



Bridge Academy Trust



THE ONGAR ACADEMY

**ADMISSIONS POLICY
2026-27**

Last consultation date <i>(consultation to be held every 7 years unless changes in-between)</i>	17/12/2021	28/01/2022
Consultation Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Period of Consultation (if required)	From 18/12/24	To 29/01/25
Consultation with Staff Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Trustees Committee Reviewing Document:	Full Board of Trustees	
Date of Board of Trustees Meeting at which Policy Approved (if required)	11/2/25	
Reviewer	Headteacher Governance Professional	
Advice From	DfE Admissions Code	

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ADMISSIONS TO THE ONGAR ACADEMY

ACADEMIC YEAR 2026/27

The Ongar Academy is an 11-18 mixed comprehensive school. Currently only accepting applications for 11-16. The number to be admitted to Year 7 in the 2026/27 academic year will be 120.

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

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

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

OVERSUBSCRIPTION CRITERIA

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

A maximum of 120 allocations will be available and allocated within criteria 1 to 5.

- 1) Looked After Children and Previously Looked After Children. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. Previously looked after children are children who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order (see the definition in Section 22(1) of the Children Act 1989);
- 2) Where the child has a sibling* currently attending the academy at the time of application, unless the sibling is in the last year of the normal age-range of the school (i.e., Year 11).

*A 'sibling' means a brother, sister, half brother or sister, adopted brother, adopted sister, stepbrother, stepsister or a child of a parent/carer of a child looked after living permanently at the same address from Monday to Friday.
- 3) Children** who live with parents, guardians or carers, who are employees of Bridge Academy Trust, provided that the employee has been employed by the Trust for a minimum of 2 years at the date of application for admissions.

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

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

Ongar Primary School, Chipping Ongar Primary School and High Ongar Primary School.

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

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

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

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

STRAIGHT LINE DISTANCE

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 school the place will be offered in the following way: Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number will be used to allocate the place – the lowest number is given priority. If two applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place.

HOME ADDRESS

Applications will normally be processed on the basis of the home address for the child at the time of application and determination.

The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident', including overnight. 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 will be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and formal 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. Where there is an eligibility for child benefit, evidence that the adult with whom the child is 'ordinarily resident' receives the child benefit may be requested. If the adult(s) with whom the child is 'ordinarily resident' is not in receipt of the child benefit, further enquiries may be made and evidence requested to confirm that the child is 'ordinarily resident' at the stated address, for example, GP/health registration address evidence.

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.

LATE APPLICATIONS

All applications received by the school 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/carers may request that their child is placed on the school's waiting list.

MID-YEAR APPLICATIONS

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

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

WAITING LISTS

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

APPEALS

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

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

Appeals Timetable:

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

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

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

MONITORING AND REVIEW

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

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



The
Ongar
Academy

Supplementary Information Form

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

Surname:

Forename:

Permanent address:

..... Postcode:

Date of birth:

Home telephone number:

Current school:

PARENT/CARER DETAILS *(block capitals please)*

Title: First name: Surname:

Relationship to the child:

Daytime contact number:

E-mail address:

Is there an EHCP naming The Ongar Academy? YES ☐

APPLICATION *(please tick all that apply)*

1. Children looked after or previously looked after ☐

2. Children with a brother or sister at the school ☐

Name of sibling: Form:

3. Children of staff within Bridge Academy Trust ☐

Name of member of staff:

4. Trust Primary School ☐

5. All other applications ☐

DECLARATION AND SIGNATURE

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

Signed Date.....