

ST HELENA SCHOOL'S POLICY FOR ADMISSIONS IN SEPTEMBER 2020

Admission Policy for 2020/2021

- This policy is formulated in line with the requirements of the Schools Standard and Framework Act 1998 and follows the guidelines set out in the Code for School Admissions and Appeals.
- The school's intended number to admit will be 200 in each of Years 7 – 11.
- The school serves the local community and offers places to students regardless of ability or aptitude. The School does not offer a catchment guarantee.
- All applications for year 7 students should be submitted directly to Essex County Council, School Admissions, FREEPOST, PO Box 4261, Chelmsford, CM1 1GS.

Procedure for Admission of Year 7 Students

- a) Admission will be by application through the co-ordinated Secondary Admission Scheme, arranged by the Essex County Council Planning and Admissions Department. Late applications will be dealt with as detailed in the Secondary Education in Essex booklet available from the Local Authority.
- b) Essex County Council arranges the procedures to be followed each year.
- c) Parents will be notified of allocation of places on the first working day of March prior to the September admission.
- d) In the case of unsuccessful applications parents wishing to appeal against the decision must do so in writing to the Clerk of the Independent Appeal Panel within 21 days of the date on the letter notifying them that their application was unsuccessful.
- e) Applications for admissions to Year 7 received after the first week of the new academic year should follow the same procedure as admissions to Years 8 – 11.
- f) The waiting list for Year 7 will be kept until the end of the Autumn term.

Over Subscription Criteria

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

1. Children Looked After in the care of the Local Authority will be admitted over and above any other child listed in the criteria below.*
2. Where the child has a brother or sister attending the school at the time of admission. Siblings definition on Page 9 of the Secondary Education in Essex booklet applies.
3. Where the child lives in the priority admissions area (PAA - formerly called the 'catchment area') – a map is available from the School on request.
4. Where there are exceptional medical grounds** supported by medical evidence.
5. Proximity of the child's home, with those living nearer being accorded the higher priority.

* a 'child looked after' 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 child looked after 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)

** 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 over subscription in any particular category, distance is measured by straight line. All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. 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.

Admissions Appeals

Where applicants are refused a place at the school, parents have a statutory right to appeal against the decision. They should indicate their wish to do so by writing to the Clerk to the Appeal Panel within 21 days of that refusal. Parents/Carers may only submit one application for an academic year unless there are significant material changes of circumstances relevant to the application. Appeal forms may be obtained from the school.

Parents and prospective students are very welcome to visit the school at any time. Please telephone the school to make an appointment.

For all mid-year applications

All applications received will be considered in line with the North East Essex Fair Access Protocol. Please complete our application form, obtained via the School's website www.st-helena-school.co.uk or on request by emailing admin@sthsch.com. Alternatively you may send a written request for the form to:

Admissions Officer
St Helena School
Sheepen Road
Colchester
CO3 3LE
Tel: 01206 572253

Children with statements of special educational needs - that name a school in the statement - are required to be admitted to the school that is named.