highest scores in Criteria 4. This is for children who demonstrate they have benefitted from a strong and positive influence of a language and/or culture[^] other

than English. This will include a significant period of permanent residence outside the UK and/or a direct, substantial and sustained experience of a language and culture[^] other than English. Applicants will be ranked according to the points system on the Supplementary Information Form (SIF) so completion of this form enables you to provide us with the information necessary for an objective decision to be made;

5. any other applications.

If there is a tie, the place will be allocated on the basis of random allocation to ensure the school maintains its regional nature in keeping with the original vision of the school.

[#] The definition of a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family household and address. Biological brothers and sisters will be treated as siblings irrespective of place of residence.

[^] The school's definition of culture is a community or country's shared traditions, values and attitudes, where English is not the dominant language of that community or culture. The definition of a cultural experience is an experience that involves the child actively participating in such traditions and immersing themselves in such values and attitudes. The child's interests, hobbies or membership of societies are not relevant.

◆ For applications under criterion 4 this school requires a Supplementary Information Form to be completed and verified by 9 November 2018. Supplementary Information Forms submitted under criterion 4 without verification or received after 9 November 2018 will be ranked as criterion 5.

It is vital that verification is provided for Criteria 4 (International). If a successful applicant is subsequently found to have submitted false verification, the Governors will reserve the right to ask the child to leave the school. PLEASE DO NOT INCLUDE ANY OTHER INFORMATION. Certificates of achievement (including achievement relating to English and other languages), academic reports or letters from Headteachers referring to ability cannot be considered.

Waiting list held until: end of autumn term, longer by written request.

Anglo European School (continued)

Admissions to Sixth Form

The school has a Sixth Form capacity of approximately 300 students. The number intended to admit externally into Lower Sixth each year, in addition to our internal candidates, is approximately 50 students.

Admissions into the International Sixth Form at the Anglo European School are either made through internal application from existing students or by external students using the Sixth Form application form. This is available from the school or on our website.

Admission requires the meeting of our matriculation requirements, details of which are on our website, alongside evidence of engagement with internationalism and potential for success in the courses chosen across the four different routes offered. Students with overseas qualifications are welcomed and assessed individually.

Where the Sixth Form is oversubscribed the following criteria will be applied:

- Looked After Children and previously looked after children (see definition on page 14);
- students who have attended the Anglo European School in Year 11;
- students who have a sibling in the school who can reasonably be expected to be attending the school at the time the applicant takes up their place. Children of staff at the school can be included in this category where the member of staff has been employed at Anglo European School for two or more years at the time at which the application for admission to the school is made, and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage;
- students from overseas (including those with refugee status) who are relocating to the UK and who are intending to study the International Baccalaureate Diploma (IBDP) or the IB Career Programme (IBCP);
- students educated elsewhere in the UK and who wish to study the IBDP or the IBCP;
- students who have previously applied for the school for entry into Years 7-11 but were unsuccessful and who live in the published catchment area;
- students from other schools in the UK or from overseas who are intending to study A Levels or other courses subject to the published matriculation requirements.

Becket Keys Church of England School

Sawyers Hall Lane, Brentwood CM15 9DA

Telephone: (01277) 286600

Email: office@becketkeys.org

Website: www.becketkeys.org

Headteacher: Mr A P Scott-Evans

Academy Free School (Co-educational)

11-18

School Number: 881-4005

Published admission number Sept 2019: **150**

Applications received (all preferences) Sept 2018: **662**

Number on roll Jan 2018: **868**

In 2018 the last child was admitted under criterion 6

Admissions Policy

Where the number of applications for admission is greater than the places available and after the agreed admission of any children/students with an EHCP, the following oversubscription criteria will be applied in the order below:

1. A “looked after child” or a child/student who was “previously looked after” (i.e. immediately after being “looked after” became subject to an adoption, child arrangements order or special guardianship order), at the time of making an application to the school. (See definition on page 14).
2. Children/Students for whom it is essential to be admitted to this school because of special circumstances to do with significant medical needs evidenced by written professional advice from a doctor or other health professional, explaining why these needs can realistically only be met by Becket Keys.
3. Children/Students whose parents have been granted Founders’ status of the school by the Secretary of State.
4. Children/Students with a sibling attending the school at the time of their own application and where there is a reasonable expectation that the sibling will still be in attendance at the time of the admission. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship and address.
5. Becket Keys is a faith school (Church of England) and after the application of 1, 2, 3 and 4 above, up to 50% of the remaining places will be offered

to children/students who meet the Faith Criterion. The Faith Criterion is based on a parent’s regular Church attendance and a Priest/Minister’s reference confirming attendance will need to be submitted via the Supplementary Information Form, which can be obtained from the school office or downloaded from the school’s website at www.becketkeys.org. This must be returned to the school to: The Admissions Department, Becket Keys Church of England School, Sawyers Hall Lane, Brentwood, Essex, CM15 9DA, before midday on the last working day in November (30th November 2018).

This Faith Criterion will be applied in the following order:

- i) Fortnightly attendance at a Church of England church in the Brentwood Deanery or former Ongar Deanery for at least two years at the closing date for applications, (midday on the last working day in November 2018). A Priest or Minister will need to sign the Supplementary Information Form, confirming a parent’s attendance and this should be submitted to the school, as described in 5) above. (A list of churches in these two Deaneries is available on the Supplementary Information Form).
- ii) Fortnightly attendance at another Christian Church (which is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance) for at least two years at the closing date for applications (midday on the last working day in November 2018). A Priest or Minister will need to sign the Supplementary Information Form, confirming a parent’s attendance and the form must be submitted to the school, as described in 5) above.

If more applications are received than there are places available, then they will be offered in order of distance from the school, those living closest being offered places as a priority; distances will be measured by the LA as described on page 13 which accurately measures the distance from the address point of the child/student’s home address to the address point of the school using data provided by Ordnance Survey.

6. after the application of criteria 1, 2, 3, 4 and 5 listed above, the remaining places will be offered to any other children/students. If more applications are received than there are places available then they will be offered in order of distance from the school, those living closest

BRENTWOOD

Becket Keys Church of England School (Continued)

being offered places as a priority; distances will be measured by the method described in 5 above.

Distance tie-breaker: If more applications are received than there are places available under any criterion, then the available places will be offered in order of distance from the home address to the relevant point, distances are calculated in accordance with the process described in section 5 of this policy. Should there be a 'tie' between two or more applicants for a place in any category, then the place will be allocated by 'random allocation' – the process being conducted by a body independent of the school.

^ The SIF must be submitted before midday on the last working day in November 2018.

The home address is where the child/student spends the majority of their time and is living with the person who has parental responsibility and is the "parent" as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child/student regularly lives at more than one address, the Governing Body will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where Child Benefit is paid and where the child/student is registered with a doctor. Should proof of address be required, documentation will be requested to secure the place, as detailed in this 'Secondary Education in Essex' booklet.

◆ This school requires a Supplementary Information Form to be completed.

Waiting list held until: end of academic year.

Admissions to Sixth Form

Becket Keys will give priority to applications from internal students who have attended Year 11 of the school during the 2018/2019 academic year. Becket Keys will also accept applications for entry to the Sixth Form from external students. The Published Admission Number for external students for entry to Year 12 in September 2019 will be 35, but more places may be available subject to the take up by internal students.

Acceptance onto a programme of subjects/courses is dependent upon a student having achieved the necessary minimum entry requirements and course requirements. Students should refer to the current Sixth Form Prospectus for the individual subject requirements. Individual subjects may be limited in the number of students they can accommodate.

To apply, external students should complete and submit the application form on the school's sixth form website at: www.becketkeys6th.org. All application forms should be completed and submitted by the midday on the last Friday of the Lent Holiday (Friday 15th February 2019). External students must meet the same academic minimum entry and course requirements as internal students.

Should applications from suitably qualified external students (i.e. those meeting the minimum entry and course requirements) exceed the number of places available to external students, the Oversubscription Criteria (Criteria 1-6) as set out on page 48 will be applied to those applications in the given order e.g. criteria 1,2,3,4,5i), 5ii) then 6.

The Supplementary Information Form referred to in criterion 5) (Faith Criterion) should be completed by the Priest/Minister confirming a parent's church attendance and returned to the school as described in criterion 5) save for the deadline will be the same deadline as given for the Sixth Form Application Form, which is midday on the last Friday of the Lent Holiday (Friday 15th February 2019).

Brentwood County High School

Osborne Co-operative Academy Trust

Shenfield Common, Brentwood CM14 4JF

Telephone: (01277) 238900

Email: bchs@bchs.essex.sch.uk

Website: www.bchs.essex.sch.uk

Head of School: Miss M Ryan

Academy (Co-educational)

11–18

School Number: 881-4027

Published admission number Sept 2019: **210**

Applications received (all preferences) Sept 2018: **457**

Number on roll Jan 2018: **1116**

In 2018 the last child was admitted under criterion 6

Admissions Policy

Criteria to be used in the following order, in the event of over-subscription:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with older siblings[#] currently attending the school, with a reasonable expectation that these siblings will still be attending at time of admission;
3. exceptional medical reasons (to be supported by written medical evidence supplied at the time of application);
4. children attending the following schools:
 - Bentley St. Paul's CE (V/A) Primary School
 - Blackmore Primary School
 - Bulphan CE Primary School
 - Chipping Ongar Primary School
 - Doddinghurst CE (V/C) Junior School
 - Dr. Walker's CE (V/C) Primary School
 - High Ongar Primary School
 - Hogarth Primary School
 - Holly Trees Primary School
 - Kelvedon Hatch Community Primary School
 - Larchwood Primary School, Pilgrims Hatch
 - Moreton CE (V/A) Primary School
 - Shelley Primary School
 - St. Helen's Catholic Junior School
 - St. Peter's CE (V/A) Primary School, South Weald
 - St. Thomas of Canterbury CE (V/A) Junior School
 - St. Joseph The Worker Catholic Primary School
 - Stapleford Abbots Primary School
 - Warley Primary School
 - West Horndon Primary School

In the event of criterion 3 and 4 above leading to oversubscription, places will be offered in accordance with criterion 5 below:

5. straight line distance, with those living closest to the school being given priority. Straight line distances are calculated by the LA as described on page 13.
6. in the event that the school is not full to its admission limit as a result of applications that meet the criteria set out in 1 to 5 above, the school will offer remaining places to those living closest to the school, as set out in criterion 5 above.

[#] Siblings are defined as biological siblings, or children living in the same family unit at the same address.

Waiting list held until: end of academic year.

Admissions to Sixth Form

The Sixth Form is available for all existing students subject to them fulfilling the individual requirements of suitable courses, the details of which are available from the Sixth Form Prospectus, which can be obtained from the school. The published admission number for places for external candidates is 50, and these will be distributed in accordance with the main over-subscription criteria numbers 1, 2, 3, 5 and 6, subject to applicants fulfilling the individual requirements of suitable courses.

BRENTWOOD

Brentwood Ursuline Convent High School

Queens Road, Brentwood CM14 4EX
 Telephone: (01277) 227156
 Email: admin@buchs.co.uk
 Website: www.brentwoodursuline.co.uk
 Headteacher: Dr R J Wilkin
 Academy (Girls with co-educational Sixth Form)
 11–18 Roman Catholic
 School Number: 881-5461

Published admission number Sept 2019: **175**
 Applications received (all preferences) Sept 2018: **497**
 Number on roll Jan 2018: **1088**
 In 2018 the last child was admitted under criterion H2

Admissions Policy

The school admits up to 17 places on a basis of musical aptitude. Priority will be given to those who show the most aptitude on assessment. Additional music training and activities will be provided by the school and these students will be expected to participate in these activities. Music aptitude assessment tests will take place in the Autumn term and you will be informed, before the school application deadline whether your daughter has passed. Please note that a pass does not equate to a guarantee of a place at the school. Parents wishing to apply for this should submit the appropriate form and send it to the school before 18th July 2018. Applicants should indicate which instrument(s) they play. Children who have good singing voices may also apply.

Applicants for Music Places and Scholarships need not be from the priority areas or be Catholic, but would be expected to respect the Catholic ethos of the school and take an active part in its musical and liturgical life.

Failure to receive a music place would not prevent a student from receiving an offer of a place in the normal way.

In the case of over-subscription the following criteria will be applied in order. As the school is over-subscribed by Catholics the 'practice criterion' is used.

- A. Looked After Girls and previously looked after girls from Catholic* families and baptised Catholic* Looked After Girls and previously looked after girls (see definition on page 14);
- B. Baptised Roman Catholic girls from families who are stated by their parish priest to be practising^ Catholics* residing in the local parishes of:

- Brentwood (Cathedral Church of St. Mary & St. Helen with Holy Cross and All Saints)
- Hutton (St. Joseph the Worker)
- Ingatestone (St. John the Evangelist & St. Erconwold)
- Warley (Holy Cross and All Saints)
- Ongar (St. Helen)
- Gidea Park (Christ the Eternal High Priest)
- Harold Hill 1 (Most Holy Redeemer)
- Harold Hill 2 (St Dominic's)
- Billericay (Most Holy Redeemer)

- C. Baptised Roman Catholic girls from families who are stated by their parish priest to be practising^ Catholics* residing in other parishes;
- D. Baptised Roman Catholic girls stated by their parish priest to be baptised Catholics*;
- E. girls who are 'catechumens'. These are girls who wish to be baptised as Catholics and have been accepted into the Order of Catechumens by the appropriate liturgical rite;
- F. girls who are members of other Eastern Christian Churches+;
- G. other Looked After girls and previously looked after girls (see definition on page 14);
- H. (1) Baptised Christian girls, whose parents' commitment to Christian faith and practice is confirmed, in writing, by their minister or religious leader;
 (2) Baptised Christian girls;
 (3) Christians of other denominations, whose tradition excludes infant baptism but whose minister or religious leader can confirm their active involvement;
- I. any other applications.

If any one category is oversubscribed the following priority will be applied in order:

- i. those with siblings# already in the school;
- ii. distance as measured by a straight line from home to school, with those living closest being given priority. Straight line distances are calculated by the LA as described on page 13.

A sibling is defined as a sibling, step-sibling, adopted sibling or a girl/boy in long-term fostering, living at the same address, who is attending the school at the time of application, and for whom there is a reasonable expectation that she will be attending at the time of the proposed admission.

Brentwood Ursuline Convent High School (continued)

* ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches+. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

^ The Governors will determine practice of the Catholic Faith with reference to the following criteria:

- (i) evidence that the child has been baptised in accordance with the disciplines and rites of the Catholic Church;
- (ii) a copy of the child’s Baptismal Certificate is provided;
- (iii) The practice of the faith is confirmed by a Certificate of Catholic Practice (available only from your parish priest or the priest where you regularly worship).

+ “Eastern Christian Churches” (other than the Eastern Catholic Churches) include Orthodox Churches and other Eastern Churches whose sacraments we recognise. Membership of an Eastern Church is normally demonstrated by a certificate of baptism or a certificate of reception from the authorities of that Church.

“Baptised Christian girls” will need to provide evidence that the child has been baptised in accordance with the disciplines and rites of their Church.

◆ This school requires a Supplementary Information Form to be completed and returned to the school by 2 November 2018.

Waiting list held until: end of academic year.

Admissions to Sixth Form

The Sixth Form is available for all existing students subject to them fulfilling the individual requirements of suitable courses. Remaining places in the Sixth Form of the school will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. The closing date for Sixth Form applications is Friday 14 December 2018.

Shenfield High School

Alexander Lane, Shenfield, Brentwood CM15 8RY

Telephone: 01277 219131

Email: shs@shenfield.essex.sch.uk

Website: www.shenfield.essex.sch.uk

Headteacher: Ms C Herman

Academy (Co-educational)

Strengths in Sport and Performing Arts

11–18

School Number: 881-5467

Published admission number Sept 2019: **150**

Applications received (all preferences) Sept 2018: **1059**

Number on roll Jan 2018: **1168**

In 2018 the last child was admitted under criterion 8

Admissions Policy

Where applications for admission exceed the number intended to admit, places will be offered strictly in order according to the following criteria:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where a child has a brother or sister currently attending the School and living in the same household+;
3. the school may give priority to children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. where there are medical grounds and/or strong social reasons for admitting the child, applications must be supported at the time by medical evidence from a doctor or other appropriate professional setting out why the preferred school is the most suitable school and the difficulties that would be caused if the child had to travel to another school;
5. children living* within the school's existing priority admissions area and the Five Parishes of Blackmore, Doddinghurst, Kelvedon Hatch, Navestock and Stondon Massey (as defined by OS map) or in parts of Nine Ashes, Marsden Ash, High Ongar and Chipping Ongar. (The priority area is shown on maps available for inspection at the school on request);
6. applicants who, at the time of application, are registered in Year 6 in one of the following primary schools:
 - Bentley St Paul's CE (V/A) Primary School,
 - Blackmore Primary School
 - Bulphan CE Primary School
 - Chipping Ongar Primary School
 - Doddinghurst CE (V/C) Junior School
 - Dr Walker's CE (V/C) Primary School
 - High Ongar Primary School
 - Hogarth Primary School
 - Holly Trees Primary School
 - Hutton All Saints CE Primary School
 - Ingrave Johnstone CE Primary School
 - Kelvedon Hatch Community Primary School
 - Larchwood Primary School
 - Long Ridings Primary
 - Moreton CE (V/A) Primary School
 - Ongar Primary School
 - Shenfield St Mary's
 - St. Helen's Catholic Junior School
 - St Joseph The Worker Catholic Primary School
 - St Peter's CE (V/A) Primary School South Weald
 - St Thomas of Canterbury CE (V/A) Junior School
 - Stapleford Abbots Primary School
 - Warley Primary School
 - West Horndon Primary School
 - Willowbrook Primary School
7. up to 10% of the published admissions limit (15 children in total) who demonstrate an aptitude for Sport or Performing Arts may be allocated according to the aptitude assessment results. 8 places will be allocated to PE and 7 to Performing Arts. The Sport aptitude assessment and Performing Arts and Music auditions will take place on a Saturday in early October. Information will be available on the school's website from the beginning of each academic year, or by application to the school's Admissions Officer. Where two students are of equal aptitude, the one living nearer to the school would gain preference. This will be determined as straight line distance as provided by the local authority. If there are insufficient children who have satisfied the entry requirement for a place based on aptitude then the places will be offered to other children;
8. proximity of the child's home to the school by straight line distance, with those living nearer being accorded the higher priority.

Shenfield High School (continued)

Straight line distances are calculated by the LA as described on page 13.

In the event of oversubscription in criteria 1–7, places will be offered in accordance with criterion 8.

* Living in the area shall mean “main place of permanent residence of the child and family both at the time of application and admission and for the foreseeable future”. The school reserves the right to seek proof of residence at the given address.

+ Brother or sister defined as “each of two or more children, having one or both parents in common, and living in the same family unit in the same family household and address as the other children”. The older child must be attending the school at the time of application and reasonably expected to still be at the school at the time the younger child is admitted.

◆ To be considered for a place under criterion 7, the school’s Supplementary Information Form must be completed and returned to the school by 8 October 2018.

This school holds a waiting list until the end of the Autumn Term and thereafter by request.

Admissions to Sixth Form

Students will be able to transfer into Shenfield High School’s Y12 to study A Levels or other available Level 3 courses if they achieve the required point scores for entry to the selected pathway and, in addition, the appropriate entry grade for the course they wish to study. Entry is based upon English Language and Mathematics GCSEs plus the six best other subjects taken at GCSE (or the equivalent level) and specific subject criteria, as outlined in the relevant Sixth Form Prospectus, which is published annually by the School.

BRENTWOOD

St Martin's School

Hanging Hill Lane, Hutton, Brentwood CM13 2HG
 Telephone: (01277) 238300
 Email: enquiries@st-martins.essex.sch.uk
 Website: www.st-martins.essex.sch.uk
 Headteacher: Mike O'Sullivan
 Academy (Co-educational)
 11-18
 School Number: 881-5433

Published admission number Sept 2019: **292**
 Applications received (all preferences) Sept 2018: **1112**
 Number on roll Jan 2018: **1746**
 In 2018 the last child was admitted under criterion 7

Admissions Policy

In the event of oversubscription, places will be allocated in rank order according to the following criteria:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living within the priority admission area (as defined in criterion 4) with siblings# currently attending the school with a reasonable expectation that these siblings# will still be attending at the time of admission;
3. children living outside the priority admission area with siblings# currently at the school and with a reasonable expectation that these siblings# will still be attending at the time of admission;
4. children resident* within the school's priority admission area which includes parts of Brentwood and Hutton together with Ingrave, Herongate and Five Parishes of Blackmore, Doddinghurst, Kelvedon Hatch, Navestock and Stondon Massey (map available at the school);
5. children who at the time of application are registered in Year 6 at one of the following primary schools:
 - Hutton All Saints CE Primary School
 - Hogarth Primary School
 - Ingrave Johnstone CE Primary School
 - Long Ridings Primary School
 - St Joseph The Worker Catholic Primary School
 - St Mary's CE (VA) School, Shenfield
 - St Thomas of Canterbury CE (V/A) Junior School
 - Larchwood Primary School
 - Willowbrook Primary School
6. exceptional medical reasons in relation to either the child or to 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;

7. other children.

In all cases of oversubscription in any and each of the above categories places will be allocated according to the shortest distance (as the crow flies) from the child's home to the school. Straight line distances are calculated by the LA as described on page 13.

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.

A sibling is defined as "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 household and address". The sibling rule does not apply to siblings who are currently in the sixth form and did not attend the main school in Years 7-11.

* 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, signed tenancy agreement, community charge bill, driving licence, notification of child benefit allowance, child's NHS medical number card and utility bills. This may be requested at any time during the application process.

This school holds a rolling waiting list.

Admissions to Sixth Form

The school's Sixth Form has an anticipated total capacity of 436 students: this includes students in both Year 12 and Year 13.

Each year the school expects to admit students into Year 12 who are not on the roll of the school in Year 11. The published number to admit into the 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.

St Martin's School (continued)

Other than in exceptional personal circumstances, all students transferring into Year 12 study a programme of three GCE A Level or BTEC options plus the Extended Project Qualification. The oversubscription criteria are published on the school website 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 on the website for the relevant year of entry will be applied.

Students will be able to transfer from St Martin's School Year 11 on the following pathways into the Sixth Form if they meet the criteria listed below:

Applicants 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 6 with the exception of Maths where a grade 7 is required and Further Maths where a grade 8 or 9 is required.

External students will be able to transfer into the St Martin's School Sixth Form if:

They meet the entry requirements and only after all existing St Martin's students who meet the criteria have been allocated a place.

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'.

Route 1 - 3 A Levels with EPQ,

Route 2 - A combination of A Levels and/or BTEC

Extended Certificates with EPQ,

Route 3 - 1 or 2 BTEC's with relevant work experience.

Route 1 - Five A*-C/9-4 grades at GCSE including a 4 in English and Maths,

Route 2 - Five A*-C 9-4 grades at GCSE including a 4 in English and Maths,

Route 3 - Five A*-C/9- 4 grades at GCSE including a 4 in English and Maths.

A grade 6/B is required in the subject to be taken at A level unless otherwise stated on the subject pages in the prospectus, with the exception of Maths where a grade 7 is required and Further Maths where a grade 8 or 9 is required.

CASTLE POINT

The Appleton School

Croft Road, South Benfleet SS7 5RN
 Telephone: (01268) 794215
 Email: info@theappletonschool.org
 Website: www.theappletonschool.org
 Headteacher: Mrs K Kerridge
 Academy (Co-educational)
 11–18
 School Number: 881-5418

Published admission number Sept 2019: **270**
 Applications received (all preferences) Sept 2018: **887**
 Number on roll Jan 2018: **1501**
 In 2018 the last child was admitted under criterion 6

Admissions Policy

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

1. Looked After Children and previously looked after children (see definition on page 14).
2. Residency within the catchment area. A copy of the catchment area map is available to view at The Appleton School and is available on request.
3. Where the child has, at the time of application, a brother or sister[#] currently attending the school.
4. Up to 27 children who have an aptitude for languages. Parents wishing their child to take the aptitude test are required to complete a Supplementary Information Form (SIF), obtainable from the school (the closing date for the return of SIF is Friday 14 September, 2018). The test will be held at The Appleton School on Friday 21 September 2018 and Wednesday 26 September, 2018. Test results will be posted to parents within two weeks of sitting the test. Places are allocated in rank order. In the event of a tie on score, this will lead to straight line distance rule applying.
5. Children of staff at The Appleton School:
 - (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Proximity of home to school by straight line distance, those living nearest being accorded higher priority. Straight line distances are calculated by the LA as described on page 13.

In the event of oversubscription in criteria 1–3 and 5 the distance criterion defined in 6 will apply.

Siblings are defined as children with a brother or sister (or step-brother/sister) living at the same address at the time the application is submitted. The older child must be attending the school at the time the application is submitted and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted.

◆ To be considered for a place under the aptitude criterion you need to complete and return the school's Supplementary Information Form by 14 September 2018.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The number of external students joining The Appleton School sixth form will be 20 or until 150 places have been offered in Year 12. Admission Forms should be returned to the school by the due date. Successful applicants will sign an agreed working contract.

Admission to the sixth form will be determined in accordance with the following criteria :-

1. The student must have attained the entry requirements for their course which are published in the sixth form prospectus. The minimum GCSE Average point score of 40 from the student's best 8 GCSE results, with at least level 5/6 in English and Maths, are required for Advanced Level entry. An average of 35 points are required to follow Foundation Level Programmes.
 2. The student has demonstrated a commitment to their studies pre-16 which is evidenced by their school or their school reference.
- In the event of over subscription the following will apply :
1. Looked after children (see definition on page 14);
 2. Children of staff at The Appleton School:
 - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 3. Proximity of the child's home to the school, on the basis of straight line distance, with those living nearest being accorded the higher priority.

CASTLE POINT

Castle View School

Foksville Road, Canvey Island SS8 7FH
 Telephone: (01268) 696811
 Email: admin@castleview.essex.sch.uk
 Website: www.castleview.essex.sch.uk
 Headteacher: Mr S Durkin
 Academy (Co-educational)
 11–16
 School Number: 881-5419

Published admission number Sept 2019: **240**
 Applications received (all preferences) Sept 2018: **199**
 Number on roll Jan 2018: **826**
 In 2018 the last child was admitted under criterion 3

Admissions Policy

In the event of oversubscription the following criteria in the order given, will be applied:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling* currently enrolled at the school;
3. proximity of the child's home to the school by straight line distance, those living nearest being accorded higher priority. Straight line distances are calculated by the LA as described on page 13.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

*An older sibling must be attending the school at the time the application for the younger child is submitted and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted. A sibling includes a child living in the same family unit in the family household and address. This includes brothers and sisters and stepbrothers and sisters.

Waiting list held until: end of autumn term.

Cornelius Vermuyden School

Dinant Avenue, Canvey Island SS8 9QS
 Telephone: (01268) 685011
 Email: admin@corver.rmplc.co.uk
 Website: www.corneliusvermuyden.com
 Headteacher: Mrs C P Skewes
 Academy (Co-educational)
 Specialist Arts College, 2nd Subject Maths and Computing
 11–16
 School Number: 881-5420

Published admission number Sept 2019: **180**
 Applications received (all preferences) Sept 2018: **327**
 Number on roll Jan 2018: **925**
 In 2018 the last child was admitted under criterion 4

Admissions Policy

In the event of oversubscription the following criteria, in the order given, will be applied:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling# attending the school at the time of application;
3. children of staff employed by the school. Any member of school staff who has been employed for a minimum of 2 years, or to fulfil a vacancy in an area in which it is difficult to recruit;
4. proximity of the child's home to the school by straight line distance, those living nearest being accorded higher priority. Straight line distances are calculated by the LA as described on page 13.

In the event of a 'tie' between applications in any criterion, the straight line distance from the school to the child's home will be used as a tie-break mechanism.

The sibling link is defined as:-

- An older sibling must be attending the Cornelius Vermuyden School at the time the application for the younger child is submitted and there must be a reasonable expectation that the older child will still be at that school at the time the younger child is admitted.
- A sibling includes a child living in the same family unit in the family household and address. This includes brothers and sisters and stepbrothers and sisters. Additionally, biological siblings are treated as siblings irrespective of residence.

Waiting list held until: at least the end of the autumn term.

CASTLE POINT

The Deanes

Daws Heath Road, Thundersley, Benfleet SS7 2TD

Telephone: (01268) 773545

Email: admin@thedeanes.essex.sch.uk

Website: www.thedeanes.academy

Headteacher: Mr D McKeown

Academy (Co-educational)

11-16

School Number: 881-4018

Published admission number Sept 2019: **120**

Applications received (all preferences) Sept 2018: **266**

Number on roll Jan 2018: **439**

In 2018 the last child was admitted under criterion 6

Admissions Policy

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

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area of The Deanes;
3. children with a sibling attending the school at the time of application with a reasonable expectation that the sibling will still be attending at the time of admission. The definition of a "sibling" includes a child living in the same family unit, in the same family household and address. This includes brothers and sisters and stepbrothers and sisters. Biological siblings will be treated as "siblings" irrespective of residence;
4. up to 10% of the published admissions limit (12 children in total) who demonstrate an aptitude for Sport, Performing Arts or Music may be allocated according to the aptitude assessment results. 6 places will be allocated to P.E., 2 to Music, 2 to Dance and 2 to Drama. The Sport aptitude assessment will take place on Friday 12 October 2018 at The Deanes. Places will be allocated in rank order of aptitude scored in the assessment. Children must achieve a minimum score. In the event of a tie on score, this will lead to the straight line distance rule applying. Those wishing to apply for a selective Music or Performing Arts place will be invited to perform to members of the Sport and Performance Departments and a judgement will be made on their aptitude according to one or more of the following criteria:
 - i) He/she has tuition in a musical instrument;
 - ii) He/she is a member of a school, Church or similar choir, or of a Dance/Drama

organisation;

- iii) He/she has had no formal training but would like to pursue the subject further;
- iv) He/she has been successful in Music, Dance or Drama examinations;

The audition will rank students according to the given criteria. Successful candidates will be expected to attend at least one Music/Dance/Drama club each week and participate in school performances. The auditions will take place on Friday 12th October 2018.

Parents wishing their child to take one of the aptitude tests are required to complete a Supplementary Information Form (SIF). This can be obtained from the school or downloaded from the school website and must be returned by Friday 5th October 2018.

Where two students are of equal ability, the one living nearer to the school would gain preference. If there are insufficient children who have satisfied the entry requirement for a selective place then the places will be offered to other children.

5. children of members of staff employed by the school (applicable to children of a member of school staff who has been employed for a minimum of 2 years at the time of application or where a member of staff is recruited to fill a vacancy for which there is a demonstrable skill shortage);
6. other children.

In the event of over-subscription in criteria 1, 2, 3, 5 and 6 and in the event of a tie on score in criterion 4, priority will be determined by straight line distance from home to school, those living closest being given the higher priority. Straight line distances are calculated by the LA as described on page 13.

If a child lives at more than one address, it is the address of the parent/guardian that is in receipt of child benefit for the child that is considered as the home address. Verification may be required.

◆ To be considered for a place under criterion 4 you need to complete the school's Supplementary Information Form which must be returned to the school by Friday 5th October 2018.

Waiting list held until: end of autumn term.

CASTLE POINT

The King John School

Shipwrights Drive, Thundersley, Benfleet SS7 1RQ
 Telephone: (01702) 558284
 Email: kjs@thekjs.com
 Website: www.thekjs.essex.sch.uk
 Headteacher: Dr M Wilson
 Academy (Co-educational)
 Specialist Maths & Computing College
 11–18
 School Number: 881-5403

Published admission number Sept 2019: **350**
 Applications received (all preferences) Sept 2018: **1194**
 Number on roll Jan 2018: **2097**
 In 2018 the last child was admitted under criterion 6

Admissions Policy

Where the number of applications for admission exceeds the published admissions limit (i.e. the number of places available), places will be allocated by the Governing Body in accordance with the co-ordinated admission arrangements and following criteria in the following numbered order of priority:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area for the school or in the postcode area prefixed SS with a sibling[#] attending the School at the time of application;
3. children living in the priority admission area for the school[^];
4. children of staff employed by the school (any member of staff who has been employed for a minimum of 2 years, or to fulfil a vacancy in an area which is difficult to recruit);

Should the School reach its admission limit within any of the preceding criteria, then the places within that criterion will be allocated according to the distance from the child's home address to the school⁺.

Where, after applying the above criteria, there remain unfilled places, those places will be allocated in accordance with the following criteria:

5. up to 15 per cent of the published admission number **may** be allocated according to the results of a test of general ability, those scoring higher being awarded priority of entry. In the event of there being two or more children with tied scores being considered for the final selected place or places, then the child or children living nearest to the school will be offered the place(s). Children taking the entry test may later be offered a place according to the distance criterion. If so, they

will enter under this category because it is the main and overriding criterion. In the case of twins where only one twin is awarded a place under the test criteria the sibling does not fall under the sibling criteria as the child is not currently on roll until September;

6. any remaining places will be allocated according to the distance from the child's home address to the school⁺.

[^] Living in the area should mean 'main place of permanent residence of the child and family both at the time of application and admission and for the foreseeable future'. The school reserves the right to seek proof of residence at the given address.

[#] Siblings are defined as children with a brother or sister (or a step brother/sister) living at the same address at the time the application is submitted.

⁺ Distance from the child's home address to the school's address on Shipwrights Drive will be measured by the shortest walking distance (calculated electronically using a computerised measurement system which conforms to the Ordnance Survey through the National Mapping Agency data) along recognised roads and footpaths, with those living nearer being accorded the higher priority.

In the event of a tie-break for the exact distance criteria, the Governors Admission Committee will use the principle of drawing names out of a hat.

Entry Test date: **Saturday 6 October 2018.**

Deadline for return of Entry Test Application Forms (SIF) (see important note below): 19 September 2018.

♦ This school requires a Supplementary Information Form to be completed for those applying under criterion 5. It is the responsibility of the parent or carer to ensure that the Supplementary Information Form (SIF) is received at The King John School no later than 19 September 2018. Late SIFs will not be accepted under any circumstance.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The number of external students to admit is 80 or until 250 places have been offered in Year 12. The school requires all students to make a formal application for entry in September 2018 by 4 December 2018.

Admission to the Sixth Form will be determined by the Governing Body in accordance with the following

CASTLE POINT

The King John School (continued)

criteria in the order set out below. All students, including those already enrolled at King John School, must meet the criteria below:

- (i) that the student has attained the specific academic requirements for entry to the courses, which are published on the Sixth Form Preference Forms;
- (ii) that there is a suitable course available with a vacancy; group size will normally be capped at 25 but may vary depending on the nature of the subject and availability of resources;
- (iii) that the student has demonstrated a commitment to their studies pre 16 evidenced by their school and/or progress report and their school reference.

The admissions limit for the year commencing 1 September 2019 for external applicants who have not previously been students of The King John School will be 80 students or until 250 places have been offered in Year 12. Should this limit be reached then admission will be determined in accordance with the following additional criteria in the order set out below:

The governors will consider first all those applications received by the published deadline.

If a subject is oversubscribed or the number of applications exceeds the capacity of the sixth form the following criteria will be used:

- (iv) that criteria (i) to (iii) have been met;
- (v) then that looked-after students (children in public care) are first to be admitted;
- (vi) finally, the distance the student lives from the main entrance of the College on Shipwrights Drive will be measured by the shortest walking distance along recognised roads and footpaths.

Should the admissions limit be exceeded in any previous criterion, then the distance criterion will be applied in that category.

With regard to the efficient use of resources, learning provision and capacity in the local area, the school reserves the right to exceed its capacity of 80 external students where a particular high performing subject has places in the particular class/or subject area and when the individual student can demonstrate their aptitude/ability in this subject area.

The Beaulieu Park School

Armistice Avenue, Chelmsford CM1 6DT

Telephone: (01245) 264451

Email: admissions@clptrust.com

Website: www.beaulieuparkschool.com

Principal: Mr J Donaldson

Academy (Co-educational)

4–16

School Number: 881- 4029

Published admission number Sept 2019: **180**

Applications received (all preferences) Sept 2018: **N/A**

Number on roll Jan 2018: **N/A**

In 2018 the last child was admitted under criterion **N/A**

Admissions Policy

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling* attending the school;
3. children of Staff: This will only apply where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. children living in the priority admission area: The Beaulieu Park School has a Priority Admissions Area. Within this criterion, children will be ranked in distance order for admission by straight line distance within the Priority Admissions Area. Those living nearer will have a higher priority, starting with the nearest first. Straight line distances are calculated by the LA as described on page 13.

In the unlikely event of applicants with an identical distance competing for a single place at a school, the place will be offered to one applicant on the basis of lots drawn by a member of school staff not involved in admissions, with the exception of twins, triplets etc.

5. remaining applications.

In the event of a tie break, priority will be determined by straight line distance from the home to school, with those living nearest having highest priority. If undersubscription should occur priority will be determined without regard to the Priority Admission Area.

*A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends The Beaulieu Park School in any year group, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Waiting list held until: end of autumn term.

The Boswells School

Burnham Road, Chelmsford CM1 6LY
 Telephone: (01245) 264451
 Email: admin@boswells-school.com
 Website: www.boswells-school.com
 Executive Headteacher: Mr P Banks
 Head of School: Mr S Mansell
 Academy (Co-educational)
 11–18
 School Number: 881-5416

Published admission number Sept 2019: **248**
 Applications received (all preferences) Sept 2018: **746**
 Number on roll Jan 2018: **1473**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living within the priority admissions area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where the child has a relevant sibling. A sibling is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends The Boswells School in any year group, irrespective of place of residence. A sibling link to a child in Year 11, or Year 12, will only be taken to exist at the time of application and determination where the brother or sister has completed their statutory education at The Boswells School and where there is an intention that the Year 11 child will be returning to the school for a post 16 course of study. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. In the case of twins or triplets etc, both or all will be offered places;
3. children of staff:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. children living in the Priority Admissions Area (A map can be viewed online). Within this criterion, children will be ranked in distance order for admission by straight line distance within the

Priority Admissions Area. Those living nearer will have a higher priority, starting with the nearest first. In the unlikely event of applicants with an identical distance competing for a single place at a school, the place will be offered to one applicant on the basis of lots drawn by a member of school staff not involved in admissions, with the exception of twins, triplets etc;

5. where the child attends one of the following schools, irrespective of place of residence:

- Perryfields Junior School
- Tyrrells Primary School
- Springfield Primary School
- Trinity Road Primary School
- Barnes Farm Junior School
- Chancellor Park Primary School
- The Bishops' Church of England and Catholic Primary School

Within this criterion, children will be ranked in distance order for admission by straight line distance. Those living nearer will have a higher priority, starting with the nearest first.

In the unlikely event of applicants with an identical distance competing for a single place at a school, the place will be offered to one applicant on the basis of lots drawn by a member of school staff not involved in admissions, with the exception of twins, triplets etc.

6. all remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from the home to school, with those living nearest having highest priority. Straight line distances are calculated by the LA as described on page 13.

Waiting list held until: end of academic year.

Admissions to Sixth Form

The Boswells Sixth Form is available for all existing students and applications from external students are most welcome. All applicants must meet the minimum entry requirements for their chosen course of study. In addition, students must meet subject specific requirements. Full details are published in The Boswells Sixth Form Prospectus, which is available from the school or can be downloaded from our website.

Chelmer Valley High School

Court Road, Broomfield, Chelmsford CM1 7ER
 Telephone: (01245) 440232
 Email: school@chelmer.essex.sch.uk
 Website: www.chelmervalleyhighschool.co.uk
 Principal: Mrs C Goodchild
 Academy (Co-educational)
 Specialist Engineering College
 11–18
 School Number: 881-5429

Published admission number Sept 2019: **196**
 Applications received (all preferences) Sept 2018: **743**
 Number on roll Jan 2018: **1223**
 In 2018 the last child was admitted under criterion 4

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order given, to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where the child has a sibling currently attending the school at the time of admission. A sibling is defined as a child living in the same family unit. This includes biological as well as step brothers and sisters and children of partners living at the same address;
3. where a child attends one of the following primary schools that have a relationship with Chelmer Valley High School as part of the River Chelmer Partnership:
 - Boreham Primary School
 - Broomfield Primary School
 - Ford End C of E County Primary School
 - Great Leighs County Primary School
 - Great Waltham C of E Primary School
 - Little Waltham C of E Primary School
 - Newlands Spring Primary School
 - Parkwood Academy
 - St Pius X Catholic Primary School;
4. applicants living within the priority admissions area;
5. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given higher priority. Straight line distances are calculated by the LA as described on page 13.

Waiting list held until: end of academic year.

Admissions to Sixth Form

Students will be admitted into the Sixth Form (Year 12/13) at age 16 where the school agrees it is able to offer and resource a programme of study from which the student will benefit. Applicants will have a meeting with senior staff and offers of places will be made based upon the range of courses previously pursued and the grades achieved. As a general rule, applicants for A level courses should have a minimum of 5 GCSE grades A*-C or under the new grading system 9–5 including English and Maths with at least a grade B/6 in the subjects they wish to study. Entry requirements for individual courses can be found in the Sixth Form Prospectus.

The School reserves the right to admit a student to the Sixth Form where the entrance requirement has not been met. To continue with a course in Year 13 students will normally need to achieve a grade D or above at AS level where undertaken, or internal standardised assessment and monitoring outcomes. Exceptional circumstances may be taken into consideration. Applicants will sign an agreed working contract. The number of external places intended to admit to Chelmer Valley High School Sixth Form is 20.

Where applications for admission exceed the 200 places available, the following criteria will be applied, in the order given, to determine which children to admit:

1. students currently attending the school;
2. students living in the priority admission area;
3. proximity of the student's home to school, with those living nearer being accorded the higher priority (as measured by straight line distance from home to school).

CHELMSFORD

Chelmsford County High School for Girls

Broomfield Road, Chelmsford CM1 1RW
 Telephone: (01245) 352592
 Email: office@cchs.essex.sch.uk
 Website: www.cchs.co.uk
 Headteacher: Mrs N Chapman
 Grammar Academy (Girls)
 Formerly a Specialist Technology, Music, English and
 Languages College
 11–18
 School Number: 881-5410

Published admission number Sept 2019: **150**
 Applications received (all preferences) Sept 2018: **694**
 Number on roll Jan 2018: **925**

Admissions Policy

Only children whose parents decide that they will take the CCHS Entrance Test and who attain the required standard in the prescribed arrangements for selection by reference to ability (and who make a formal application through their home local authority) will be eligible to be considered for admission. The test is normally available to girls in Essex and from outside the County aged at least 11 years and under 12 years on 31 August whose parents have registered for them to sit the test with the school by the relevant closing date. Parents seeking a place at the school must also make a formal application to their home Local Authority (LA) by the LA's published closing date of 31 October each year. No children who will be younger than 11 years of age on 31 August following the taking of the test will be eligible for admission unless they fulfil the LA's criteria for early entry – i.e. they are following the full Year 6 curriculum in the year in which they take the test (documentary evidence will be required). No children who will be 12 years of age or over on 1 September following the test date will normally be allowed to take the test and gain admission to Year 7 at the school.

Chelmsford County High School for Girls is part of a group of Grammar Schools who will be using a common admissions test for September 2019 entry. The test will take place on Saturday 15 September 2018. Applicants for any of these group of schools may only take the test once; the raw marks from the test will be passed to the other schools for inclusion in the appropriate standardisation sample but only if you have registered with each school in accordance with their admissions policy. The responsibility to complete this process accurately lies wholly with the parent/guardian. If it is found that an applicant has taken the test more than once, the raw scores for the first attempt will be used for

the standardisation process.

Late registration for the CCHS Entrance Test will not be accepted.

Registration for the CCHS Entrance Test will close at 4pm, Wednesday 27 June 2018. Full details of how to register are available at www.cchs.co.uk/admissions.

Only one address can be used for the application. In applying these admission arrangements 'permanent home address' will be defined as the permanent place of residence of the parent with whom the pupil spends the majority of the school week (Sunday to Thursday nights inclusive) at the time the online registration form is submitted for the CCHS Entrance Test, or the date it is received by the Admissions Office, if applying by post. The exception to this is if the family are returning from abroad to a previous permanent place of residence within the priority area (documentary evidence will be required), are members of the Diplomatic Service or Armed Forces.

Permanent residency is defined as owner occupancy or long-term letting contract (minimum of 6 months) of a residential property; evidence will be required in the form of a UK photocard driving licence (if applicable), council tax bill and two utility bills dated from January 2018 to the date of registering for the entrance test, one of which must be the electricity bill showing actual usage. If in rented accommodation, a copy of a signed valid long term tenancy agreement must be provided covering the period from the time the online registration form is submitted for the CCHS Entrance Test, or the date it is received by the Admissions Office, if applying by post, to the start of term in September 2019. The Governing Body may refuse to base an allocation on an address which might be considered only a temporary address.

In the case of a recent change of address prior to registering for the CCHS Entrance Test, additional evidence will be required in the form of proof of exchange of contracts or a signed valid long term tenancy agreement, as defined above. This is in addition to the UK photocard driving licence (if applicable), council tax bill and two utility bills dated from January 2018 to the date of registering for the entrance test, one of which must be the electricity bill showing actual usage.

Where there is reasonable doubt as to the validity of a permanent home address, the school reserves the right to undertake additional checking measures in relation to both current and any previous addresses and any primary school(s) attended.

Chelmsford County High School for Girls continued

Looked After Child(ren) and Pupil Premium status must be declared by the time of application to the Local Authority (documentary evidence will be required).

Proof of status can be requested at any time. If it is subsequently discovered that an application contains falsely claimed information, then any offer of a place will be withdrawn.

Any information that is subsequently proven to have been provided fraudulently may invalidate that application.

The student must be able to show to the school's satisfaction that she has a right to reside in the United Kingdom and is entitled to state education. Overseas applicants must hold a full British or EU passport.

Where applications for admission exceed the number of places available in Year 7, places will be allocated in descending score order from the Ranked List of Applicants (who have not already been offered a place at a higher preference) in the order of priority listed below. The Cut-Off Mark for category 1 and 2(a) will be determined as the score 2% lower than the last score offered on National Offer Day in the preceding year of entry.

1. The applicant is a looked after child or previously looked after child who has achieved a score at or above the Cut-Off Mark, irrespective of where they permanently live.

2. Of the next 120, places will be allocated as follows:

(a) up to 10 places will be made available to applicants in receipt of pupil premium, who have achieved a score at or above the Cut-Off Mark and live at a permanent home address within a 12.5 mile radius (measured in a straight line) of the School.

b) the remaining places (of the 120) will be allocated to applicants living at a permanent home address within a 12.5 mile radius (measured in a straight line) of the School.

3. All remaining places will be allocated in descending score order from the Ranked List of Applicants irrespective of where they permanently live until all 150 places are filled.

Definitions of the above are listed in the CCHS Supplementary Information Form (SIF). All straight line distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and school and provides address points between which straight line distance is measured. Distances are to three decimal

places in the first instance.

The offer of a place is conditional upon the child being continuously resident within the priority area as her permanent home address at the time the online registration form is submitted for the CCHS Entrance Test, or the date it is received by the Admissions Office, if applying by post, to the date commencing the start of term in September 2019. Notification of a change of address received after this period will always be investigated.

Parents will have 21 days from the date of the letter of offer to accept or decline the offer in writing. Where an offer has been either declined or not taken up within the 21 day period the LA will offer the place to the next eligible girl on the Ranked List of Applicants (subject to the same conditions and proportions as the preceding paragraphs). Where selected girls decline the offer of a place, the place will be offered to the next qualified girl(s) in rank order whose application expressed a preference for the school (subject to the same conditions and proportions as the preceding paragraphs).

Where there is a tie for the last available place, due to applicants achieving identical standardised aggregate test scores, preference will first of all be given to any applicants who are 'looked after' or have previously been looked after by a local authority and second to any applicant in receipt of pupil premium (evidence will be required). Following this, preference will be given to siblings. Should there be no siblings, or should there be more applicants with siblings at the school than there are places available, then preference will be given to the student(s) who live closest to the school by straight line measurement from the school to the permanent home address by way of electronic measurement. In the unlikely event of two applicants with an identical distance competing for a single place, the place will be offered to one applicant on the basis of lots drawn by an independent person (usually a Governor).

◆ This school requires a Supplementary Information Form to be completed and returned by 4pm Wednesday 27 June 2018. This form is available from:

Website: www.cchs.co.uk/admissions

Telephone: (01245) 245740

Email: admissions@cchs.essex.sch.uk

Applicants who have registered for the CCHS Entrance Test will take the test on Saturday 15 September 2018 at Chelmsford County High School for Girls unless one of the other designated schools within the group is indicated on the Supplementary Information Form (SIF).

Waiting list held until: end of academic year.

Chelmsford County High School for Girls continued

Admissions to Sixth Form

The school has approximately 150 places in Year 12. The GCSE criteria below apply equally to internal and external applicants. Admission to the Sixth Form is based on GCSE/IGCSE grades attained in full courses. Students with non-standard qualifications will be assessed separately and the equivalency of other qualifications obtained will be taken into consideration. The following are our minimum requirements for entry into the Sixth Form:

- All candidates are required to have reformed grade 6 or higher, or grade B in GCSE/IGCSE English Language and Mathematics and reformed grade 4 or higher, or grade C in a Modern Foreign Language at GCSE.
- All candidates must achieve an average of at least 6.4 over their best eight GCSE grades, including English Language and Mathematics. This average should be calculated by converting the grades for English Language, Mathematics and the six highest GCSE results as follows, as stated by the DfE :
Reformed GCSE Grading: 9=9, 8=8, 7=7, 6=6, 5=5, 4=4
Unreformed GCSE Grading: A*=8.5, A=7, B=5.5, C=4
- Short or half courses will not be considered in the above calculation.
- The only dual awards to be considered will be dual award Science and dual award Engineering.
- Dual awards will be counted as one GCSE and, where applicable, the grade used in the calculation will be the one scored in the higher paper. e.g. the additional science grade.
- Only two qualifications per subject will be accepted e.g. the grades for GCSE Mathematics and GCSE Statistics could be included in the average grade calculation but a third Maths result would not be included.
- In addition to the above entry requirements, students are, in general, expected to achieve reformed grade 7 or higher, or an A or A* at GCSE in the subjects they intend to study at A level. Requirements for individual subjects are shown in the A level Subjects Booklets.

In the case of over-subscription, places will be offered first to all internal applicants then to external applicants. Each individual applicant must meet the same admission criteria, and places will be offered in descending rank order of their average GCSE points score across their best eight GCSE/IGCSE qualifications as outlined above. Students are admitted based on the availability of places in the teaching sets for each

subject. In the case of a tie, the results in GCSEs beyond the eighth subject will be taken into account. Please contact the school for the application closing date.

Further Requirements

- The student must be under 17 years of age on 31 August of the calendar year of proposed admission.
- The student must be able to show to the school's satisfaction that she has a right to reside in the United Kingdom and is entitled to State Education. Overseas applicants must hold a full British or EU passport.
- The student will not be admitted to the school until she has provided authentic, valid and bona fide documentation in support of her application, including documentation to confirm her GCSE results.
- The student will need to be a proficient English speaker to cope with the pace of the academic curriculum on offer at this school. With the exception of Modern Foreign language classes, lessons are taught in English so if a student's first language is not English, the school may require her to demonstrate the fluency, both orally and in writing, required to participate successfully in the Sixth Form.

Great Baddow High School

Duffield Road, Great Baddow, Chelmsford CM2 9RZ

Telephone: (01245) 265821

Email: admin@gbhs.co.uk

Website: www.gbhs.co.uk

Headteacher: Mrs C Lynch

Academy (Co-educational)

Specialist Science and Sports College

11–18

School Number: 881-4390

Published admission number Sept 2019: **240**

Applications received (all preferences) Sept 2018: **895**

Number on roll Jan 2018: **1416**

In 2018 the last child was admitted under criterion 6

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order given, to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling[‡] attending the school at the point of application;
3. children living in the priority admission area plus children attending St. Andrew's Junior School, Hatfield Peverel;
4. up to 10% in each year group who demonstrate an aptitude for sport*. To apply for a place under this criterion, the school's Supplementary Information Form must be completed;
5. children of staff at the school where the member of staff has been employed for a minimum of two years at the time of application or where a member of staff is recruited to fill a vacancy for which there is a demonstrable skill shortage;
6. proximity of home to school by straight line distance, those living nearest being accorded the higher priority. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

◆ This school requires a Supplementary Information Form to be considered under aptitude for sport. This must be returned to Mrs C Mowle at Great Baddow High School by NO LATER THAN FRIDAY 5 OCTOBER 2018. The selection day will take place on Saturday 13 October 2018, starting at 9.00 am and finishing at 3.00 pm.

* The selection process will take place following the practical activities day at Great Baddow High School Sports College. Students will be assessed for their level of speed, balance, awareness, agility, endurance, coordination and ability at two sports chosen by the student.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The Sixth Form is open to all Great Baddow High School students, and external students, subject to them fulfilling the requirements of suitable courses. All applicants are required to complete an Application Form and to confirm their acceptance of the Sixth Form Contract, which covers the requirements for the dress code, attitudes to learning and behaviour. The deadline for applications is mid-December; however, applications received after this date may also be considered.

Internal and external applicants are interviewed by The Head of Sixth Form or a member of the senior leadership team to discuss their option choices and predicted GCSE grades. Schools of external candidates will be contacted for references. Subject choices are provisionally confirmed at this stage but can change depending on the results that applicants achieve in the Summer GCSE examinations and the viability of class sizes.

For A Levels, students must achieve a minimum 38 points from GCSE English and Mathematics plus the best six other subject levels.

Entry requirements for BTEC L3 courses are outlined in our prospectus. BTEC students are also encouraged to study another one or two subjects at A Level and will need a minimum of a grade 4 in English (higher for certain subjects) and overall GCSE results that demonstrate their ability to undertake A Level equivalent work.

For both A level and BTEC courses, a student's behaviour, attendance and work ethic (determined through effort and attainment grades) will also be taken into account when considering their application to the Sixth Form.

CHELMSFORD

Hylands School

Chelmsford Road, Chelmsford CM1 3ET
 Telephone: (01245) 266766
 Email: hylandsoffice@hylands-tkat.org
 Website: www.hylands-tkat.org
 Headteacher: Mr A Parry
 Academy (Co-educational)
 11–18
 School Number: 881-5455

Admissions to Sixth Form

Further details regarding the entry requirements and the courses available can be obtained from the school.

Published admission number Sept 2019: **180**
 Applications received (all preferences) Sept 2018: **257**
 Number on roll Jan 2018: **738**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

The admission criteria for the school, in the case of oversubscription, will be in the following order of priority:

1. Looked After Children and previously looked after children (see definition on page 14);
2. pupils living in the priority admissions area of the school with a sibling[‡] attending at the time of application and admission;
3. children of staff;
4. other pupils living in the priority admissions area;
5. pupils living outside the priority admissions area with a sibling[‡] attending at the time of application and admission;
6. remaining applications.

In the event of over subscription within any of the above criteria, priority will be determined by the straight-line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

Exceptional medical circumstances (supported by medical evidence) may override the above.

A Map of the priority admission area is available from the school.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of academic year.

King Edward VI Grammar (Boys) School, Chelmsford

Broomfield Road, Chelmsford CM1 3SX
 Telephone: (01245) 353510
 Email: office@kegs.org.uk
 Website: www.kegs.org.uk
 Headteacher: Mr T Carter
 Grammar Academy (Boys)
 Formally a specialist Science and Languages College
 11–18
 School Number: 881-5411

Published admission number Sept 2019: **150**
 Applications received (all preferences) Sept 2018: **617**
 Number on roll Jan 2018: **1065**

Admissions Policy

There will be one selection test for those Schools which are members of the CSSE (Consortium of selective schools in Essex). This will save children whose parents express a preference for more than one selective school in the CSSE from taking multiple tests for those schools. Parents must register with the CSSE by the closing date for registration for their child to sit the test. The test is normally available to boys aged at least eleven years and under twelve years on 31st August following the taking of the test. Exceptionally boys under the age of eleven will be allowed to take the test at the discretion of the Deputy Headteacher (Curriculum) on behalf of the Governing Body under direction of the Headteacher. The test can only be taken once by any pupil. Parents must complete both the CSSE registration form and submit this to the CSSE by its closing date (see www.csse.org.uk) as well as submitting a formal Common Application Form to their home local authority. Applications must be made by parents to their home local authority.

Only boys who have been entered for the test, are of the appropriate age and who attain the required standard in the prescribed arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to King Edward VI Grammar School in the September of Year 7. The test is available to pupils in Essex and from outside the County.

The selection process for the standard number of 150 is by two exam papers in English and Mathematics. The papers will be marked by staff employed by the school and a mark aggregated for each applicant.

Applicants whose move to the area could not be foreseen in time to meet application deadlines will be permitted to take a test. The result will be forwarded to the Local Education Authority for them to place the

applicant on the waiting list. Parents will be advised of their statutory right of appeal to an independent Appeals Panel against the decision not to admit the applicant.

Applicants who are ill, or through other special circumstances are unable to take the test on the main date, will be allowed to sit a test on another stated day at a stated venue, subject, in the case of illness to the provision of a medical certificate, and, in any other circumstances to a written explanation of the circumstances.

- a)** Where applications for admission exceed the number of places available in Year 7 places will be awarded in rank order from the tests as follows:
- i) Firstly, to the top 120 boys in the selection test who made this school one of their preferences and who live within the priority area i.e. within a distance of 12.5 miles from the school on 1st September at the start of Year 6, unless they have been offered a place at a school for which they expressed a higher preference.
 - ii) Secondly, to the top 30 boys in the selection test out of the remaining candidates who made this school one of their preferences, regardless of where they live.
- b)** The offer of a place made under ai) is conditional upon the pupil being continuously resident within the priority area (at their permanent home address) between 1st September at the start of Year 6 and the date of commencing the start of Year 7 at KEGS.
- c)** Only one address can be used for application. In applying these admission arrangements 'permanent home address' will be defined as the permanent place of residence of the parent with whom the pupil spends the majority of the school week (Sunday to Thursday nights inclusive) at the date of application. Permanent residency is defined as owner occupancy or long-term letting contract of a residential property. Evidence of residence at the address may be required.
- d)** Children of returning UK service personnel and crown servants (or who are posted to the priority area) will be treated as meeting the residency requirement in b above.
- e)** Where selected pupils drop out between the time of publication of offers of places and the start of the following academic year places will be offered to the next pupil(s) in rank order who expressed a preference for this school, unless they have already been offered a place at a school for which they expressed a higher preference, but subject to the fact that any pupil from

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King Edward VI Grammar (Boys) School, Chelmsford (continued)

category ai) above (i.e. who lives within 12.5 miles of the school) who drops out must be replaced by a pupil who lives within 12.5 miles of the school (and this replacement pupil is then deemed to have been offered a place under category ai) above).

If a pupil who was originally selected under category aii) above drops out, his replacement will be selected in strict rank order irrespective of where that pupil lives.

f) Where there are a number of pupils with equal scores competing for the last available place, due to applicants achieving identical aggregate test scores, preference will first of all be given to “looked after” children, and then to siblings. Should there be no siblings, or should there be more applicants with siblings at the school than there are places available, the preference will be given to the pupil(s) who live closest to the school by straight-line measurement. In the unlikely event of two applicants with an identical distance competing for a single place, the place will be offered to one applicant on the basis of lots drawn by an independent person (usually a Governor).

Please refer to Essex County Council’s booklet, “Secondary Education in Essex” for definitions of “looked after children” and siblings.

g) A waiting list of the remaining pupils who took the selection test, will be held for one year following admission to Year 7. If a pupil leaves KEGS during Year 7 then an offer of a place will be made according to the procedure in e above.

Straight line distances are calculated by the LA as described on page 13.

The school may ask applicants to provide proof of their home address. This must be a copy of the following:

- UK driving licence
- Council tax notification
- Two utility bills dates within the last six months (gas, electricity, water or landline telephone)

Fraudulent / Misleading Applications

Regrettably, on occasion some parents give false information about their home address to get a place at a particular school. This is unacceptable and has the effect of denying a place to a child with a more genuine claim. The school expects that all applications are made in good faith, giving the correct information.

Where there is reasonable doubt as to the validity of a home address, the school reserves the right to undertake additional checking measures, including in

some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the school reserves the right to withdraw the place and will exercise that right in relevant cases.

‡ LA sibling definition applies (see page 14).

◆ This school requires a Supplementary Information Form to be completed and returned by 20 July 2018. This form is available online at www.csse.org.uk

Waiting list held until: end of academic year.

Details of the Admission Policy for Years 7 to 11 entry are available in the school prospectus and in the school’s full admission policy which can be seen by selecting the school at www.essex.gov.uk/admissions.

Admissions to Sixth Form

- a) External applicants for Sixth Form places comprise both males and females without bias. The Priority Area criterion does not apply to the Sixth Form, i.e. admission is based solely on GCSE results as outlined below. Except in exceptional circumstances, students must be under 17 years of age on 31st August of the calendar year of proposed admission.
- b) All applicants will be asked to specify their intended subject choices, upon which the school will determine the projected number of teaching groups for each subject. Interviewing applicants or their families for entry to Year 12 will not take place, although meetings can be held to provide advice on options and entry requirements for particular courses.
- c) Admission by any applicant to the Sixth Form is based on GCSE or IGCSE grades in full courses and AS levels or FSMQ Additional Mathematics at grades A and B only. The equivalency of other qualifications obtained will be taken into consideration.
- d) The minimum number of external applicants likely to be admitted is 60. The upper limit of Year 12 external applicants will be based, not on total Year 12 numbers projected for the following academic year, but on the projected size of the teaching groups and the pastoral capacity of the school. Taking into account choices for A Level study, applications will be refused where the school

King Edward VI Grammar (Boys) School, Chelmsford (continued)

considers the size of teaching sets or tutor groups to be detrimental to the education of the group and where it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or to appoint additional staff.

e) The requirements for admission into Year 12 are:

1. an average GCSE/IGCSE points score of at least 6.4375 across **the best eight subjects**.

This will be calculated as follows:

Reformed GCSEs (graded 9 to 1) will score according to the grade i.e. a grade 7 would score 7 points for KEGS admission purposes.

Unreformed GCSEs (graded A* to G) will score A* = 8.5 points, A = 7 points, B = 5.5 points, C = 4 points.

AS B grade or above = 8.5 points and FSMQ Additional Mathematics B grade or above = 8.5 points.

2. Reformed grade 6 or higher must be achieved in GCSE Mathematics and English (whether or not these subjects are being followed to A Level).
3. A suitably high GCSE grade, usually A or reformed grade 7 or better, in each chosen subject of study.
4. Reformed grade 4 or higher must be achieved at GCSE in a modern foreign language.
5. There need to be available places in the teaching sets for each subject.
6. Only two qualifications per subject accepted e.g. FSMQ Additional Maths (of B or above) + Maths GCSE, but not GCSE Statistics + GCSE Maths + FSMQ Additional Maths.

f) In cases of over subscription, places will be offered first to all internal applicants then to external applicants. Each individual applicant must meet the same admission criteria, and places will be offered in descending rank order of their average points score across eight qualifying qualifications. In the event of tied scores, places will be offered on the basis of the average points score across nine qualifying qualifications. If these scores are tied, then the best ten will be compared and so on. The school will also strive to maximize the viability of each pre-published A Level course running.

Transport

Information about transport to this school is available on the Consortium for Selective Schools in Essex website www.csse.org.uk

Moulsham High School

Brian Close, Chelmsford CM2 9ES
 Telephone: (01245) 260101
 Email: admin@moulshamhigh.org
 Website: www.moulshamhigh.org
 Headteacher: Mr M Farmer
 Academy (Co-educational)
 Specialist in English and Humanities
 11–18
 School Number: 881-4480

Published admission number Sept 2019: **270**
 Applications received (all preferences) Sept 2018: **976**
 Number on roll Jan 2018: **1508**
 In 2018 the last child was admitted under criterion 3

Admissions Policy

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling[‡] attending the school, including the Sixth Form at the point of making the application;
3. Up to 10% (27) 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 in October. 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.
4. straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

Students with disabilities or medical needs who do not have a statement of Special Educational needs or an Educational Health and Care Plan that name Moulsham High School, are admitted in accordance with the schools standard admissions criteria.

For applications made in the normal admission round, if the last child to be offered a place is a twin and his/her sibling does not initially receive a similar offer, the school will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can initially be offered a place, the school will offer places to the remaining children.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The total number of places available for Year 12 students is 180. Students will be admitted into the Sixth Form at age 16 where the school agrees it is able to offer and resource for the student.

To study AS Levels and BTECs students must have a minimum points score from their best eight GCSE results (including English and Maths) and meet the entry requirements for the sixth form and of the subjects they wish to study. The entry requirements are set annually in the school's Sixth Form prospectus.

To continue with a course during Year 13, students will normally need to achieve a 'D' grade or above at AS Level, unless there are exceptional circumstances.

Further details of all courses offered in the Sixth Form and their respective entry requirements will be available in the Sixth Form course guide 2019/2020.

All applicants will be required to sign an agreed working contract.

Applicants will be rank ordered according to their average GCSE point score in their best 8 GCSE results (including English and Maths). Offers will then be made according to places available in the relevant teaching groups using the following criteria:

1. Looked after children and children who were previously looked after* and meet the minimum entry criteria for the course that they wish to follow;
2. Students currently attending Moulsham High School and meeting the minimum entry criteria for the course that they wish to follow;
3. Any other applicant meeting the minimum entry requirement for the course that he/she wishes to follow, with those living nearer, measured by straight-line distance, being accorded the higher priority.

◆ This school requires a Supplementary Information Form to be completed and returned to the school by 27th September.

The Sandon School

Molrams Lane, Sandon, Chelmsford CM2 7AQ

Telephone: (01245) 473611

Email: info@sandon.essex.sch.uk

Website: www.sandon.essex.sch.uk

Headteacher: Mr A Weaver

Academy (Co-educational)

Specialist in Maths & Computing

11–18

School Number: 881-5463

Published admission number Sept 2019: **216**

Applications received (all preferences) Sept 2018: **852**

Number on roll Jan 2018: **1246**

In 2018 the last child was admitted under criterion 5

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order given, to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where the child has a sibling[‡] at the time of application and offer in any year group excluding the final year unless in that final year there is a reasonable expectation that the sibling will return to the school;
3. where the child attends one of the following primary schools:
 - Danbury Park Community Primary School
 - St John's School, Danbury
 - Priory School, Bicknacre
 - East Hanningfield Primary School
 - St Peter's C of E Primary School, West Hanningfield
4. children of staff at the school in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. proximity of home to school by straight line distance, those living nearest being accorded the higher priority. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: 31 December 2018.

Admissions to Sixth Form

Students will be admitted into The Sandon Sixth Form from the age of 16 in accordance with the following criteria:

The student must achieve an average point score of 5 or greater across all subjects taken at GCSE (or equivalent) level as clarified in the sixth form prospectus, including a point score of 5 in English Language and Mathematics.

And

The student should meet any subject specific grades and other criteria as identified in the sixth form prospectus.

The school cannot guarantee a chosen programme of study. The school reserves the right to limit class sizes for some subjects. The Governors reserve the right to admit a student to The Sandon Sixth Form where they do not achieve an average point score of 5 due to extenuating circumstances previously made known to the school, where their predicted average point score was 5 or greater.

The maximum number to admit in the sixth form will be 230. In the event of over subscription to the sixth form, priority will be given to students currently attending The Sandon School, thereafter the general admissions criteria 1, 4, and 5 above will apply.

CHELMSFORD

St John Payne Catholic School

Patching Hall Lane, Chelmsford CM1 4BS
 Telephone: (01245) 256030
 Email: office@sjp.essex.sch.uk
 Website: www.sjp.essex.sch.uk
 Headteacher: Mr T Coen
 Comprehensive Voluntary Aided (Co-educational)
 11–18 Roman Catholic
 School Number: 881-4701

Published admission number Sept 2019: **190**
 Applications received (all preferences) Sept 2018: **583**
 Number on roll Jan 2018: **1126**
 In 2018 the last child was admitted under criterion 8

Admissions Policy

Where there are more applications than the number of places available, places will be offered in the following order of priority:

1. Catholic[†] Looked After Children and previously looked after children[#] in a non-Catholic family or Looked After Children and previously looked after children[#] of a Catholic[†] family resident in the parishes of Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow (south of the A120 and east of the River Roding), Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham;
2. baptised Catholic[†] children of practising[^] Catholic families resident in the parishes of Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow (south of the A120 and east of the River Roding), Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham;
3. other baptised Catholics[†];
4. other Looked After Children and previously looked after children[#];
5. Christians of other denominations whose application is supported by a reference from a minister of religion or other religious leader;
6. children of other faiths whose application is supported by a reference from a minister of religion or other religious leader;
7. other children attending Catholic primary schools;
8. any other applicants.

Within each criteria priority will be given using the following rules in the order shown:

1. The attendance of a sibling~ at the school at the time of admission will increase the priority of an application within each category.
2. straight line distance between home and school

with those closest being given priority. Straight line distances are calculated by the LA as described on page 13.

3. catechumens (defined as a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of reception into the order of catechumens) and members of an Eastern Christian Church (including Orthodox Churches and evidenced by a Certificate of baptism or reception from the authorities of that Church) will be given priority in category 5.

~ A sibling is a child who has a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who attends SJP in any year group at the time of application. Biological siblings who attend SJP in any year group will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. If the last child to be offered a place is a twin and their sibling cannot initially be offered, the school will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can initially be offered a place, the school will offer places to the remaining children.

See LA definition on page 14.

† 'Catholic' means a baptised member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a Certificate of reception into the full communion of the Catholic Church.

^ 'Practising Catholic' is hereby defined as confirmed by the parish Priest's Certificate of Practice.

◆ This school requires a Supplementary Information Form to be completed.

Waiting list held until: end of spring term, longer by request.

Admissions to Sixth Form

The sixth-form is available for all existing pupils, subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the sixth-form of the school will be distributed to external applicants in accordance with the oversubscription criteria, subject to applicants fulfilling the individual eligibility requirements of suitable courses. A maximum of 18 places in year 12 will be made available for external applicants up to and including the agreed limit of 130 places.

William de Ferrers School

Trinity Square, South Woodham Ferrers CM3 5JU

Telephone: (01245) 326326

Email: mainoffice@wdf.school

Website: www.wdf.school

Headteacher: Mr. M. Applewhite

Academy (Co-educational)

11–18

School Number: 881-5427

Published admission number Sept 2019: **225**

Applications received (all preferences) Sept 2018: **310**

Number on roll Jan 2018: **1417**

In 2018 the last child was admitted under criterion 6

Admissions Policy

The School/Governing Body are responsible for the implementation and administration of the policy and places will be offered to applicants in the following order of priority:

1. Looked After Children and previously looked after children (see definition on page 14);
2. students attending:
 - Cold Norton Primary School
 - Collingwood Primary School
 - Elmwood Primary School
 - St Joseph's Catholic Primary
 - St Mary's CE (VA) Primary School, Woodham Ferrers
 - Trinity St Mary's CE (VA) Primary School
 - Woodville Primary School
 by the closing date for applications;
3. students living in South Woodham Ferrers and those with a Woodham Ferrers postal address;
4. students with siblings[‡] already attending the school in any year excluding the final year (Year 13);
5. children of staff in both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
6. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest

being given highest priority. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

The school operates a rolling waiting list.

Admissions to Sixth Form

Students will be admitted into the Sixth Form at age 16 where the school agrees it is able to offer and resource, for the student, a programme of study from which he or she will benefit.

Key Stage 5 courses chosen by students and their GCSE results will be discussed individually with each student prior to a place being confirmed at the commencement of the relevant academic year.

Successful applicants will sign an agreed working contract.

Entry requirements:

- Minimum GCSE average points score of 40 and a C grade (or equivalent) in both English and mathematics to follow an AS/A Level programme of study or a programme of study combining AS/A Levels and Level Three BTEC courses.
- A minimum GCSE average points score of 36 to follow Level Three BTEC courses.
- Students must meet the specific subject requirements as published in the Sixth Form Prospectus available from the school.

The maximum capacity of the Sixth Form is a total of 436; with a maximum of 230 in Year 12.

In the event of oversubscription applicants will be ranked ordered according to their average GCSE point score in their best 8 GCSE results (including English and mathematics). Offers will be made according to places available in the relevant teaching groups. Where this does not provide sufficient differentiation between students for the final places preference will be given to:

- I. Looked After Children and previously looked after children (see definition on page 14);
- II. Students with younger siblings already within the school at the time of admission;
- III. The student(s) who live(s) closest to the school. Priority will be determined by straight-line distance

CHELMSFORD

William de Ferrers School (continued)

from home to school, those living closest being given highest priority.

IV. To Children of staff in both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/
or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For applicants not awarded a place as a result of the above they may appeal to an independent statutory appeals panel established under the current regulations especially for this purpose.

A waiting list will be maintained by the school.

COLCHESTER

Colchester Academy

Hawthorn Avenue, Colchester, CO4 3JL
 Telephone: (01206) 861217
 Email: general@colchesteracademy.org.uk
 Website: www.colchesteracademy.com
 Executive Principal: Mr M Wilson
 Principal: Mrs J Betts
 Academy (Co-educational)
 11–16
 School Number: 881-6911

Published admission number Sept 2019: **240**
 Applications received (all preferences) Sept 2018: **243**
 Number on roll Jan 2018: **683**
 In 2018 the last child was admitted under criterion 4

Admissions Policy

Applications will be considered against the following criteria in the order set out:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children who have a sibling[‡], currently attending the Academy in Years 7-10;
3. children attending the following main feeder primary schools:
 - Fingringhoe CE (VA) Primary School
 - Friars Grove Primary School
 - Hazelmere Junior School
 - Parsons Heath CE (VC) Primary School
 - Roach Vale Primary School
 - St John's CE (VC) Primary School
 - St Lawrence CE Primary School, Rowhedge
 - Unity Primary Academy
 - Willow Brook Primary School;
4. all other applications.

The Academy uses distance as a measure to prioritise applications, both within each individual criterion and as a final criterion. In the case of oversubscription, places will be determined by proximity of the child's home to the Academy. The closest to the Academy will have highest priority as measured in a straight line. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

Colchester County High School for Girls

Norman Way, Colchester CO3 3US
 Telephone: (01206) 576973
 Email: office@colchestergirls.essex.sch.uk
 Website: www.cchsg.com
 Executive Principal: Mrs G E Marshall
 Grammar Academy (Girls)
 Leading Edge Specialist Science College & Specialist Language College
 11–18
 School Number: 881-5454

Published admission number Sept 2019: **160**
 Applications received (all preferences) Sept 2018: **573**
 Number on roll Jan 2018: **934**

Admissions Policy

To enter for the test a Supplementary Information Form (SIF) must be obtained from, completed and returned to The Secretary to the CSSE (address available from the school). Applications may also be made online.

Only girls who have been entered for the test, are of the appropriate age, and who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for entry to the school in the September of Year 7. The test is available to students in Essex and from outside the county. All will be given equal consideration.

The test is normally available to girls in Essex and from outside the county aged at least eleven years and under twelve years on 31 August following the taking of the test, who make application via the CSSE by the published cut-off date. No students who will be younger than eleven years of age on 31 August following the taking of the test will be eligible for admission unless they fulfil the LA's criteria for early entry – i.e. they are following the full Year 6 curriculum in the year in which they take the test. No student who will be twelve years of age or over on 1 September following the test date will be allowed to take the test and gain admission to Year 7 at Colchester County High School for Girls, unless there are verified exceptional circumstances.

The CSSE deadline date for submitting the SIF for September 2019 entry is 20 July 2018.

The selection process is by two tests, in English (50%) and Mathematics (50%). The English paper will comprise of comprehension, grammar and vocabulary, creative/extended writing, and applied reasoning (literacy and verbal). The Mathematics paper will

COLCHESTER

Colchester County High School for Girls (Continued)

comprise of questions consistent with KS2 National curriculum and applied reasoning (mathematical/non-verbal). The English and Mathematics tests will be set by the Consortium or anybody they choose to act on their behalf. Practice papers are available from the CSSE. The tests will be marked by staff employed by the selective schools and the marks from the two tests will be aggregated and mathematically standardised for each candidate. A rank order of merit of all girls seeking a selective place will be created.

The test can only be taken once by any candidate.

The main test date for September 2019 entry will be Saturday 22 September 2018.

Following the tests, parents will be sent the test results for their daughter and information regarding the lowest cut off score for admission in previous years. However these scores are not a final indicator of applicant admission success as they may vary from year to year.

The School will hold short Information Appointments with senior staff in October 2018 for parents of potential applicants who have achieved a test score which suggests that they may be successful or are close to the lowest cut off score for admissions in previous years.

Application for a place should be made to the LA.

Where applications for admission exceed the number of places available in Year 7, places will be awarded in rank order until the PAN is reached. The CSSE operates a co-ordinated testing system providing access to selective places for all CSSE schools via a single set of tests. The LA will be notified of the Order of Merit score of all candidates who have expressed a preference for this school so that it can decide whether to offer a place on the basis of satisfying the highest preference of school indicated by the candidate on the LA's application form. Places will be allocated in descending score order from the Order of Merit List until all PAN places are filled.

Where there are a number of girls with equal aggregated test scores competing for the last available place(s), preference will first be given to the girl who is

- (i) who is 'looked after' or was previously looked after (see definition on page 14);
- (ii) who is on free school meals;
- (iii) who lives closest to the school by straight line measurement.

◆ This school requires a Supplementary Information Form to be completed and returned by 20 July 2018. The form is available online at www.csse.org.uk

Waiting list held until: end of autumn term.

For full details of the Admissions Policy for Years 7 to 11 and the Sixth Form please apply to the school for a prospectus or see the school website.

Admissions to Sixth Form

The school plans to admit up to a maximum of 50 students (girls) joining from other schools in addition to those progressing from Colchester County High School provided they have met the minimum entry requirements and there is availability of places in subject courses, teaching staff and group sizes.

The deadline for submitting applications for sixth form places will be 18 January 2019.

The School will acknowledge receipt of applications from external applicants and will request a reference, including predicted GCSE grades or any GCSE grades already achieved, from the applicant's current school. Where predicted grades are not provided by the school, performance in trial/mock examinations will be considered and the professional judgement of staff at Colchester County High School will be used to make an assessment of the information provided.

The programme of study in the Sixth Form is that students will study four A Levels in Year 12. Students may also study Further Mathematics or AS Mathematics within the four course choices or in addition to the four A Level programme.

Offers of conditional places will be made after the closing application date. The school will determine the projected number of teaching groups based on the applicant subject choices and conditional offers will be based on these choices.

More conditional places will be offered than places available as some applicants will not achieve the minimum entry criteria or will decide to attend an alternative Sixth Form provider. Taking into account subject choices for A Level study, applications will be declined or placed on a waiting list where the school considers the size of teaching groups to be detrimental to the education of the group (or groups) as a whole and where it is not financially or educationally desirable for the Governing Body to alter the balance of the school's staffing or appoint additional staff to create additional groups.

Colchester County High School for Girls (continued)

GCSE results will be verified on results day for both internal and external applicants; external candidates will be required to bring their results to the school on results day. Places in the Sixth Form will be confirmed by email within five working days after the GCSE results are published.

Places in the Sixth Form and course choices are confirmed on the basis of GCSE results and meeting the entry criteria, the availability of places in subject courses, group sizes and availability of teaching staff.

The minimum entry requirement is 4 GCSEs at Grade 7 or above and 2 GCSEs at Grade 6 including English Language and Mathematics at a minimum of Grade 6 (or Grade B unreformed GCSE). Students will be required to achieve at least a Grade 7 in each GCSE subject they wish to study at A Level (or grade equivalent score of at least 7 for unreformed GCSE's) Those students wishing to take A Level Music will also require Associated Board Grade 5 Music Theory and Associated Board Grade 5 Music Practical in addition to the GCSE grade requirements outlined above. For A Level subjects not studied at GCSE, each subject has a specified GCSE entry qualification:

- for Classical Civilisation, Economics or Religious Education a Grade 6 in GCSE English Language or GCSE English Literature
- for Psychology a Grade 7 in GCSE English Language or English Literature and Grade 6 in Mathematics
- for Further Mathematics a Grade 8 or above in GCSE Mathematics.

If Economics, Psychology or Religious Education has been studied at GCSE then the entry requirement will be a Grade 7 in the subject to be taken at A Level.

In addition to the GCSE requirements set out, where a candidate's first language is not English, the school may require her to demonstrate sufficient fluency in English, both orally and in writing, to participate successfully in the Sixth Form. The candidate must also be able to show to the school's satisfaction that she has a right to reside in the United Kingdom and is entitled to State Education. The school will refuse admission to any candidate who fails to provide authentic, valid and bona fide documentation in support of her application.

Where students applying to the Sixth Form do not have GCSE or IGCSE qualifications, applications are considered on an individual basis and will involve the candidate taking a test for each A Level subject set by the Head of Department. Student qualifications will be

considered along with other information provided by the student's current school. Students must be under 17 years of age on 31 August of the calendar year of admission. Our first priority is to admit CCHSG students who have met the entry requirements; both the minimum entry requirements and GCSE grades for the subjects chosen for which the conditional offer was made.

In the case of over-subscription, places will be confirmed to internal applicants who have met the entry requirements first, then any applicants who are currently Looked After Children or previously Looked After Children* who meet the minimum entry requirements, then to students on Free School Meals and finally to students applying to join the school.

Places will then be confirmed in descending rank order of students average GCSE points score across their highest grades for their best eight full course GCSE subjects including English and Mathematics. Dual awards will be counted as one GCSE and, where applicable, the grade used in the calculation will be the one scored in the higher paper for example the additional science grade. Grades from unreformed GCSE's will be treated as follows:
A* = 8.5 points, A = 7 points, B = 5.5 points, C = 4 points. Grades below C or 4 points are not considered.

If there is a tie then GCSEs in addition to the eighth subject will be taken into account. Short or half courses will not be taken into account. In the event of a tie for one remaining place to study a particular combination of subjects between students with the same average GCSE points score across all of their subjects, the place will be offered to the student who lives nearest to the school by straight line measurement, measured from the school main entrance front doors.

An applicant considering joining from another school would not be offered a place if the school considered that their addition to a teaching group (or groups) would increase the size of it (or them) to the detriment of the group (or groups) as a whole and it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or appoint additional staff to create additional groups.

Transport

Information about transport to this school is available on the Consortium for Selective Schools in Essex website www.csse.org.uk

COLCHESTER

Colchester Royal Grammar School

Lexden Road, Colchester CO3 3ND
 Telephone: (01206) 509100
 Email: office@crgs.co.uk
 Website: www.crgs.co.uk
 Headmaster: Mr J Russell
 Grammar Academy (Boys with Co-Educational Sixth Form)
 Specialist Science and Language College
 11–18
 School Number: 881-5443

Published admission number Sept 2019: **128**
 Applications received (all preferences) Sept 2018: **518**
 Number on roll Jan 2018: **931**

Admissions Policy

Admission is determined by a pupil's position within the selection procedure organised by the CSSE. This position is decided on the basis of the pupil's standardized score in the selection tests. The selection procedure is open equally to pupils in Essex and those who live outside the county. Testing now takes place before application, and applicants to CRGS must register with the CSSE to take the selection tests by the official registration deadline. The selection tests will be held in September 2018. Applications must be submitted to the pupil's home LA by the published deadline of 31st October 2018.

In the case of oversubscription places will be offered to the 128 boys scoring highest in the selection tests who have named CRGS as a preferred school and who qualify to be offered a place at the school under the co-ordinated admissions arrangements. If there are applicants with an equal ranking competing for the last available place, preference will be given to:

- (i) a 'looked after' child or a previously looked after child (see definition on page 14):
- (ii) to the applicant living closest to the school. Straight line distances are calculated by the LA as described on page 13.

Application to CRGS is open to boys registered in Year 6 and under twelve years of age on the following 31st August, immediately prior to admission in September. The school does not normally admit over age applicants.

◆ This school requires a Supplementary Information Form to be completed. The form is available online at www.csse.org.uk

Waiting list held until: end of autumn term.

Admissions to Sixth Form

In addition to those who progress from the Colchester Royal Grammar School Year 11 cohort, a number of external students are admitted into Year 12 each year. A number of additional places are reserved for boarders each year. The school admits a limited number of girls as students into the Sixth Form.

Offers of places are made subject to satisfactory performance at GCSE or equivalent examination. The minimum grade requirement for entry into the Sixth Form is five grade 7s; grade 7 (or above) is required in the subjects to be studied at A level. For unreformed GCSEs (graded A* to G) grade A (or above) will be treated as equivalent to a grade 7. A reformed grade 5 or above must be achieved in GCSE (or GCSE equivalent, as defined by the DfE) English Language and GCSE Mathematics, regardless of whether or not these subjects are being followed at A level.

Priority will be given to existing CRGS pupils transferring from Year 11 who meet the admissions criteria stated above. External students must complete and submit the school's official application form by 1st December, which can be found on the school's website.

Predicted GCSE grades will be requested from the applicants' schools. Where predicted grades are not provided by the school, performance in trial examinations will be considered instead of the predicted grades, and the professional judgement of the CRGS staff will be used to make an assessment of the data provided. Applicants who are predicted high grades at GCSE or in equivalent single subject examinations (e.g. IGCSE) will be invited to the school to discuss their subject choices, although this meeting will not form part of the selection process. Where some GCSE grades have already been achieved, the actual grades will be taken into account.

Students from overseas who do not follow the National Curriculum are admitted on the basis of their academic performance in their current school and, where

Colchester Royal Grammar School (continued)

appropriate, their performance in the school's entrance tests. The professional judgement of the CRGS staff will be used to compare this information with the information provided on other applicants. Students from overseas, who do not follow the National Curriculum and who do not have reformed GCSEs (or GCSE equivalent, as defined by the DfE) in English Language and Mathematics, will be expected to study towards and pass these qualifications before the end of their A level courses, unless taking a higher level equivalent at A level.

Conditional places will then be offered to those students with the highest average points score, based on predicted grades, in their best 8 GCSEs or equivalents, including English and Mathematics. If students have an equal average points score, the number of grade 9s (or A* grades for unreformed GCSEs), predicted or achieved will be used to differentiate between candidates if necessary. Grades from unreformed GCSEs will be treated as follows: A* = 8.5 points, A = 7 points, B = 5.5 points, C = 4 points. Grades below a C are not considered. AS grade B or above = 8.5 points.

Taking into account choices for A level study, applications will be declined or placed on a waiting list where the school considers the size of teaching sets to be detrimental to the education of the group and where it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or to appoint additional staff.

In cases of oversubscription, and if further discrimination is necessary, first preference will be given to looked-after or previously looked-after children (see note below) who meet the grade requirements. Following this, preference will be given to applicants living closest to the school by straight line as defined by the LA.

Decisions will be made and communicated to applicants by the end of February Half Term. Applications received after 1st December will be considered after the first tranche of offers have been made. Any vacancies arising in the Summer Term will be filled in August on the basis of the actual GCSE results achieved, following the same criteria as detailed above.

In the case of boarding applicants an interview will be held to seek to establish whether the applicant is suitable for a boarding place.

Overseas applicants must hold a full British or EU passport, subject to changes in national legislation, or have residency rights in the UK. All applications to the Sixth Form should be submitted to the school by 1st December in the year prior to admission.

All applications to the Sixth Form should be submitted to the school by 1 December 2018.

Transport

Information about transport to this school is available on the Consortium for Selective Schools in Essex website www.csse.org.uk.

Waiting list held until: end of autumn term.

The Gilbert School

Brinkley Lane, Highwoods, Colchester CO4 9PU

Telephone: (01206) 842211

Email: admissions@gilberd.com

Website: www.gilberd.com

Headteacher: Mrs L Exley

Academy (Co-educational)

Specialist Maths & Computing College
11-16

School Number: 881-5441

Published admission number Sept 2019: **312**

Applications received (all preferences) Sept 2018: **841**

Number on roll Jan 2018: **1480**

In 2018 the last child was admitted under criterion 3

Admissions Policy

Where applications exceed the number of places available, the following criteria will apply in the order set out below, to decide which child to admit:

- 1 Looked After Children and previously looked after children (see definition on page 14) will be admitted over and above any other Priority A child listed in the criteria 1-3.

Priority A:

A minimum of 284 places will be allocated in the following priority order:

- 1) where a student's sibling[‡], who lives within the same household, attends the Gilbert School in Years 7 to Year 10 at the date of application and is still expected to be on roll at the time of the proposed admission;
- 2) children of teaching and non-teaching staff:
 - I. Who have been directly employed by the school for two or more years at the time of the application for a school space*.
 - II. Where the member of staff is recruited to fill a vacancy for which there is a demonstrable skill shortage.

Parents applying under this criterion must inform the Admissions Officer at The Gilbert School in writing;

- 3) the remaining places will be allocated on the basis of straight line distance from the child's home to the school, with those closest to the school being given the highest priority. Straight line distances are calculated by the LA as described on page 13.

Priority B:

Up to 28 places in Year 7 will be allocated on the following basis:

1. children resident in the Colchester area** at the time of application who are identified as having a proven aptitude in Music as determined by the school's aptitude test. Applicants seeking admission under this criterion should complete a Supplementary Information Form which is available from the Admissions Officer at The Gilbert School. The SIF must be received by the Admissions Officer no later than 14th September 2018. Tests/auditions will then be scheduled and concluded so that parents can be notified of the outcome prior to the 31st October 2018. A pass does not equate to a guarantee of a place at the school since places will be allocated as follows:
 - I. in the event of over-subscription within Priority B, priority will be given to applicants with the highest scores for aptitude as determined by the school's aptitude test. There is no specific pass mark.
 - II. in the event of Priority B places not being taken up, places will be reallocated to other Priority B applicants in rank order of aptitude score.
 - III. in the event of Priority B places remaining unfilled after ii) above, they will be reallocated to Priority A applicants in order of straight line distance in accordance with Criterion 3.

[‡] LA sibling definition applies (see page 14).

* This does not include staff who are employed by subcontractors, agencies or who do not have permanent contracts.

** Students from the Colchester Borough Area (A map is available from the school).

◆ This school requires a Supplementary Information Form to be completed and returned by **Friday 14th September 2018**.

Waiting list held until: end of autumn term.

Paxman Academy

Paxman Avenue, Colchester, CO2 9DQ
 Telephone: (01255) 750900
 Email: TBC
 Website: www.paxmanacademy.org.uk
 Headteacher: tbc
 Academy (Co-educational)
 11–16
 School Number: 881-TBC

Published admission number Sept 2019: **180**
 Number on roll Jan 2018: **N/A**

Admissions Policy

Where the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and previously looked after children (see definition on page 14);
2. priority will next be given to the siblings* of pupils attending the school at the time the application is received, where an older sibling is in Year 11 siblings will not be prioritised under this criterion (from 2020 onwards);
3. priority will next be given to children attending the following feeder schools:
 - Gosbecks Primary
 - Hamilton Primary
 - Icen Academy
 - Montgomery Junior School
 - St. Michael's Primary;
4. priority will next be given to children eligible for the pupil or service premium. Evidence of eligibility will need to be submitted with the application, see the schools website for details.
5. other children

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the schools will be given priority for admission. Distance measured from the child's home to the school in a straight line.

*Sibling means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Waiting list held until: end of autumn term.

Application process

The Sigma Trust will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other preferences of school in addition to a separate application for this school.

Applications for this school should be sent to the Admissions Co-ordinator at the following address: The Sigma Trust, Tendring Education Center, Jaywick Lane, Clacton on Sea, Essex, CO16 8BE or Email: admissions@paxmanacademy.org.uk

The closing date for applications is 31/10/2018. Offers will be made on 01/03/2019. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from www.paxmanacademy.org.uk

COLCHESTER

Philip Morant School and College

Rembrandt Way, Colchester CO3 4QS
 Telephone: (01206) 545222
 Email: theschool@philipmorant.essex.sch.uk
 Website: www.philipmorant.essex.sch.uk
 Principal: Miss C Hutley
 Acting Headteachers: Mr C Green and Mrs M Myers
 Academy (Co-educational)
 11–18
 School Number: 881-5404

Published admission number Sept 2019: **340**
 Applications received (all preferences) Sept 2018: **883**
 Number on roll Jan 2018: **1593**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

The following over-subscription criteria will apply, in the order set out below, to determine which student to admit:

1. Looked After Children and previously looked after children (see definition on page 14);
2. students who attend one of the following schools:
 - Gosbecks Primary School
 - Hamilton Primary School
 - Home Farm Primary School
 - Lexden Primary School
 - Prettygate Junior School
3. students who have a sibling[‡] attending the school at the time of application in any year group except 13, who is still expected to be on roll at the time of proposed admission;
4. children of teaching and non-teaching staff :
 - (a) who have been employed at the school for two or more years at the time of application for the school place;
 - (b) where the member of staff is recruited to fill vacant posts for which there is a demonstrable skill shortage;

Parents of children applying under this criterion must inform the Admissions Manager at the school in writing by 9 November 2018.
5. children residing closest to The Philip Morant School as measured by straight-line distance from home to school, those residing nearer to the school being given higher priority.

If any of the criteria are oversubscribed priority will be given to those students living nearer to the school measured by straight line distance from home to school, those residing nearer to the school being given

higher priority. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term, longer by request.

Admissions to Sixth Form

Students in Year 11 at Philip Morant School and College will receive the College Prospectus in the Autumn term and will be given priority over external applicants. A student seeking admission to the College should complete a Course Options form and return it to the College Office. To assist our planning, it would be helpful if students could return the form by 1 February 2019.

Offers of admission will be made on the basis of availability of the course required by the applicant who must satisfy the entry requirements of a proposed course of study (as detailed in the Philip Morant College Prospectus) and on overall academic suitability based on references from the applicant's previous school, which will include information on anticipated performance at GCSE.

The following criteria will apply in the event of oversubscription:

- a. Looked After Children and previously looked after children (see definition on page 14);
- b. students who have a sibling[‡] attending Philip Morant School and College at the time of application;
- c. children of teaching and non-teaching staff who :
 - (i) have been employed at the school for two or more years at the time of application for the school place;
 - (ii) where the member of staff is recruited to fill vacant posts for which there is a demonstrable skill shortage;
- d. students residing closest to Philip Morant School as measured by straight-line distance from home to school; those residing nearer to the school being given higher priority.

In the event of oversubscription within any of the above criteria, priority will be given to those students living nearer to the School, measured by straight line distance from home to School, those residing nearer being given higher priority. Straight line distances are calculated by the LA as described on page 13.

St Benedict's Catholic College

Norman Way, Colchester CO3 3US
 Telephone: (01206) 549222
 Email: admin@stbenedicts.essex.sch.uk
 Website: www.stbenedicts.essex.sch.uk
 Principal: Mrs J Santinelli
 Comprehensive Voluntary Aided (Co-educational)
 Specialist Business & Enterprise and Languages
 College
 11–16 Roman Catholic
 School Number: 881-5466

Published admission number Sept 2019: **180**
 Applications received (all preferences) Sept 2018: **527**
 Number on roll Jan 2018: **854**
 In 2018 the last child was admitted under criterion 9

Admissions Policy♦

At any time where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Looked After Catholic* Children and previously looked after Catholic* children (see definition on page 14);
2. Catholic children*.
3. Looked after children and previously looked after children (see definition on page 14);
4. children who are stated by their Parish Priest to be catechumens. A supplementary information form must be completed by the parent/carer and sent to the college with a statement from the relevant Parish Priest to confirm that the child is a catechumen;
5. children who are members of Eastern Christian Churches. A supplementary information form must be completed by the parent/carer and sent to the college with a baptismal certificate or equivalent proof of Christianity;
6. Christian children. A supplementary information form must be completed by the parent/carer and sent to the College with a copy of the baptismal certificate or equivalent proof of Christianity;
7. any other applicants.

In each of the above categories a prior preference will be given to those children who, at the time of application, have an older sibling attending the College in years 7 to 10. Sibling is defined as children who live as brother or sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters irrespective of place of residence.

Shortest straight-line distance from the College to the home address will be used as a tiebreak when determining priority within any single category. Straight line distances are calculated by the LA as described on page 13.

* Catholic denotes a member of any Catholic Church that is in full communion with the See of Rome. A supplementary information form must be completed by the parent/carer and sent to the College with a copy of the baptismal certificate or equivalent proof of Catholicity

♦ This school requires a Supplementary Information Form to be completed by the closing date for applications.

Waiting list held until: end of summer term.

St Helena School

Sheepen Road, Colchester CO3 3LE
 Telephone: (01206) 572253
 Email: contact@st-helena.essex.sch.uk
 Website: www.st-helena.essex.sch.uk
 Headteacher: Ms F Pierson
 Academy (Co-educational)
 11–16
 School Number: 881-5448

Published admission number Sept 2019: **200**
 Applications received (all preferences) Sept 2018: **616**
 Number on roll Jan 2018: **915**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

Where applications for admissions exceed the number of places available, the following criteria will be applied, in priority order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where the child has a brother or sister[‡] attending the school at the time of admission;
3. where the child lives in the priority admission area (a map is available from the school office on request);
4. where there are exceptional medical grounds* supported by medical evidence;
5. proximity of the child's home to the school, with those living nearer being accorded the higher priority.

* Exceptional Medical Grounds – applications made on these grounds must be supported by medical evidence at the time of application. The relevant medical reasons may be in relation to either the child or one or both parents. You must provide evidence from a doctor or other registered health professional setting out why the preferred school is the most suitable as a result of the medical circumstances, and the difficulties that would be caused if the child had to attend and travel to another school. Applications made under this criterion will be considered by the governing body to consider whether there are exceptional medical reasons that merit inclusion under this criterion.

If there is oversubscription in any particular category, distance is measured by straight line. Straight line distances are calculated by the LA as described on page 13. In the unlikely event of two applicants with an identical distance competing for a single place at the School the place will be offered to one applicant on the

basis of lots drawn by a School Governor not involved in admissions (supervised by an independent scrutineer), with the exception of twins, triplets etc.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

The Stanway School

Winstree Road, Stanway, Colchester CO3 0QA
 Telephone: (01206) 575488
 Email: admin@stanway.essex.sch.uk
 Website: www.stanway.essex.sch.uk
 Headteacher: Mr J Bland
 Academy (Co-educational)
 Specialist Humanities and Maths & Computing College
 11–16
 School Number: 881-5462

Published admission number Sept 2019: **280**
 Applications received (all preferences) Sept 2018: **926**
 Number on roll Jan 2018: **1217**
 In 2018 the last child was admitted under criterion 6

Admissions Policy

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

1. Looked After Children and previously looked after children (see definition on page 14);
2. children who have a sibling# attending the school in Years 7 to 10 at the time of application and the date of proposed admission;
3. children of staff in the following circumstances:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. children who live within the priority admission area (a map is available at the school) and who attend the following main feeder primary schools:
 - Birch Primary
 - Chappel Primary
 - Copford Primary
 - Fordham All Saints Primary
 - Great Tey primary
 - Heathlands Primary
 - Holy Trinity Primary (Eight Ash Green & Aldham)
 - Layer-De-La-Haye Primary
 - St Andrew's Primary Marks Tey
 - Stanway Primary
 - Stanway Fiveways Primary
5. children residing outside the priority admission area who attend a feeder primary school;
6. children residing within the priority admission area who do not attend a feeder primary school;
7. all other applications.

In the event of oversubscription within one of the above criteria, priority will be determined by straight line distance from home to school, with those living nearest being given highest priority. Straight line distances are calculated by the LA as described on page 13. In the unlikely event of two or more applicants with an identical distance competing for a single place at the School, the place will be offered to one applicant on the basis of lots drawn by the clerk to the governing body, supervised by an independent scrutineer, with the exception of twins, triplets etc.

#A sibling is defined as a child living in the same family unit in the same family household and address as a child who attends The Stanway School in any year group excluding the final year. This includes brothers, sisters, step-brothers and step-sisters. In addition, biological siblings who attend The Stanway School in any year group except the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Waiting list held until: end of autumn term, longer by request.

COLCHESTER

The Thomas Lord Audley School Part of the Sigma Trust

Monkwick Avenue, Colchester CO2 8NJ

Telephone: (01206) 547911

Email: enquiries@tla.essex.sch.uk

Website: www.tla.essex.sch.uk

Headteacher: Ms H Boast

Academy (Co-educational)

11-16

School Number: 881-4020

Published admission number Sept 2019: **168**

Applications received (all preferences) Sept 2018: **277**

Number on roll Jan 2018: **779**

In 2018 the last child was admitted under criterion 4

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. Children who have a sibling[#] attending the school in Years 7-10 at the time of application and date of proposed admission;
3. Children who live in the priority admission area at the time of application and proposed date of admission (a map of the priority admission area is available on request from the school) and who attend one of the following feeder primary schools:
 - Cherry Tree County Primary
 - Fingringhoe C of E (Aided) Primary
 - Icen Academy
 - Langenhoe County Primary
 - Mersea Island School
 - Monkwick County Junior
 - Montgomery Junior School
 - Old Heath County Primary
 - St Lawrence Primary
 - St Michael's Primary.
4. Remaining applications.

In the event of oversubscription within one of the above criteria, priority will be determined by straight line distance from home to school, with those living nearest being given highest priority. Straight line distances are calculated by the LA as described on page 13. In the unlikely event of two or more applicants with an identical distance competing for a single place at the School, the place will be

offered to one applicant on the basis of lots drawn by the clerk to the governing body, supervised by an independent scrutineer, with the exception of twins, triplets etc.

[#]A sibling is defined as a child living in the same family unit in the same family household and address as a child who attends Thomas Lord Audley School in any year group excluding the final year. This includes brothers, sisters, step-brothers and step-sisters. In addition, biological siblings who attend Thomas Lord Audley School in any year group except the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Waiting list held until: end of autumn term, longer by request.

Thurstable School

Maypole Road, Tiptree, Colchester CO5 0EW

Telephone: (01621) 816526

Email: thurstable@thurstable.essex.sch.uk

Website: www.thurstable.essex.sch.uk

Headteacher: Mr M Bacon

Academy (Co-educational)

Specialist Sports College

11–18

School Number: 881-5413

Published admission number Sept 2019: **210**

Applications received (all preferences) Sept 2018: **404**

Number on roll Jan 2018: **1095**

In 2018 the last child was admitted under criterion 6

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in priority order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling[‡] in Years 7–12 at the time of application and date of proposed admission;
3. children attending traditional feeder primary schools listed below:
 - Baynards Primary
 - Birch CE (VA) Primary School (where Thurstable is the nearest school by straight line distance). Admission of student attending Birch School is not an indication that the LEA will automatically agree to free transport.
 - Great Totham Primary
 - Kelvedon St Mary's Church of England Primary Academy & Autism Support Centre
 - Mersea Island Primary
 - Messing-Cum-Inworth Primary
 - Milldene Primary
 - Tiptree Heath Primary
 - Tiptree St Luke's CE (VC) Primary
 - Tolleshunt D'Arcy St Nicholas CE VA Primary
 - Tollesbury School;
4. children identified by Colchester United Football Club as showing aptitude in football. (Priority will be given to a maximum of 15 students on the basis of aptitude in football). Parents applying under this criterion must contact the School directly for further details and complete the Supplementary Information Form;
5. other children.

In the event of oversubscription within any individual criterion, straight line distance will be used with priority given to those children living nearest the school. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

◆ For applications under criterion 4 this school requires a Supplementary Information Form to be completed.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The school is proposing to admit 140 students in Year 12. 40 of these places are available for external applicants, including applicants from the Colchester United Football Academy.

Year 12 Students will only be admitted to an advanced course if they meet the requirements of 40 points calculated from their top 8 GCSE scores including English and Maths. In addition students must meet specific subject requirements detailed in the prospectus, available from the school.

In the event of oversubscription applications will be prioritised in accordance with the above admissions policy.

EPPING FOREST

Davenant Foundation School

Chester Road, Loughton IG10 2LD
 Telephone: (0208) 508 0404
 Email: reception@davenant.org
 Website: www.davenantschool.co.uk
 Headteacher: Mr A Thorne
 Academy (Co-educational)
 11–18
 School Number: 881-5426

Published admission number Sept 2019: **175**
 Applications received (all preferences) Sept 2018: **670**
 Number on roll Jan 2018: **1180**
 In 2018 the last child was admitted under criterion b3

Admissions Policy

Where the number of applications for admission is greater than 175, applications will be considered against the criteria set out below.

- a. Looked After Children and previously looked after children (see definition on page 14);
- b. children of parents committed to the Christian or Jewish faith, determined by attendance at a place of mainstream Christian[†] or Jewish worship by at least one parent or legal guardian. Preference will be given to the greater number of years attended and frequency of attendance during the last seven years, as confirmed by referees. Where applicants have the same record of attendance, places will be allocated in the following order:
 1. children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage;
 2. children with siblings[‡] in the school who will still be in the school at the time of proposed admission;
 3. children living nearest to the school measured in a straight line to the main gate of the school*.
- c. other children, with places allocated in the following order:
 1. children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage;

2. children with siblings[‡] in the school who will still be in the school at the time of proposed admission;
3. children living nearest to the school measured in a straight line to the main gate of the school*.

The Admissions Committee may, in exceptional individual family circumstances which are fully supported by independent evidence provided at the time of application, consider an application which does not meet the criteria set out above. Paperwork in this regard must be clearly marked 'Consider under Clause 11'.

Applications will be considered on the basis of a parent's commitment to the Christian or Jewish faith. All applications will be graded according to the frequency and length of attendance at a place of worship, with the attendance over the last 7 years of one parent or a legal guardian counting, based on the information provided. Only one Parent/Legal Guardian's attendance at a place(s) of worship will be requested and references sought for that parent/guardian only.

Each application is given an attendance score which is calculated by awarding:

- 20 points for each year of confirmed weekly attendance
- 10 points for each year of confirmed fortnightly attendance
- 5 points for each year of confirmed monthly attendance
- 1 point for each year of confirmed occasional attendance.

The list of applications will be ranked in order of attendance score. It is essential that the applicant and their referee/s are agreed on the attendance of the applicant as once school places have been offered on National Offer day the confirmed attendance cannot be changed.

Applications based on attendance at any other non-affiliated church are considered under Criterion 3 of the School's Admission Policy.

[†] A place of mainstream Christian worship in the United Kingdom is defined as one which is a member of, or affiliated to, Churches Together in Britain and Ireland, the Evangelical Alliance or Affinity. Referees will be asked to confirm, on the form which is sent to them,

Davenant Foundation School (continued)

that the place of worship satisfies this definition.

‡ LA sibling definition applies (see page 14).

* Straight line distances are calculated by the LA as described on page 13.

Since residency is relevant to an application for a place at the school, applicants will be required to provide proof of their home address when they return their Supplementary Information Form. This must be a copy of each of the following:

- council tax notification
- child benefit statement or child tax credits or medical card/letter
- two utility bills dated within the previous three months.

Where there is reasonable doubt as to the validity of a home address the school reserves the right to take additional checking measures. If a place is secured through false information regarding a home address, the offer of a place may be withdrawn.

◆ This school requires an online Supplementary Information Form to be completed; please use the link on the school website. (A printable version of the form can be obtained from either the school or the ECC website, should it be required).

Waiting list held until: end of autumn term, longer by request.

Admissions to the Sixth Form

1. The total number of students in the Sixth Form will vary a little each year but will be no fewer than 160 in total. The admission number for entry at Year 12, by students not previously on the school roll, is at least 80. The School will accordingly admit a minimum of 80 students in addition to those existing school students wishing to enter Year 12.
2. The school will publish a prospectus for admission to Year 12 during the preceding Autumn term and will hold an open evening in November when would-be applicants can view the school.
3. In the event of oversubscription for the 80 places, applicants will be assessed on their suitability for the courses offered, commitment to the school's Christian ethos and their likely involvement in the extensive extra-curricular programme.

Debden Park High School

Willingale Road, Debden, Loughton IG10 2BQ

Telephone: (0208) 508 2979

Email: admin@dphs-tkat.org

Website: www.debdenparkhighschool.org

Headteacher: Ms H Gascoyne

Academy (Co-educational)

Specialist Arts College

11–18

School Number: 881-4001

Published admission number Sept 2019: **180**

Applications received (all preferences) Sept 2018: **712**

Number on roll Jan 2018: **1016**

In 2018 the last child was admitted under criterion 5

Admissions Policy

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area* with a sibling‡ attending the school at the time of application and admission;
3. other children living in the priority admission area*;
4. children living outside the priority admission area* with a sibling‡ attending the school at the time of application and admission;
5. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

Exceptional medical circumstances (supported by medical evidence) may override the above (other than Looked After Children and previously looked after children).

‡ LA sibling definition applies (see page 14).

* A map of the priority admission area is available from the school.

Waiting list held until: end of academic year.

Admissions to Sixth Form

Further details regarding the entry requirements and the courses available can be obtained from the school.

EPPING FOREST

Epping St John's, Church of England School

Bury Lane, Epping, Essex, CM16 5JB
 Telephone: (01992) 573028
 Email: admin@esj.essex.sch.uk
 Website: www.eppingstjohns.org
 Co-Head of School: Ms J Daniels
 Co-Head of School: Mrs Emma Ruffles
 Executive Head: Mr S Hehir
 Academy (Co-educational)
 11–18 Church of England
 School Number: 881-4023

Published admission number Sept 2019: **180**
 Applications received (all preferences) Sept 2018: **382**
 Number on roll Jan 2018: **863**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. Admissions are made without reference to aptitude or ability. In the event of over-subscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area with a sibling# attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling# attending the school;
5. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

For applications made in the normal admissions round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family. In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority.

Waiting list held until: end of academic year.

Admissions to Sixth Form

Further details regarding the entry requirements and the courses available can be obtained from the school.

King Harold Academy

Broomstick Hall Road, Waltham Abbey EN9 1LF

Telephone: (01992) 714800

Email: office@kha-tkat.org

Website: www.kha-tkat.org

Head of School: Mrs K Thackray

Academy (Co-educational)

11–16

School Number: 881-5415

Published admission number Sept 2019: **180**

Applications received (all preferences) Sept 2018: **139**

Number on roll Jan 2018: **577**

In 2018 the last child was admitted under criterion 5

Admissions Policy

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

1. Looked After Children and previously looked after children (see definition on page 14);
2. pupils living in the priority admissions area with a sibling[‡] attending the school at the time of application and admission;
3. other pupils living in the priority admissions area;
4. pupils living outside the priority admissions area with a sibling[‡] attending the school at the time of application and admission;
5. remaining applications.

In the event of oversubscription within any of the above criteria priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Straight line distances are calculated by the LA as described on page 13.

Exceptional medical circumstances (supported by medical evidence) may override the above (other than Looked After Children and previously looked after children).

A map of the priority admission area is available from the school.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of academic year.

EPPING FOREST

The Ongar Academy

Fyfield Road, Ongar CM5 0AN
 Telephone: (01277) 500990
 Email: admin@theongaracademy.org
 Website: www.theongaracademy.org
 Headteacher: Mr D Grant
 Academy (Co-educational)
 11–18
 School Number: 881-4016

Published admission number Sept 2019: **120**
 Applications received (all preferences) Sept 2018: **382**
 Number on roll Jan 2018: **351**
 In 2018 the last child was admitted under criterion 7

Admissions Policy

A maximum of 120 allocations will be available and allocated within criteria 1 to 7. Up to 12 allocations within the 120 are reserved for applicants taking the musical aptitude test.

When the Academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in the following order:

1. Looked After Children and previously looked after children (see definition on page 14);
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);
3. children** of a parent/carer who works at the school as a teacher, administrator or member of the support staff and who have been directly employed by the school on contract for a continued period of two or more years at the date of admission; or of a parent who has been recruited to fill a vacant post for which there is a demonstrable shortage;
4. children** of a parent/carer who was a founder+ member of the school;
5. up to a maximum of 65 places will be allocated to students from the following group of primary schools:
 - Chipping Ongar Primary
 - Dr Walker's CE VC Primary
 - High Ongar Primary
 - Moreton CE VA Primary
 - Ongar Primary;
6. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from the home to the academy; those living

closest having the highest priority. Straight line distances are calculated by the LA as described on page 13.

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.

7. Up to 10% (12) 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 14 October 2018. 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.

The 12 places will be offered in rank order of aptitude, as displayed in the test;

In the event of a tie-break under criterion 7, the place will be allocated to the student who lives nearest (as defined above) to The Ongar Academy.

Should fewer than 12 children apply for these places or achieve the minimum score, the unfilled places will be allocated in accordance with the distance criterion.

*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.

**Children 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.

+The Founder Members list is available from the school on request.

♦ For applications under criterion 7 this school requires a Supplementary Information Form to be completed.

Waiting list held until: end of academic year.

Roding Valley High School

Alderton Hill, Loughton IG10 3JA
 Telephone: (0208) 508 1173
 Email: office@rodingvalley.net
 Website: www.rodingvalley.net
 Executive Headteacher: Mr P Banks
 Academy (Co-educational)
 11–18
 School Number: 881-4499

Published admission number Sept 2019: **270**
 Applications received (all preferences) Sept 2018: **568**
 Number on roll Jan 2018: **1270**
 In 2018 the last child was admitted under criterion 7

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription, remaining places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area with a sibling[‡] attending the school;
3. other children living in the priority admission area;
4. children living in the priority admission areas of Buckhurst Hill Community Primary, Chigwell Primary and Limes Farm Junior schools with a sibling[‡] attending the school;
5. other children living in the priority admission areas of Buckhurst Hill Community Primary, Chigwell Primary and Limes Farm Junior schools;
6. children living outside the priority admission area with a sibling[‡] attending the school;
7. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

[‡] For sibling definition see page 14.

Waiting list held until: 31 December 2018

Admissions to Sixth Form

Further details regarding the entry requirements and the courses available can be obtained from the school.

EPPING FOREST

West Hatch High School

High Road, Chigwell, IG7 5BT
 Telephone: (0208) 504 8216
 Email: admin@westhatch.essex.sch.uk
 Website: www.westhatch.essex.sch.uk
 Headteacher: Mr D Leonard
 Academy (Co-educational)
 Specialist Business & Enterprise School
 11–18
 School Number: 881-5405

Published admission number Sept 2019: **249**
 Applications received (all preferences) Sept 2018: **692**
 Number on roll Jan 2018: **1176**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

Where the number of applications for admission is greater than 249 for 2018, applications will be considered against the following order of criteria set out below:

1. Looked After Children and previously looked after children (see definition on page 14);
2. Siblings#;
3. Children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage;
4. West Hatch operates a Priority Admissions Area (A map is available on the school's website). Within this criterion, children will be ranked in distance order for admission by straight line distance within the Priority Admissions Area. Those living nearer will have a higher priority, starting with the nearest first. Straight line distances are calculated by the LA as described on page 13;
5. Remaining applications by straight line distance to home address with the nearest having a higher priority.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from the home to school, with those living nearest having highest priority.

Exceptional medical or special circumstances may override the above if fully supported by professional documentation.

A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or

stepsister living in the same family unit in the same family household and address who attends West Hatch High School in any year group, irrespective of place of residence. A sibling link to a child in Year 11, or Year 12, will only be taken to exist at the time of application and determination where the brother or sister has completed their statutory education at West Hatch High School and where there is an intention that the Year 11 child will be returning to the school for a post 16 course of study. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

In the case of twins or triplets etc, both or all will be offered places.

♦The deadline for receipt of the Evidence of address form is **9th November 2018. The Evidence of Address Form is required even if WHHS is not your first preference.** The form and original documents should be sent by post, preferably via Recorded Delivery, or brought into the school in person by the above date. Original documents will be photocopied and returned and will be acknowledged by letter with a reference number. The original of the child's Birth Certificate, an original recent Council Tax Bill, two original utility bills (e.g. gas, electric, water or TV licence) covering a period within the last six months and, if applicable, a tenancy agreement and a tenancy statement must be provided.

Waiting list held until: end of academic year.

Admissions to Sixth Form

For information and guidance on all courses offered please refer to our Sixth Form Prospectus, which can be found on our Website at : www.westhatch.essex.sch.uk or contact the Sixth Form Admissions Secretary on 0208 504 8216.

BMAT STEM Academy

Velizy Avenue, Harlow, CM20 3EZ
 Telephone: (01279) 307 254
 Email: info@bmatstem.org.uk
 Website: www.bmatstem.org.uk
 Head of School: Mrs L Tooley
 Executive Head: Mr J Blaney
 Academy (Co-educational)
 14–18
 School Number: 881-4030

Published admission number Sept 2019: **150**
 Number on roll Jan 2018: **N/A**

This school admits children for the first time in year 10.

Admissions Policy ❖

BMAT STEM ACADEMY will consider all applications for places. Where fewer than the published admission number for any relevant age group Year 10 are received, BMAT STEM ACADEMY will offer places to all those who have applied. The Published Admission Number for year 10 is 150 pupils (100 from BMAT and 50 external).

After the admission of SEN pupils, and where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria below in the order in which they are set out:

1. Looked After Children and previously Looked After Children (see definition on page 14);
2. Priority will be given to siblings; ie brothers or sisters of existing pupils with common parent(s) or step-siblings sharing the same home address. Applications from sets of twins or other children from multiple births will be treated as individual applicants, this may result in one child being allocated a place under random allocation and another not;
3. Up to 50% of remaining places allocated to applicants from postcodes CM17, CM18, CM19, and CM20 (“the Catchment”);
4. The remaining places will be allocated to pupils living outside the Catchment, with those living closest to the BMAT STEM ACADEMY (as the crow flies) being prioritised;

If places remain unfilled after pupils living outside the Catchment, then they will re-allocated to pupils living within the Catchment by independently verified random allocation.

Straight line distances are calculated by the LA as described on page 13.

In the event that we are unable to distinguish between applicants for the final available place, such as in the case of students who live in the same block of flats, then the final place will be made through random allocation which will be independently verified.

The applicant’s home address is the home address as registered with the Doctor.

❖ This school requires a paper application to be downloaded and completed by the closing date. The application form is available from: essex.gov.uk/admissions

Waiting list held until: end of academic year.

Burnt Mill Academy

First Avenue, Harlow CM20 2NR
 Telephone: (01279) 300555
 Email: office@burntmill.essex.sch.uk
 Website: www.burntmill.essex.sch.uk
 Head of School Ms L McGlashan
 Academy (Co-educational)
 Specialist Performing Arts College
 11–16
 School Number: 881-4333

Published admission number Sept 2019: **240**
 Applications received (all preferences) Sept 2018: **678**
 Number on roll Jan 2018: **1155**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. Admissions are made without reference to aptitude or ability. In the event of over-subscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living within the defined geographical area of Harlow* with a sibling attending the academy. A sibling is a child who has a brother, sister, adopted brother or sister or step-brother or step-sister living in the same family unit in the same family household and address who is on roll at Burnt Mill Academy at the time of application. Biological siblings who are on roll at Burnt Mill Academy will also be treated as siblings, irrespective of place of residence;
3. children of teaching and associate staff will be considered who:
 - a) have been employed at the academy for more two years at the time of application;
 - b) have been recruited as staff to fill a vacancy for which there is a demonstrable skill shortage;
 Associate staff are defined as employees employed by BMCAT in a capacity other than as a teacher.
4. children attending one of the following primary schools that are part of the Burnt Mill Co-operative Academy Trust - BMCAT (in alphabetical order):
 - Cooks Spinney Primary School
 - Freshwaters Primary Academy

- Little Parndon Primary School
- Roydon Primary School

Straight line distance between the home and the academy will be the determining factor in the ranking of applicants from the BMAT primaries;

5. other children living in the defined geographical area of Harlow*;
6. remaining applications.

Straight line distance between the home and the academy will be used as a tie breaker, with those living closest to the Academy having highest priority. Straight line distances are calculated by the LA as described on page 13. In the event of two applicants with an identical distance competing for a single place at the academy, the place will be offered to one applicant on the basis of lots drawn by a third party not involved with the admissions authority to the academy, for example, an officer of Essex County Council.

Please note: proof of address will be requested from applicants. If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

* A map showing the defined geographical area of Harlow is available at the academy.

Waiting list held until: end of academic year.

Mark Hall Academy

First Avenue, Harlow CM17 9LR
Telephone: (01279) 866280
Email: office@mha.attrust.org.uk
Website: www.mha.attrust.org
Principal: Mr J Fuller
Academy (Co-educational)
11-16
School Number: 881-4009

Published admission number Sept 2019: **210**
Applications received (all preferences) Sept 2018: **457**
Number on roll Jan 2018: **596**
In 2018 the last child was admitted under criterion 3

Admissions Policy

If there are more applications for places than there are places available, we will give preference to children according to the following rules in this order of priority:

1. Looked After Children and previously looked after children (see definition on page 14);
2. Siblings (defined as 'Children living permanently at the same address as a child attending the academy at the time of their admission;
3. other children by distance from the academy, with priority for admission given to children who live nearest to the academy. Straight line distances are calculated by the LA as described on page 13.

Where a child lives with parents that have shared responsibility for the child, the "address" shall be considered as the home which the child resides for the majority of the school week.

If following the application of oversubscription criteria two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place; except in the case where the applicants that cannot be separated live at the same address, in which case the academy should admit them all. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

Waiting list held until: end of autumn term.

Passmores Academy

Tracyes Road, Harlow, CM18 6JH
 Telephone: (01279) 770800
 Email: Passmores@passmoresacademy.com
 Website: www.passmoresacademy.com
 Principal: Mr V Goddard
 Academy (Co-educational)
 11–16
 School Number: 881-4323

Published admission number Sept 2019: **240**
 Applications received (all preferences) Sept 2018: **674**
 Number on roll Jan 2018: **1097**
 In 2018 the last child was admitted under criterion 4

Admissions Policy

In the event of oversubscription places will be allocated using the following area criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling attending the school at the time of application;
3. children attending a Passmores Co-operative Learning Community partner primary school:
 - Potter Street Academy
 - Purford Green Academy
 - The Downs Primary School
4. other children living in the defined geographical area of Harlow;
5. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

Exceptional medical circumstances (supported by medical evidence) may override the above (other than looked after children). The relevant medical reasons may be in relation to either the child or one or both parents. You must provide evidence 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

Waiting list held until: end of autumn term.

Sir Frederick Gibberd College

c/o Burnt Mill Academy, First Avenue CM20 2NR
 Site address: Tendring Road, Harlow CM18
 Telephone: (01279) 621573
 Email: admissions@bmatsfg.org.uk
 Website: www.bmatsfg.org.uk
 Head of School: Mrs D Conlon
 Academy (Co-educational)
 11-18
 School Number: 881- TBC

Published admission number Sept 2019: **120**
 Number on roll Jan 2018: **N/A**

Admissions Policy

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

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. priority will next be given to children attending the following feeder schools (in alphabetical order):
 - a. Abbotsweld Primary Academy
 - b. Hare Street Community Primary School
 - c. Katherine's Primary Academy and Nursery
 - d. Latton Green Primary Academy
 - e. Longwood Primary Academy

Straight line distance between the home and SFG will be the determining factor in the ranking of applicants from the above primary schools;

3. priority will next be given to children living nearest to the school. Distance is measured from the child's home* to the school in a straight-line. Distances will be measured, using the Local Authority's Geographical Information System. The School's address for the purpose of the distance calculation will be the permanent site at Tendring Road, Harlow Rd, CM18 6RW;
4. other children.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-4 above to decide who has highest priority for admission if the distance between a child's home and the academy/

free school is equidistant in any two or more cases.' Note: We will admit over the Published Admissions Number (PAN) where children of multiple births are tied for the final place.

*The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Application process

BMAT will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other preferences of school in addition to a separate application for this school.

Applications for this school should be sent to Helen Kempson at the following address: Burnt Mill Academy Trust, Velizy Avenue, Harlow, Essex, CM20 3EZ or kempsonh@bmatrust.org.uk

The closing date for applications is 31/10/2018

Offers will be made on Friday, 1st March 2019. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement. All applicants who have applied to the Local Authority will receive a firm offer of a school place from their Local Authority, alongside a conditional offer from Sir Frederick Gibberd College subject to admission policies and criteria.

The application form can be downloaded from www.bmatsfg.org.uk. Hard copies of the form are also available upon request by telephoning: 01279 307244.

Waiting list held until: end of academic year.

St Mark's West Essex Catholic School

Tripton Road, Harlow CM18 6AA
 Telephone: (01279) 421267
 Email: admin@st-marks.essex.sch.uk
 Website: www.st-marks.essex.sch.uk
 Headteacher: Miss E Heaphy
 Academy (Co-educational)
 11–18 Roman Catholic
 School Number: 881-5458

Published admission number Sept 2019: **172**
 Applications received (all preferences) Sept 2018: **462**
 Number on roll Jan 2018: **962**
 In 2018 the last child was admitted under criterion 6

Admissions Policy♦

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. Looked After Children and previously looked after children (see definition on page 14);
2. Catholic children attending a Catholic or non-Catholic primary school in the catchment area, with those living closest being accorded the highest priority*;
3. Catholic children from elsewhere who cannot reasonably attend another Catholic school nearer their home, with priority given to those who have the furthest to travel to the nearest alternative Catholic school;
4. other children attending a Catholic primary school in the catchment area, with those living closest being accorded the highest priority*;
5. children of committed Christians of other traditions or committed adherents of other faiths whose application is supported by a minister or religious leader, with those living closest to the school being accorded the highest priority*;
6. children whose parents wish them to continue their education in a Catholic secondary environment, with those living closest to the school being accorded the highest priority*.

Those who will have a brother or sister in the school at the time of admission will have preference in the categories in which they fall. The definition of 'siblings' will include adopted and step-children.

* Straight line distances are calculated by the LA as described on page 13.

♦This school requires a Supplementary Information Form to be completed.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

Further details regarding the entry requirements and the courses available can be obtained from the school.

Stewards Academy

Parnall Road, Harlow CM18 7NQ
 Telephone: (01279) 421951
 Email: admin@stewardsacademy.org
 Website: www.stewardsacademy.org
 Headteacher: Mrs H. Ginger
 Academy (Co-educational)
 Specialist Science College
 11–16
 School Number: 881-4343

Published admission number Sept 2019: **210**
 Applications received (all preferences) Sept 2018: **513**
 Number on roll Jan 2018: **1070**
 In 2018 the last child was admitted under criterion 4

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the area served by Nazeing Primary School (this includes children living within the priority admissions area of Nazeing Primary and children where Nazeing Primary is the closest school to the home address*);
3. children living within the defined geographical area of Harlow* with a sibling[‡] attending the school at the time of admission;
4. other children living in the defined geographical area of Harlow*;
5. children living outside the defined geographical area of Harlow* with a sibling[‡] attending the school at the time of admission;
6. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on page 13.

Exceptional medical circumstances (supported by medical evidence) may override the above criteria if, in the view of the Governing Body, Stewards Academy is the only local school that can meet the needs of the child (other than Looked After Children and previously looked after children).

* A map of the area served by Nazeing Primary School and the defined Geographical area of Harlow is available at the school and from Essex CC.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

Ormiston Rivers Academy

Southminster Road, Burnham-on-Crouch CM0 8QB
 Telephone: (01621) 782377
 Email: info@ormistonriversacademy.co.uk
 Website: www.ormistonriversacademy.co.uk
 Principal: Ms J Costello
 Academy (Co-educational)
 11–18
 School Number: 881-4004

Published admission number Sept 2019: **180**
 Applications received (all preferences) Sept 2018: **274**
 Number on roll Jan 2018: **1005**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription any remaining places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area with a sibling# attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling# attending the school;
5. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children and previously looked after children).

Siblings are defined as children with a brother or sister (or a step-brother/sister) living at the same address at the time the application is submitted and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

Applications to the Sixth Form must be made on the school's application form. The closing date will be published on the school's website. Entry requirements vary according to the course of study. Full details are available in the school's Sixth Form Brochure.

Plume School

Fambridge Road, Maldon CM9 6AB
 Telephone: (01621) 854681
 Email: admin@plume.essex.sch.uk
 Website: www.plume.essex.sch.uk
 Principal: Mr C Wakefield
 Academy (Co-educational)
 11–18
 School Number: 881-5402

Published admission number Sept 2019: **295**
 Applications received (all preferences) Sept 2018: **467**
 Number on roll Jan 2018: **1639**
 In 2018 the last child was admitted under criterion 6

Admissions Policy

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children residing in the priority admission area, as defined by the catchment area outlined on the Essex County Council website, with a sibling# attending the academy at the time of the application and determination with a reasonable expectation that the sibling will still be attending Plume Academy at the time of the new academic year;
3. children of staff who have been employed for a period of two years or more at the time of application, or those filling a recognised skills shortage area;
4. children residing in the priority admission area as defined by the catchment area outlined on the Essex County Council website;
5. children residing outside the priority admission area as defined by the catchment area outlined on the Essex County Council website, with a sibling# attending the academy at the time of the application and determination with a reasonable expectation that the sibling# will still be attending Plume Academy at the start of the new academic year;
6. children residing outside the priority admission areas defined by the catchment area outlined on the Essex County Council website.

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to Plume Academy using a straight line distance with those living nearest given priority. Straight line distances are calculated by the LA as described on page 13.

Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends at least three nights of the school week each term time week.

Proof of residence will be required and any offer of a place may be withdrawn if this is not met.

A sibling is a child living at the same address who has one or both parents in common or who is related by a parent's marriage or whose parents are living as partners at the same address. It also includes siblings who are adopted. 'Cousins' are not included in our definition of sibling.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

Applications are welcome from current Plume students and external students. Applications should be made on the application form, available to download from the school website or from the College office by the closing date.

Entry requirements vary according to the course of study and students must meet the specific subject requirements published in the college prospectus and on the school website.

The FitzWimarc School

Hockley Road, Rayleigh SS6 8EB
 Telephone: (01268) 743884
 Email: info@fitzwimarc.com
 Website: www.fitzwimarc.com
 Headteacher: Mr R Harris
 Academy (Co-educational)
 Designated Mathematics and Computing College
 11–18
 School Number: 881-5422

Published admission number Sept 2019: **300**
 Applications received (all preferences) Sept 2018: **991**
 Number on roll Jan 2018: **1518**
 In 2018 the last child was admitted under criterion 7 of the 2018/2019 policy which was distance.

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied in order of priority:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where a child lives within the existing priority admissions area (see map available from our school office);
3. when, though living outside the priority admissions area, the child has a sibling[#] already attending FitzWimarc;
4. where the child lives outside the priority admissions area but attends one of the partner primary schools:
 - Edward Francis Primary
 - Grove Wood Primary
 - Rayleigh Primary
 - Wyburns Primary
5. children of members of staff:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
6. up to 5% of the published admissions limit who demonstrate an aptitude for PE may be allocated according to the aptitude assessment results.

Where, after applying the above criteria, there remain unfilled places, those places will be allocated by the Governing Body in accordance with the following criteria:

7. where the child's home is close to the FitzWimarc School, with those living nearer being accorded the higher priority. The home address is considered to be the address at which the child resides on a permanent basis. If the child lives at more than one address, it is the address of the parent/guardian who is in receipt of child benefit for that child that is considered as the home address. Verification may be required. Straight line distances are calculated by the LA as described on page 13.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being awarded the highest priority.

[#] A sibling is defined as a brother or sister (or a step-brother/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 proposed admission.

◆ This school requires a Supplementary Information Form to be completed. The PE aptitude assessment will take place on **Saturday 6 October 2018** at The FitzWimarc School. Places will be allocated in rank order of aptitude scored in the assessment. Parents wishing their child to take one of the aptitude tests are required to complete a Supplementary Information Form (SIF). This can be obtained from the school or downloaded from the school website and returned to the school by **Monday 1 October 2018**. Where two students are of equal ability, the one living nearer to the school would gain preference. If there are insufficient children who have satisfied the entry requirement for a selective place, then the places will be offered to other children.

Waiting list held until: end of autumn term, longer by request.

Admissions to Sixth Form

The Fitzwimarc Sixth Form is available to all existing students and applications from external students are welcome. All applicants must meet the minimum entry requirements for their chosen course of study and meet subject specific requirements. Full details are published in the Fitzwimarc School's Sixth Form Prospectus, which is available from the school or can be downloaded from the school website. The admissions number for year 12 will be 160 students.

Greensward Academy

Greensward Lane, Hockley SS5 5HG
 Telephone: (01702) 202571
 Email: contactus@greenswardacademy.org
 Website: www.greenswardacademy.org
 Principal: Mrs K Scarnell
 Academy (Co-educational)
 11–18
 School Number: 881-6906

Published admission number Sept 2019: **225**
 Applications received (all preferences) Sept 2018: **645**
 Number on roll Jan 2018: **1348**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

Where applications for admission exceed the number of places available the following criteria will be applied:

1. Looked After Children and previously looked after children (see definition on page 14);
2. where the child has a brother or sister[‡] currently attending the Academy at the closing date for applications, with a reasonable expectation that the older child will still be at the Academy at the time the younger child is admitted. (The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on to the Sixth Form);
3. where the child attends one of the following partner primary schools:
 - Ashingdon Primary Academy
 - Hockley Primary School
 - Plumberow Primary Academy
 - Westerings Primary Academy;
4. children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. by proximity of the child's home as the crow flies to the Academy, with those living nearer being accorded the higher priority*. This principle will also be used as a tie-breaker when the planned admission number is reached within one of the earlier criteria. In the event of a tie-break for the distance criteria, names will be drawn out of a hat.

[‡] LA sibling definition applies (see page 14).

* Straight line distances are calculated by the LA as described on page 13.

Waiting list held on an annual basis.

Admissions to Sixth Form

Entry to Greensward Academy Sixth Form is made via application to the Director of Sixth Form. Both a provisional and final application form should be completed; the deadline for provisional applications is November of the year preceding entry and for final applications, January of the year of entry.

Admission to the Sixth Form will be determined by the following criteria in the order set out below:

- i. that the student has attained the specific academic requirements for entry to the courses, as published in the subject information booklet. It should be noted that, on occasion, teacher discretion will be used when allowing a student onto a course who has failed to meet the stated criteria. Each case is treated separately and the decision of the academy is final in this regard.
- ii. that there is a suitable course available with a vacancy; group size will normally be capped at 25 but may vary depending on the nature of the subject and availability of resources.

The planned admission number (PAN) for students entering Year 12 is 160. The admissions limit placed on students who have not previously been students of Greensward Academy is 40 students, or until 160 places have been offered in Year 12. Should this limit be reached, the admission will be determined in accordance with the following additional criteria in the order set out below.

If a subject is oversubscribed or the number of applications exceeds the capacity of the Sixth Form the following criteria will be used:

- iii. that criteria (i) and (ii) have been met.
- iv. then that looked-after children (children in public care) are first to be admitted.
- v. finally, by proximity of the child's home as the crow flies to the academy, with those living nearer being accorded the higher priority.

Should the admissions limit be exceeded in any previous criterion, then the distance criterion will be applied in that category.

The King Edmund School

Vaughan Close, Rochford SS4 1TL
 Telephone: (01702) 545771
 Email: adminoffice@kes.essex.sch.uk
 Website: www.kes.essex.sch.uk
 Headteacher: Mr J Osborn
 Academy (Co-educational)
 Specialist Status in Business & Enterprise and Applied Learning
 11–18
 School Number: 881-5421

Published admission number Sept 2019: **270**
 Applications received (all preferences) Sept 2018: **526**
 Number on roll Jan 2018: **1594**
 In 2018 the last child was admitted under criterion F

Admissions Policy

Where applications for Year 7 exceed the admission number, the following criteria will be applied in the order set out below:

- a. Looked After Children and previously looked after children (see definition on page 14);
- b. children attending the following Rochford Cluster primary schools:
 - Barling Magna Primary School
 - Canewdon Endowed Primary School
 - Great Wakering Primary School
 - Holt Farm Junior School
 - Rochford Primary School
 - St Teresa's RC Primary School
 - Stambridge Primary School
 - Waterman Primary School
 and children attending Ashingdon Primary Academy;
- c. children with a sibling attending the school at the time of application, with a reasonable expectation that the sibling will still be attending at the time of admission. A sibling is defined as a brother or sister, or a step-brother/sister, permanently living at the same address for more than 4 nights each week;
- d. children living within the catchment area of one of the named primary schools but not attending that school. The address must be the child's primary residence and the child must reside at the address for more than 4 nights each week;
- e. children of staff who have been on a permanent contract for two years or more and children of a teacher whose appointment would fill a vacancy in an area where it is difficult to recruit;
- f. other children.

In the event of oversubscription within any of the above criteria, priority will be determined by the proximity of home to school by straight line distance, those living nearer being accorded higher priority. Straight line distances are calculated by the LA as described on page 13.

Waiting list held until: end of autumn term, longer by request.

Admissions to Sixth Form

Students will be admitted to the Sixth Form by reference to their academic ability to cope with the courses they wish to study. Details can be found in the school's Sixth Form prospectus. The admission limit for Year 12 entry in September 2018 for external applicants will be 40, or until 200 places have been offered.

The Sweyne Park School

Sir Walter Raleigh Drive, Rayleigh SS6 9BZ
 Telephone: (01268) 784721
 Email: admin@sweynepark.com
 Website: www.sweynepark.com
 Headteacher: Mr A Hodgkinson
 Academy (Co-educational)
 11–18
 School Number: 881-4011

Published admission number Sept 2019: **248**
 Applications received (all preferences) Sept 2018: **933**
 Number on roll Jan 2018: **1447**
 In 2018 the last child was admitted under criterion 6

Admissions Policy

When applications exceed the number of places we have available, and after the admission of pupils with Statements of Special Educational Needs/Education Health Care Plans where Sweyne Park is named in the Statement/EHCP, the following criteria will be applied in ranked order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area with a sibling[‡] attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling[‡] attending the school;
5. children of teaching and non-teaching staff who have been:
 - employed at the school for two or more years at the time of application for the school place; or
 - recruited to fill a vacant post for which there is a demonstrable skill shortage;
6. remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above (other than Looked After Children and previously looked after children).

Up to five places in each year group are allocated for pupils with hearing impairments who are placed at the school due to its enhanced provision.

[‡] LA sibling definition applies (see page 14).

Details about the Sweyne Park School priority admission area are available from the school office. There is no guarantee of a place for children living in the priority admissions area.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The number of external students joining the Sweyne Park Sixth Form will be 15 or until 140 places have been offered in Year 12. Application forms should be returned to the school by the due date.

Admission to the Sixth Form will be determined in accordance with the following criteria:

- The student must have attained the minimum GCSE Points Score of 38 or above from his or her best eight GCSE results, with at least Grade 5 in English and Grade 5 in Maths for Advanced Level entry. A GCSE Points Score of 30 or above will be required to follow a combined curriculum of Vocational Courses and A Levels. Further details are provided in the Sixth Form Prospectus.

In the event of over-subscription, the following (in addition to the above) will apply:

1. Looked After Children and previously Looked After Children will be given first priority.
2. Proximity of the child's home to the school, on the basis of straight line distance, with those living nearest being accorded the higher priority.

TENDRING

Clacton Coastal Academy

Pathfields Road, Clacton-on-Sea, CO15 3JL
 Telephone: (01255) 428131
 Email: contactus@clactoncoastalacademy.org
 Website: www.clactoncoastalacademy.org
 Executive Principal: Mrs S Neill
 Academy (Co-educational)
 11–18
 School Number: 881-6910

Published admission number Sept 2019: **270**
 Applications received (all preferences) Sept 2018: **287**
 Number on roll Jan 2018: **1282**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

If the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan (“EHC”) where the school is named in the Statement or EHC Plan. Priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. pupils whose siblings[#] currently attend the school and who will continue to do so on the date of admission;
3. where the child lives in the catchment area of the following partner primary schools: Frobisher Primary School and St Osyth CE Primary School;
4. where the child lives in the priority admissions area;
5. proximity to the Academy using straight line measurement from the school to the child’s home. This principle will also be used as a tie-breaker when the planned admissions number is reached within one of the earlier criteria.

Exceptional medical or social reasons may override the criteria listed above (other than Looked After Children and previously looked after children). Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.

A sibling is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the

Academy in any year group excluding the final year. Biological siblings who attend the Academy in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

Clacton Coastal Academy has an agreed Published Admission Number (PAN) of 200 for entry into the sixth form, with 100 places in Year 12. The Academy will accordingly admit at least 300 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 300 or fewer apply.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after the admission of pupils with statements of Special Educational Needs where the Clacton Coastal Academy is named on the statement, the criteria for over-subscription will be applied as above.

Clacton County High School

Walton Road, Clacton-on-Sea CO15 6DZ

Telephone: (01255) 424266

Email: admin@countyhigh.org.uk

Website: www.countyhigh.org.uk

Principal: Mr N Gallagher

Academy (Co-educational)

11–18

School Number: 881-5444

Published admission number Sept 2019: **279**

Applications received (all preferences) Sept 2018: **518**

Number on roll Jan 2018: **1590**

In 2018 the last child was admitted under the distance criterion 7, now criterion 6.

Admissions Policy

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with a sibling[‡] attending the school who will still be on roll at the date of admission.
3. children who reside within the Priority Admission Area;
4. children who attend the following schools:
 - Great Clacton C of E Junior School,
 - Holland Haven Primary School,
 - Holland Park Primary School;
5. children of staff; where a member of staff has been employed for two or more years and at the time of the application and/or a member of staff is recruited to fill a vacancy for which there is a demonstrable skills shortage. (This should be clearly stated on the application form);
6. proximity of the home to school, with those living nearer being accorded the higher priority.

Straight line distance between home and school will be used as a tie-breaker with those living closest to the school having highest priority. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

The school operates an ongoing waiting list ranked in accordance to the criteria.

Admissions to Sixth Form

The published admission number for Year 12 in 2019/20 will be 250.

The School operates an open admissions policy into the Sixth Form although there are specific entry requirements for admission to types of courses and to individual courses.

TENDRING

Colne Community School and College

Church Road, Brightlingsea, Colchester CO7 0QL

Telephone: (01206) 303511

Email: mail@colne.essex.sch.uk

Website: www.colne.essex.sch.uk

Interim Executive Headteacher: Mr N Gallagher

Academy (Co-educational)

Specialist College for Sports

11–18

School Number: 881-5460

Published admission number Sept 2019: **248**

Applications received (all preferences) Sept 2018: **405**

Number on roll Jan 2018: **1357**

In 2018 the last child was admitted under criterion 4

Admissions Policy

Where applications exceed the number of places available, the following criteria will be applied in priority order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children attending one of the following named primary schools:
 - Brightlingsea Primary School and Nursery,
 - Alresford Primary,
 - Great Bentley Primary,
 - Elmstead Market Primary,
 - Millfields Primary,
 - Broomgrove Junior.
 Named primary school links have no relevance to school transport entitlement;
3. children with a sibling[‡] attending the school at the time of application and determination;
4. other children, with priority to those living nearest to the school as measured by the shortest travelling distance by road (using www.google.co.uk/maps - shortest distance);
5. children of staff at the school - The school may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

In the case of there being more children within any category than there are places available, priority will be accorded to those children who live nearest to the school as measured by road distance.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of academic year.

Admissions to Sixth Form

Further details regarding the entry requirements and the courses available can be obtained from the school.

TENDRING

Harwich and Dovercourt High School

Hall Lane, Dovercourt, Harwich, CO12 3TG
 Telephone: (01255) 245460
 Email: admin@hdhs.school
 Website: www.hdhs.school
 Headteacher: Mrs K Finch
 Academy (Co-educational)
 11–18
 School Number: 881-4024

Published admission number Sept 2019: **260**
 Applications received (all preferences) Sept 2018: **217**
 Number on roll Jan 2018: **1065**
 In 2018 the last child was admitted under criterion 4

Admissions Policy

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked After Children (Children in Care) and previously looked after children (see definition on page 14);
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 medical evidence) for admitting a child;
4. proximity of the child's home to the school, measured by straight line distance, with those living nearer being accorded the higher priority.

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. Straight line distances are calculated by the LA as described on page 13.

[#]The term 'sibling' includes step siblings, foster siblings and adopted siblings who reside permanently at the same address.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

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

Manningtree High School

Colchester Road, Lawford, Manningtree, CO11 2BW
 Telephone: (01206) 392852
 Email: school@manningtreehigh.com
 Website: www.manningtreehigh.com
 Headteacher: Mrs S Morris
 Academy (Co-educational)
 Specialist Science College
 11–16
 School Number: 881-5470

Published admission number Sept 2019: **174**
 Applications received (all preferences) Sept 2018: **423**
 Number on roll Jan 2018: **804**
 In 2018 the last child was admitted under criterion 4

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied in order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. students from the seven main Feeder Primary Schools (listed below) or children whose habitual home is in the priority admission area*:
 - Ardleigh St Mary's C of E Primary School
 - Bradfield Primary School
 - Dedham C of E Primary School
 - St George's C of E Primary School, Great Bromley
 - Highfields Primary School, Lawford
 - Lawford C of E Aided Primary School
 - Mistley Norman C of E Primary School
3. siblings[‡] of students on roll at the date of entry;
4. children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or;
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. any other applicants.

In each of the above criteria priority will be decided on proximity of the child's home to the school, with those living closest being accorded the highest priority. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

* A map of the priority admission area is available from the school.

Waiting list held until: end of academic year.

TENDRING

Tendring Technology College

Thorpe Campus (11–14):
Landermere Road, Thorpe-le-Soken, CO16 0LQ
Telephone: (01255) 861341
Email: thorpe@tendringtechnologycollege.org
Website: www.tendringtechnologycollege.org

Frinton Campus: (14-19):
Rochford Way, Frinton-on-Sea, CO13 0AZ
Telephone: (01255) 672116
Email: frinton@tendringtechnologycollege.org
Website: www.tendringtechnologycollege.org

Principal: Mr M Muldoon
Academy (Co-educational)
11–19
School Number: 881-5432

Published admission number Sept 2019: **312**
Applications received (all preferences) Sept 2018: **492**
Number on roll Jan 2018: **1791**
In 2018 the last child was admitted under criterion 6

Admissions Policy

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children who attend the following schools:
 - All Saints CE Primary School (Great Oakley)
 - Engaines Primary School
 - Frinton-on-Sea Primary School
 - Hamford Primary School
 - Kirby Primary School
 - Rolph CE Primary School
 - St Andrew's CE Primary School (Weeley)
 - Tendring Primary School
 - Walton-on-the-Naze Primary School
 - Wix & Wrabness Primary School;
3. where the child has a brother or sister[#] currently attending the College at the closing date for applications, with a reasonable expectation that the older child will still be at the College at the time the younger child is admitted. (The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on to the Sixth Form);
4. children living in the priority admission area (an admissions area map can be seen by requesting it from the College);
- 5.* children of staff at the College in either or both of the following -

- member of staff has been employed for two or more years at the time the application is made;
- member of staff is recruited to fill a vacancy for which there is a demonstrable skill shortage;

6. the remainder of places will be allocated by the proximity of the child's home to the College. The closest to the College, as determined by straight line distance between the child's address point and the Thorpe Campus address' point will have the highest priority. Straight line distances are calculated by the LA as described on page 13.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from the child's home address point to the Thorpe Campus address point, those living closest being given highest priority. In the case of the 'home' being a flat, the distance will be measured to the single address point of the block. In the unlikely event of a tie the place will be offered on the basis of drawing lots.

A sibling is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the College. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

* Parents of children applying under this criterion must inform the College in writing of this by the statutory national application closing date.

Waiting list held until: end of autumn term, longer by request in writing each term.

Admissions to Sixth Form

The Published Admission Number will be 25 for September 2019 in Year 12 for students who have not completed Year 11 at Tendring Technology College. Students will be admitted at Post 16 providing they meet the specific criteria for the courses they wish to study. Further information is available from the College, the 6th Form prospectus or via our website: <http://www.tendringtechnologycollege.org>

Forest Hall School

Forest Hall Road, Stansted Mountfitchet CM24 8TZ

Telephone: (01279) 813384

Email: reception@bmatforesthall.org.uk

Website: www.fhs.essex.sch.uk

Head of School: Miss Hannah Jones

Executive Head: Mr S Hehir

Academy (Co-educational)

11–16

School Number: 881-4015

Published admission number Sept 2019: **112**

Applications received (all preferences) Sept 2018: **276**

Number on roll Jan 2018: **453**

In 2018 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription any remaining places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children living in the priority admission area of Stansted Mountfitchet (a map is available from the school) with a sibling[#] attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling[‡] attending the school;
5. remaining applications.

Straight line distance between the home and the academy will be used as a tie breaker, with those living closest to the Academy having highest priority. Straight line distances will be calculated by the LA as described on page 13. In the event of two applicants with an identical distance competing for a single place at the academy, the place will be offered to one applicant on the basis of lots drawn by a third party not involved with the admissions authority to the academy.

[#] A sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address, who is on roll (other than in year 11) at Forest Hall school. Biological siblings who are on roll at Forest Hall school will also be treated as siblings, irrespective of place of residence.

Waiting list held until: end of academic year.

UTTLESFORD

The Helena Romanes School and Sixth Form Centre

Parsonage Downs, Dunmow, CM6 2AU
 Telephone: (01371) 872560
 Email: enquiries@hrs.education
 Website: www.helena-roman.essex.sch.uk
 Headteacher: Mr S Knight
 Academy (Co-educational)
 Specialist Humanities College
 11–18
 School Number: 881-5457

Published admission number Sept 2019: **270**
 Applications received (all preferences) Sept 2018: **438**
 Number on roll Jan 2018: **1168**
 In 2018 the last child was admitted under criterion 5

Admissions Policy

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children from the priority admission area (map available at the school);
3. where the child has a brother or sister[‡] at the school at the closing date and where this sibling[‡] remains at the school when the child starts;
4. children of staff where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school has been made, and/or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. remaining applications.

Straight line distance between the home and school will be used as a tie-breaker with those living closest to the school having highest priority.

Straight line distances will be calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The admissions number for Year 12 is 270. Admissions for Sixth Form are welcome from external applicants and the same minimum academic entry requirements will apply for both internal and external candidates.

In the event of oversubscription places will be given to those best suited academically to their chosen courses using predicted GCSE grades as the indicator. Any provisional offers made on this basis will be confirmed to those whose actual GCSE grades meet the requirements on their chosen courses. (Looked after children and previously looked after children who meet the academic entry criteria will retain first priority).

A full Sixth Form Centre prospectus, including current entry requirements, application guidance and application form, is available from the Sixth Form Office.

Joyce Frankland Academy, Newport

Bury Water Lane, Newport, Saffron Walden CB11 3TR
 Telephone: (01799) 540237
 Email: admin@jfan.org.uk
 Website: www.jfan.org.uk
 Principal: Mr D Roberts
 Academy (Co-educational)
 11–18
 School Number: 881-5436

Published admission number Sept 2019: **200**
 Applications received (all preferences) Sept 2018: **476**
 Number on roll Jan 2018: **850**
 In 2018 the last child was admitted under criterion 6

Admissions Policy

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

1. Looked After Children and previously looked after children (see definition on page 14);
2. brothers and sisters (siblings)[#] of present pupils who are expected to be attending the Academy at the time of admission.
3. boys and girls whose home address* is in the Parish of Newport;
4. boys and girls whose home address* is in the following parishes: Arkesden, Berden, Chrishall, Clavering, Debden, Elmdon, Langley, Quendon, Rickling, Wenden Lofts, Wicken Bonhunt, Widdington and Wimbish;
5. boys and girls of permanent members of teaching and support staff (this includes step children living at the permanent address of the member of staff) employed by the Academy (a) where the staff member has been employed at the Academy for 2 or more years when the application for admission is made, and/or (b) the staff member is recruited to fill a demonstrable skill shortage;
6. boys and girls whose home address* is nearest to the main gates of the Academy, with distance determined by straight line measurement. Straight line distances are calculated by the LA as described on page 13.

In the unlikely event that straight line measurements in applications under criterion 6 are identical, both children will be admitted.

The Governors reserve the right at their discretion to admit children of UK service personnel (UK armed forces) at any date even if this means exceeding the maximum number intended.

* The address at which the child resides on a permanent basis, or is 'ordinarily resident'. Where parents share parental responsibility but live at different addresses, or where the child lives with another primary carer, the child will be deemed ordinarily resident when living at that address for the majority of the school week including overnight.

A sibling is defined as a child who has a brother, sister, adopted brother or sister or step-brother or step-sister who attends the Academy.

Waiting list held until: end of academic year.

Admissions to Sixth Form

- No student will be admitted to the Sixth Form unless academic requirements, set out annually in the Academy's Sixth Form prospectus, have been met.
- The number of sufficiently qualified applicants which it is intended to admit into Year 12 from other educational institutions is 80.
- In the event of the number of such applicants exceeding 80, preference will be given first to those best suited academically to their chosen courses, using predicted GCSE grades as the indicator. Any provisional offers made on this basis will be confirmed to those whose actual GCSE grades meet the requirements referred to above.

UTTLESFORD

Saffron Walden County High School

Audley End Road, Saffron Walden CB11 4UH

Telephone: (01799) 513030

Email: info@swchs.net

Website: www.swchs.net

Executive Headteacher: Ms C Derbyshire

Associate Headteacher: Ms P Lankester

Academy (Co-educational)

National Teaching School

11–18

School Number: 881-5408

Published admission number Sept 2019: **300**

Applications received (all preferences) Sept 2018: **534**

Number on roll Jan 2018: **2084**

In 2018 the last child was admitted under criterion 5

Admissions Policy

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on page 14);
2. pupils with siblings[‡] currently attending the school in Years 7-12 on the closing date who live in the priority admission area (PAA) for the school;
3. pupils with siblings[‡] currently attending the school in Years 7-12 on the closing date who live outside the priority admission area (PAA) for the school, where the sibling[‡] (or siblings[‡]) was admitted to the school **on or before** 31/8/2018 (see (5), below, for the definition of the school's PAA);
4. the children of permanent members of the teaching and support staff employed at SWCHS:
 - a) where the member of staff has been employed at the school for two or more years at the time when the application for admission to the school is made; and/or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. pupils who live* in the priority admission area for the school, which constitutes the following parishes: Ashdon, Great Chesterford, Great Sampford, Hadstock, Hempstead, Littlebury, Little Chesterford, Little Sampford, Radwinter, Saffron Walden (including Little Walden), Swards End, Strethall, Wendens Ambo;
6. other pupils with siblings[‡] currently attending the school in Years 7-12 on the closing date who live outside the priority admission area (PAA) for the

school (see (5), above, for the definition of the school's PAA) where the sibling[‡] (or siblings[‡]) was admitted to the school **after** 31/8/2018;

7. pupils whose home address* makes Saffron Walden County High School the nearest secondary school, with distance determined by straight line measurement;
8. pupils, not qualifying under (1) to (7) above, attending maintained primary schools situated in any of the parishes listed under (5). A list of maintained primary schools is available from the school office;
9. other applicants.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Straight line distances are calculated by the LA as described on page 13.

[‡] LA sibling definition applies (see page 14).

* The Saffron Academy Trust reserves the right to seek verification of the stated home address.

Waiting list held until: at least the end of the autumn term.

Admissions to Sixth Form

(i) No student will be admitted to the school post-16 unless academic requirements, set out annually in the school's Sixth Form prospectus, have been met and there are places available on chosen courses.

(ii) The number of sufficiently qualified external applicants which it is intended to admit each year is 100.

(iii) In the event of the number of such applicants exceeding 100, preference will be given to those best suited academically to their chosen courses, using predicted GCSE grades as the indicator. Any provisional offers made on this basis will be confirmed to those whose actual GCSE grades meet the requirements referred to in (i) above.

A guide to information sources

Organisation

Essex County Council

Website: www.essex.gov.uk
Tel: Contact Essex 0345 743 0430
contact@essex.gov.uk
03457 585592 (Textphone)

Department for Education (DfE)

Website: www.gov.uk/government/organisations/department-for-education
Tel: 0370 000 2288

Ofsted

Website: www.gov.uk/government/organisations/ofsted
Tel: 0300 123 1231

Independent Schools Council – ISC

Website: www.isc.co.uk
Tel: 020 7766 7070

The Consortium of Selective Schools in Essex – CSSE

Website: www.csse.org.uk
Tel: 01245 348257
admin@csse.org.uk
transport@csse.org.uk

ACE Education

Website: www.ace-ed.org.uk

Types of information available

Secondary Education in Essex booklet
Contact details of all primary and secondary schools in Essex
Information about admissions

Information regarding national standards and curriculum
Performance tables and research statistics
Details of Local Authorities
Various publications

School inspection reports
Details of Local Education Authorities
Details of post 16 Education

Information about independent schools
Various publications
Information for parents e.g. fees and contact details

Parents and children's guides to the selection process
Dates of the selection test results
Information about selective schools
11+ queries/email correspondence
Bus queries

Information about appeals, exclusion and bullying
General educational advice
Various publications
Links to other organisations

Exam results and statistical information are only one factor to be considered when deciding on a school for your child. A school visit is important before making your final decision.

Useful addresses and telephone numbers

Who to contact

For school admissions enquiries

School Admissions

Essex County Council
County Hall
Market Road
Chelmsford
CM1 1QH

Online admissions:
www.essex.gov.uk/admissions

Telephone: 0345 603 2200
Email: admissions@essex.gov.uk

For school transport or free school meals enquiries

Please visit www.essex.gov.uk/schooltransport or www.essex.gov.uk/freeschoolmeals or contact the team:

Education Transport & Awards Team

Telephone: 0345 603 2200
Email: educationawards@essex.gov.uk

If you are entitled to travel and have a question about the contract allocated or tickets

Passenger Transport Co-ordination Section
Essex County Council
County Hall
Chelmsford
CM1 1QH

Telephone: 0345 603 2200
(ask for Education Contracts Team)
Email: tcc@essex.gov.uk

Useful addresses and telephone numbers

Education offices for Southend and Thurrock

Southend on Sea Borough Council

Department of People
School Admissions Team
Civic Centre
Victoria Avenue
Southend on Sea SS2 6ER
Telephone: 01702 215007
admissions@southend.gov.uk

Thurrock Council

Admissions Team
Learning and Universal Outcomes
PO Box 118
Civic Offices
New Road
Grays RM17 6GF
Telephone: 01375 652883
school.admissions@thurrock.gov.uk

Education Offices of neighbouring local authorities

Cambridgeshire County Council

Admissions Team
OCT1221
The Octagon
Castle Hill
Cambridge CB3 0AP
Telephone: 0345 045 1370
admissions@cambridgeshire.gov.uk

Hertfordshire County Council

Admissions and Transport Team CHR102
County Hall
Pegs Lane
Hertford SG13 8DF
Telephone: 0300 123 4043
transfer.admissions@hertfordshire.gov.uk

London Borough of Barking and Dagenham

School Admissions Team
Town Hall
Barking
Essex IG11 7LU
Telephone: 020 8215 3004
infos@lbbd.gov.uk

Notes of guidance to assist in the completion of the Common Application Form (CAF)

BEFORE FILLING IN THE FORM PLEASE READ THE SECONDARY EDUCATION IN ESSEX 2019/2020 BOOKLET ON www.essex.gov.uk/admissions.

Section 1 - Pupil Details

- Pupil's name – the names by which the child is legally known.
- Primary school – the name of the school your child currently attends.
- Gender – many names are unisex and we need to be able to record male or female on our database.

Section 2 - Home Address

Please give the home address for the child. See page 12 of the Secondary Education in Essex 2019-20 booklet.

Section 3 - Parent/Carer Details

Please give the name and contact details of the parent/carers who lives at the address provided on the application form and their relationship to the child.

Section 4 - Moving House

If you are moving house please provide as much information as you can. If there are changes to your plans you must let us know immediately or your child's offer of a place could be withdrawn. If you currently live outside the Essex LA area you should make your application for Essex schools via your home authority.

Section 5 - Other Details

- Special Educational Needs – please tell us if your child has an Education, Health and Care Plan.
- Medical circumstances – you should check the relevant school's admissions policy and send any supporting evidence to the school direct. If the school is in another local authority area, check with the school where to send any evidence.
- Social circumstances – you should check the relevant school's admissions policy and send any supporting evidence to the school direct. If the school is in another local authority area, check with the school where to send any evidence.
- Looked After Children (LAC) – please tell us if your child is cared for by a Local Authority (or is a previously LAC) and the name of that LA. See definition on page 14 of the Secondary Education in Essex 2019/20 booklet.

Section 6 - Preferences

Please list your preferred schools in priority order including any selective schools and preferred schools that are outside Essex. Whilst the law gives parents the right to express a preference it does not guarantee a place in a particular school.

The law requires admission authorities to consider any reasons you give for your choice of preferred school, but your application is required to be assessed against the admission criteria (such as sibling link or distance from school). Other reasons you may give cannot generally override this. Some schools give priority for admission to children of staff (check the policy of the school). Please tick the box next to the school name if this applies.

Section 7 - Siblings

- Siblings – please identify if you have an older child at any of your preferred schools.

Section 8 - Declaration

The form must be signed and dated by a person with parental responsibility for the child, confirming that they have read the booklet and notes of guidance. Unsigned forms cannot be accepted and will be returned.

**The form MUST be received in the School Admissions office by 31 October 2018:
School Admissions, Essex County Council, County Hall, Market Road, Chelmsford, CM1 1QH**

DO NOT RETURN THIS FORM TO A SCHOOL

Secondary School Application Checklist

HAVE YOU?

TICK HERE

Considered which schools you prefer by:

visiting?

looking at their brochure and website?

Considered how your child will get to school and read all the Education Transport Policy information?

Completed your application form and returned it to School Admissions to be received in their office by 31 October 2018?

The date that School Admissions stamps on your application will be taken as the date of receipt. Therefore remember to leave 3 working days for post and 2 working days for hand delivering your application form to County Hall, Chelmsford.

To remind you of which schools you have applied for, list them here in order of preference:

1.

2.

3.

4.

5.

6.

Date application sent:

Received your acknowledgement within 10 working days of sending your application form?

Received your offer letter by 9 March 2019?

Note: offer letter will be sent by post on 1 March 2019.

Lodged any appeal you wish to make within 20 school days of receiving your offer letter?

Note: Deadline 29 March 2019.

Secondary School Admission 2019 Common Application Form

Closing date: 31 October 2018

The purpose of this form is to apply for a Secondary school place for a child to start school in the academic year 2019-20. It should not be used for any other purpose.

Section 1 Pupil Details

Pupil Surname

First Name(s)

Date of Birth Male Female

Current Primary School

If this child has been known by another name please enter it here

For office use only
ID NUMBER

Section 2 Home Address

House Number House Name

Street Village (if applicable)

Post Town Postcode

Section 3 Parent/Carer Details

Mr/Mrs/Miss/Ms Initial Surname

Home Telephone No. Work Telephone No.

Mobile Telephone No. Relationship to child

Email address

Section 4 Moving House

Fill in this section if you are moving house. When are you moving? Day/Month/Year

What will your new address be?

House Number House Name

Street Village (if applicable)

Post Town Postcode

You must inform us immediately if there are any changes to these plans. You must provide evidence of your new address as soon as you have it. If the move is due to a new posting as Service or Crown Servant Personnel please tick here. Please provide evidence of your posting with this form.

Section 5 Other Details

- a) Does your child have an Education, Health and Care Plan? YES NO
- b) Are there any exceptional medical reasons why your child should specifically attend your preferred schools? YES NO
- c) Are there any exceptional social reasons why your child should specifically attend your preferred schools? YES NO
- d) Is your child cared for by a Local Authority or is he/she a previously looked after child? YES NO
- If yes, which Local Authority?
- e) Is your child eligible for Free School Meals? YES NO



Essex County Council

Section 6 Preferences

Please list below all your preferred schools in priority order, including any selective schools and schools outside Essex. **We strongly recommend you use all your preferences.** The ranking of your preferences is confidential to the relevant local authorities and will only be shared with schools in the event of appeals.

You are not required to give reasons for your preferences, but where you do they will be shared with that school. Any reasons you give should relate to the published admissions policy for the school.

| Preference | Preferred School | Town | Reasons (optional) | Child of staff member |
|------------|----------------------|----------------------|----------------------|--------------------------|
| 1st | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| 2nd | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| 3rd | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| 4th | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| 5th | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| 6th | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Remember to check whether you also need to complete a SIF (Supplementary Information Form) for any of your preferred schools.

Section 7 Siblings

Does your child have a sibling link for any of your preferred schools?

YES NO If YES please complete details below:

| Name | Date of Birth | Year Group | School Attending |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Section 8 Declaration

I confirm that I have read the information in the "Secondary Education in Essex 2019/2020" booklet (available via www.essex.gov.uk/admissions) and the notes of guidance for the completion of this form. I also confirm that the information I have given on this form is true and that I am a parent of this child.

Signed Date

The form **MUST** be received in the School Admissions office by **31 October 2018** at this address:
School Admissions, Essex County Council, County Hall, Market Road, Chelmsford, CM1 1QH

DO NOT RETURN THIS FORM TO A SCHOOL

You should receive an acknowledgement letter within 10 working days of sending your application form. Please contact School Admissions if it does not arrive.

If you would like full details on how ECC uses personal data, please go to www.essex.gov.uk/privacy or call 03457 430430.

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This information is issued by

Essex County Council, School Admissions.

You can contact us in the following ways:

By email:

admissions@essex.gov.uk

Applications using the online system are welcome.

Visit our website: essex.gov.uk/admissions

By telephone:

0345 603 2200

By post:

School Admissions
Essex County Council
County Hall
Market Road
Chelmsford
CM1 1QH

Sign up to Keep Me Posted email updates on topics you want to hear about at: essex.gov.uk/keepmeposted

Follow us on  [Essex_CC](https://twitter.com/Essex_CC)

Find us on  facebook.com/essexcountycouncil

The information contained in this document can be translated, and/or made available in alternative formats, on request.

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