



**Bridge Academy Trust**



**MOULSHAM HIGH SCHOOL**

**ADMISSIONS POLICY  
2024-25**

## CHECKLIST

Please put an x in the box when done

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

## DOCUMENT FORMATTING

Please send to Clerk to format

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

## Agenda

To add a brief explanation:

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

## When a policy is ready for committee:

Consultation with Headteacher Group/ Trustees	<input type="checkbox"/>
---	--------------------------

## Once approved:

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

## Ensure the following key wording:

Employees  
Head of School  
Students

Date of Draft Policy:	November 2022	
Consultation with Staff Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Period of Consultation (if required)	N/A	N/A
Last consultation date <i>(consultation to be held every 7 years unless changes in-between)</i>	18/12/2020	29/01/2021
Trustees Committee Reviewing Document:	Full Board of Trustees	
Date of Board of Trustees Meeting at which Policy Approved (if required)	13/12/2023	
Date of Adoption of Policy	01/09/2023	
Reviewer	Governance Professional	
Advice From	DfE Admissions Code	

**Summary of changes**

No changes

## Contents

ADMISSIONS TO MOULSHAM HIGH SCHOOL.....	5
HOW TO APPLY .....	6
LATE APPLICATIONS.....	6
MID-YEAR APPLICATIONS .....	6
WAITING LISTS.....	6
APPEALS .....	6
APPEALS TIMETABLE .....	7
MONITORING AND REVIEW .....	7
ADMISSIONS TO THE SIXTH FORM .....	7
OVER SUBSCRIPTION TO THE SIXTH FORM.....	8
MUSIC APTITUDE APPLICATION FORM .....	9

# ADMISSIONS TO MOULSHAM HIGH SCHOOL

---

- 1.1 Students will be admitted to Moulsham High School at age 11 without reference to ability or aptitude. The exception to this will be that each year the school will admit up to ten per cent of its intake (27 pupils) according to aptitude in music.
- 1.2 Parents wishing to apply for one of the places listed above should acquire a further application form from the school. Selection will be made following the aptitude test process, and successful applicants informed.
- 1.3 The intended number of admissions for September 2024 is 270. In the event of oversubscription, places will be allocated using the following criteria in the order given:
- 1.3.1 Looked after children and children who were previously looked after \*.
  - 1.3.2 Children with a sibling\*\* attending the school, including the Sixth Form at the point of making the application.
  - 1.3.3 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.
  - 1.3.4 Students who live with parents, guardians, or carers who are employees of Bridge Academy Trust provided that the employee has been employed for a minimum of two years at the date of application for admissions.
  - 1.3.5 Straight line distance\*\*\* from home to school, those living closest being given highest priority.
- \* A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- \*\* LA sibling definition applies: A sibling is determined as a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household. Biological siblings will 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.
- \*\*\* All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey.
- 1.4 Students with disabilities or medical needs who do not have an Educational Health and Care Plan that name Moulsham High School are admitted in accordance with the school's standard admissions criteria.
- 1.5 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 that 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.

- 1.5 Applications for places must be made through the Local Authority, by the closing date published in the [Secondary Education in Essex booklet](#).
- 1.6 As a school with limited ethnic diversity, we respect and value the linguistic, cultural and religious diversity which exists in the wider community. We are committed to challenging attitudes that promote racial discrimination, ensuring respect for all and preparing all students for life in a culturally diverse society. A copy of our equality policies can be found on our website.
- 1.7 We will ensure that any child in public care is sensitively supported and that confidentiality is maintained. We have high aspirations for the educational and personal achievements of children in public care and will ensure that they have equal access to the curriculum, additional educational support and all areas of school life. We will provide a supportive climate in school to enable them to achieve stability. A copy of our Policy for the Education of Children in Public Care can be found on our website.

---

## HOW TO APPLY

---

- 2.1 Applications for admission in Year 7 must be made direct to the Local Authority by the closing date published in the [Secondary Education in Essex booklet](#). For further details visit [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

---

### LATE APPLICATIONS

---

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

---

### MID-YEAR APPLICATIONS

---

- 2.3 Please ensure the mid-year application form is completed. This can be found here: <https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx>

---

### WAITING LISTS

---

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

---

## APPEALS

---

- 3.1 All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with The School Admission Appeals Code.
- 3.2 Should you wish to appeal the decision please contact Essex County Council: [www.essex.gov.uk/after-your-school-offer/appeals](http://www.essex.gov.uk/after-your-school-offer/appeals)

## APPEALS TIMETABLE

---

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

- 3.3 Appeals for mid-year admissions cases should be lodged within 20 days of receipt of the letter refusing a place at the school. All other arrangements regarding a hearing will follow the same process and a similar timeframe as those outlined above.
- 3.4 The school will publish details of admissions and of the appeals procedures each year. It will establish independent arrangements for appeals, currently administered by Essex County Council against non-admission. Applicants cannot normally apply for a place more than once in an academic year except where exceptional circumstances exist.

## MONITORING AND REVIEW

---

- 4.1 This policy will be monitored by the Local Governing Committee and Board of Trustees, who will always take due note of the guidance provided by the Local Admissions Forum.
- 4.2 The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our school or in the local area.

## ADMISSIONS TO THE SIXTH FORM

---

- 5.1 The total number of places we intend to admit to Year 12 is 180, which will include 20 places for external candidates from Chelmsford City Football Club who meet the school entry requirement but who also demonstrate a sporting aptitude. These may be students of any gender.
- 5.2 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.
- 5.3 To continue with a course during Year 13, we recommend that students achieve a 'D' grade or above either at AS Level or in the end of Year 12 internal examinations if AS is not taken, unless there are exceptional circumstances.
- 5.4 Further details of all courses offered in the Sixth Form and their respective entry requirements will be available in the Sixth Form course guide 2024/2025.

- 5.5 The school timetable for 2024-25 will be completed by 1<sup>st</sup> July 2024. No additional classes can be added to our provision after this date. If, after GCSE results, any subject is subsequently oversubscribed, admission to this subject will be by application process.

## **OVER SUBSCRIPTION TO THE SIXTH FORM**

---

- 5.6 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:
- 5.6.1 Looked after children and children who were previously looked after\* and meet the minimum entry criteria for the course that they wish to follow.
  - 5.6.2 Students currently attending Moulsham High School and meeting the minimum entry criteria for the course that they wish to follow.
  - 5.6.3 Students who live with parents, guardians or carers who are employees of Bridge Academy Trust and are not already on roll at the school, provided that the employee has been employed for a minimum of two years at the date of application for admissions.
  - 5.6.4 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.
- \* A looked after child or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989)
- 5.7 A waiting list will be maintained by the school.





**Moulsham High School**

**YEAR 7 MUSIC APTITUDE  
APPLICATION FORM**

**Admission Year - 2024/2025**



**Please detach this part and keep it for reference**

**All assessments relating to Music Aptitude Admission will take place on the 10<sup>th</sup> and 12<sup>th</sup> October 2023. Only in exceptional circumstances will an alternative date be arranged but please let us know if this date is not suitable when making your application.**

The assessment process is organised and facilitated by the Moulsham High School Head of Music, additional members of the performing arts department and members of the senior leadership team. When all tests have been completed, a rank order of students is produced, with the highest scoring student ranking first.

Music Aptitude places will be allocated to

1. The top 27 scoring students whose score is above the agreed benchmark

*Please note that the school reserves the right to allocate fewer than 27 places under the Music Aptitude admissions criteria, should students testing not reach the benchmark score. Students applying who are from a multiple birth are not guaranteed a space should one or more not fall in to the above criteria. This means that one could be offered a space and the other(s) not.*

The assessment activities are generic and measure aptitude for music; there is no test of academic ability, music experience or reference to qualifications within music. By applying to take part in the Music Aptitude tests, applicants are deemed to have accepted all arrangements as outlined above.

All students that apply for admission through the Music Aptitude will be informed prior to the 31<sup>st</sup> October deadline, of the outcome of their application.

## Supplementary Information Form

Please return to Moulsham High School

By Tuesday 10<sup>th</sup> October 2023 or  
Thursday 12<sup>th</sup> October 2023



MOULSHAM HIGH SCHOOL

Specialising in English and Humanities

Headteacher – Miss J Mead

If you wish your application for Moulsham High School to be considered under the Music Aptitude criteria, you **MUST** complete this form.

**AND**

**Essex Councils Secondary Application Form**

### CHILD'S PERSONAL DETAILS *(block capitals please)*

Surname .....

Forename .....

Permanent address .....

Postcode .....

Date of birth .....

Gender .....

Current school .....

### PARENT/CARER DETAILS *(block capitals please)*

Title ..... First name ..... Surname

..... Relationship to the child

..... Daytime contact number

..... E-mail address

Is there an Education, Health and Care Plan (EHCP) naming Moulsham High School?

Yes

No

**By applying for a selected placement based on aptitude in Music, children and their parents are making a commitment to the full involvement of that child in the Music Curriculum and extra-curricular programme. Selected pupils will be expected to work hard in all their subjects in the National Curriculum, as well as at their specialism in the Music. The school encourages all pupils to achieve their full potential and with those selected, their aptitude for Music will be developed to levels of excellence. This will be in the context of the education of the whole child. A partnership between school and home is therefore essential if a pupil is to succeed to the best of their ability.**

Please read the above statement carefully. It is the school's commitment to those selected. In this section we would like you to make a short statement giving reasons for applying for a selected place and what you are hoping to gain from attending Moulsham High School.



**PARENT STATEMENT**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**STUDENT STATEMENT**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**DECLARATION AND SIGNATURE**

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

Signed ..... Date.....