THE BILLERICAY SCHOOL
A Compass Education Trust School

Admission Arrangements for Academic Year 2023-2024

The Billericay School is an academy within Compass Educational Trust Ltd. The governing body is the admissions authority for the school. All admissions are administered in accordance with the DfE's Admissions Code of Practice, within the co-ordinated admission arrangements organised by Essex County Council (the Local Education Authority, "LA").

Application procedure

Parents/Carers who wish to apply for admission of a child to the school in **September 2023** must apply in accordance with the co-ordinated Secondary Admission Scheme, operated by School Admissions, Essex County Council. Applications must be submitted to the Local Authority (LA) using the Common Application Form (CAF) supplied by Essex County Council, and be submitted by the deadline date published by the LA in the Essex admissions guidance that is made available to parents/carers.

Criteria to be used in the event of over-subscription

The school's Published Admissions Number (PAN) for Year 7 in September 2023 is **280.**

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

1. Looked After Children and all previously looked after children **^**

2. Children residing in The Billericay School's defined catchment area *(a guidance map is available on the school website or priority admission areas can be checked using the Catchment Area Finder on the Essex County Council website)*

3. Children with a sibling attending the school *****

4. Children attending *(in Year 6 at time of application)* one of the following catchment area feeder schools:
   - Quilters Junior School
   - South Green Junior School
   - Sunnymede Junior School
   - St Peters RC Primary School, Billericay

5. Children attending *(in Year 6 at time of application)* one of the following CRESCO Multi Academy Trust schools:
   - Great Berry Primary Academy
   - Janet Duke Primary School
   - Noak Bridge Primary School

6. Children of teaching and support staff at The Billericay School *(this includes step children living at the permanent address of the member of staff)* who:
   a) have been directly and permanently employed by the School/Trust 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

7. Distance from the home to school (based on straight line measurement) with those living nearer being accorded the higher priority **#**

Education, Health and Care Plan

A separate admissions process exists for children with an Education, Health and Care Plan (EHCP). The academy will admit any child for whom The Billericay School is named in the EHCP. A minimum of **252** children will be admitted in accordance with the admissions criteria above (this includes those with an EHCP)

Aptitude for I.T.

The school is designated as a having a specialism in "Maths and Computing." Therefore, in addition to the 252 children to be admitted in accordance with above criteria, up to **28** places (10%) will be available to children who demonstrate aptitude for computing in a test to be conducted at the school in October 2022.

Details of key dates and additional information relating to the aptitude test are published on the school website, at Open Evening/Morning events or available upon request by contacting The Billericay School direct.

- 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 relevant criterion
- In the event of equal ranking (for the last available test place), places will be allocated in accordance with the relevant 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 submitted direct to The Billericay School by the deadline date published on the school website and/or other school admission publications, using the school's Supplementary Information Form (SIF), which is available on the school website or upon request.

NB: Parents/Carers who apply for their child to sit the aptitude test are still required to make an application to the Local Authority for the school using the Essex CAF.

Late Applications

Applications received after the Local Authority published closing date will normally be deemed as late and will be considered in accordance with the detailed LA's scheme for co-ordination of admission arrangements.

Waiting Lists

Names of children refused a place at The Billericay School, will be held on a waiting list in accordance with the priority afforded by the admission criteria. The Year 6 into 7 list waiting list is initially maintained by the Local Authority and thereafter by The Billericay School. In all year groups, waiting lists operate without regard to the date the application was received or when a child's name was added to the waiting list.

Appeals

Applicants not offered a place at a preferred school have a right of appeal to an independent panel. Detailed information about the appeals process is published on the Essex County Council, School Admissions website. Information will also be distributed by The Billericay School to applicants that are not offered a place. Appeals are conducted in accordance with the Admissions Appeals Code of Practice.

Delayed School Admission (*Out of Cohort Admission*)

Parent/Carers should submit their request to the school and provide information *(and in some cases evidence, if applicable)* as to why the student should be educated out of their normal age group (for transfer from primary to secondary school a request should be made when the child's 'correct' cohort are making applications for a school place via the LA). A decision to support an out of cohort application is determined on the basis of the circumstances of the case.

In Year Admissions (Mid-Year Applications)

- In Year (Mid-Year) applications must be submitted direct to The Billericay School using the application form which is published on the school website or available upon request from the school
- Applications are determined using the over-subscription criteria
- The test for aptitude in computing is <u>not</u> applicable to students other than those admitted at the start of Year 7
- Applicants refused a place will be advised of their right to appeal, and names held on a waiting list

Children Missing in Education

The academy follows DfE guidance with regard to policy and procedures in respect of the enrolment of students. In the case of children missing from education procedures are in accordance with the academy's statutory duties as set out in the following document:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

6th Form

Applications to the 6th form, from existing pupils or external applicants, must be made directly to the school on the school's application form. Entry requirements vary according to the course of study, full details of which are available in the school's 6th form brochure, which will be published in the previous academic year. The school will admit up to 50 "external" students in addition to those students who already attend the school, in accordance with the course-related entry requirements. In the event of over-subscription, priority will be determined by reference to average GCSE point score and achievement of the required grades in the chosen subjects. Further details regarding the entry requirements and the courses available can be obtained from the school.

Supplementary Information

Full details of the arrangements for the allocation of specialist school places and further guidance regarding the administration of the admissions policy and IT Aptitude Test will be available at open evening/open mornings, and is published on the school website, or is available upon request from the school. Parents/Carers will be notified whether their child is eligible for a specialist school place (i.e. achieved the minimum score required) by post, by the deadline date published on the school website and other school admission publications.

Notes and Definitions:

^ 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). A child who was previously looked after but immediately after being looked after ceased to be so as are result of being adopted, or became subject to a child arrangement order or special guardianship order is also considered a LAC child for the purpose of this admission policy. A child is also regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**** We adopt the definition of siblings as outlined in the Secondary Education in Essex booklet.***
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 at the same family household and address who attends the preferred school in any year group excluding the final year, at the time of application, and there is a reasonable expectation that the sibling will still be attending at the time of admission.
Biological and adopted siblings who attend the school in any year group excluding the final year at the time of application will also be treated as siblings irrespective of their place of residence.
Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

A sibling link to a child in Year 11 or Year 12 at the time of application will be taken to exist where there is a reasonable expectation that the child may return 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.

***#** Distances from home to school are calculated by the LA as detailed in the Secondary Education In Essex booklet.*
Home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident' as detailed in the Secondary Education In Essex booklet.

In the event of insufficient places being available to every applicant within each criteria, each category will be determined by distance from home to school

The Billericay School: Maths and Computing College
APPLICATION FOR A SPECIALIST SCHOOL PLACE / (SIF FORM)
for September 2023 Intake / Academic Year 2023-2024

I wish to apply for a specialist school place at The Billericay School and for my child to sit the aptitude test for Information Technology.

Please complete the following information:

Student Information	
Surname of Child: *Please clearly print*	
Forename of Child: *Please clearly print*	
Date of Birth:	
Male/Female:	
Home Address:	
Primary School:	

Contact Information	
Name of Parent/Carer:	
Contact Number *(Day)***:**	
Contact Number *(Evenings)***:**	
Email Address:	

I confirm that I will be available to bring my child to the school on **Saturday 08 October 2022**, to sit the test.

Signed: _____ **Date:** _____

✂_____

Please return forms to:

Mrs Barton/Admissions Officer
The Billericay School, School Road, Billericay, CM12 9LH
This form must be returned to the school by <u>30 September 2022</u>.
It is the responsibility of parents to ensure that the form is received by the school by the deadline

- Confirmation that your child has been registered for the Aptitude Test will be sent to you via post upon receipt of your form. Additional details (i.e. test time allocated) will be sent to you the week commencing 03 October 2022.
- Notification of whether your child has achieved the pass mark will sent via post no later than 14 October 2022. (Please note that achieving the minimum score does **not** guarantee that a place will be allocated).

<u>This form is supplementary to the LA admission application process. You MUST also submit your preferences to Essex County Council direct either online or using the Common Application Form supplied by the LA.</u>