

# Secondary Education in Essex 2021/2022

A guide to transferring from  
primary to secondary school

Closing date for applications **31 October 2020**

Apply online at  
[www.essex.gov.uk/admissions](http://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](http://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 **11 September 2020**.

The closing date for secondary applications is **31 October 2020**. This is the statutory national closing date set by the Government.

### Key Points to Remember

- **APPLY ON TIME - closing date 31 October 2020.**
- **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, the Education Skills and Funding Agency or any change in the law. An addendum will be available on request.

## Introduction

Welcome to Secondary Education in Essex 2021/2022. This booklet is for parents and carers living in Essex<sup>2</sup> whose children will be starting secondary education in the school year that begins in September 2021.

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 99% 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.

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information for the CSSE selective schools on the CSSE website ([www.csse.org.uk](http://www.csse.org.uk)) and the individual school websites for all grammar and partially selective schools.**

DATE	PROCEDURE	ACTION BY
11 September 2020	Online applications can be made.	LA/Parents
September/October 2020	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
7 and 9 November 2020*	11+ test for CSSE selective schools sat at parent's nominated school.	Selective schools
Autumn Term 2020	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. <b>Please ensure you read each school's individual website for the latest information on testing dates.</b>	Schools selecting by aptitude/ability and parents
<b>31 October 2020</b>	<b>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.</b>	Parents
Between 19 October and Thursday 23 October 2020*	Chelmsford County High School for Girls (CCHS) Entrance test.	CCHS
27 November 2020	The last date that evidence of changes of address can be accepted to be included in the first round of offers on 1 March 2021.	Parents/LA
November/ December 2020	Admission policies for schools are applied to relevant applications – see page 7 for an explanation of the process.	Schools and LA
By 3 December 2020*	CSSE and CCHS will send results of 11+ test/entrance test.	CSSE and CCHS
January – February 2021	Information exchanged with other authorities and preferences sorted to identify the highest that can be met – see examples on page 6.	LA
1 March 2021	<b>NATIONAL OFFER DAY.</b> Offer notification sent to all Essex resident applicants.	LA/Parents
29 March 2021	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 2021	Waiting lists are maintained for all oversubscribed schools and any places that become available are allocated from these lists.	LA
April – July 2021	Appeals held.	Schools and LA

**\* You must always check the arrangements on the CSSE or Chelmsford County High School for Girls websites for the latest information regarding their tests.**

## 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](http://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 2021, 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

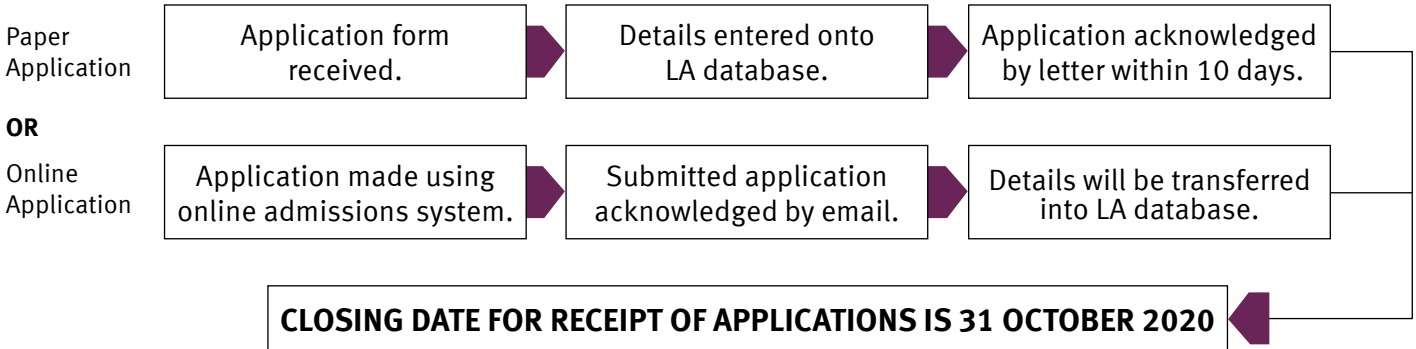
Child will be offered a place at the nearest Essex school to their home address with a space available.

\*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.

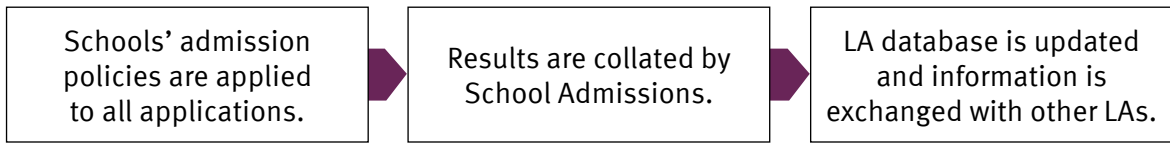
**On 1 March 2021 (National offer day) Essex resident families will be sent a notification of the school offer being made. This will either be an email (for those that applied online) or a letter for all other applications.**

# The application process explained

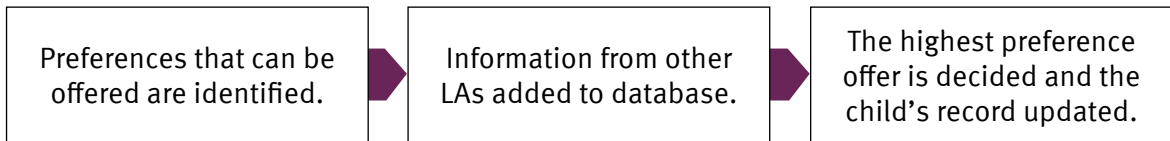
## Stage 1



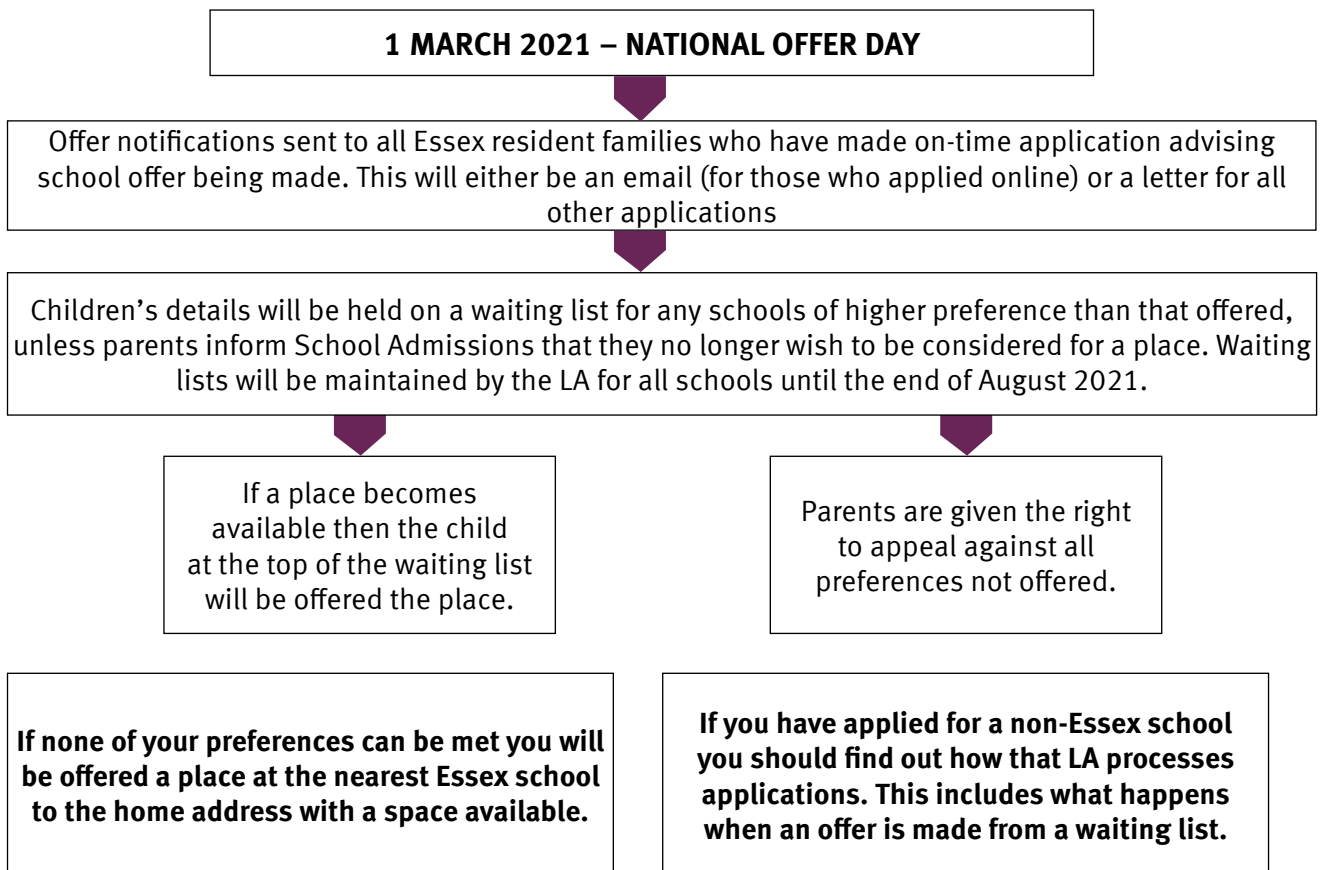
## Stage 2



## Stage 3



## Stage 4



## 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)

Parents<sup>1</sup> living in Essex<sup>2</sup> 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](http://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 2020.

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 parents<sup>1</sup>, 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 Essex<sup>2</sup>.

**Please ensure that only one application is submitted by 31 October 2020. If multiple applications are received at any stage in the process you risk your child being without a school place.**

<sup>1</sup> 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.

<sup>2</sup> 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 parents<sup>1</sup> 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 child<sup>3</sup>.**

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](http://www.essex.gov.uk/admissions) or in this booklet (pages 29–127). 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

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the individual school websites.**

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](http://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 2020. 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.

<sup>3</sup> Please ensure that only one application is submitted by 31 October 2020. 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 2020.** 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](http://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:

- community schools – the Local Authority (LA) is the admission authority<sup>4</sup> 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 authority<sup>4</sup> and sets the oversubscription criteria;

- foundation schools – the school's governing body is the admission authority<sup>4</sup> 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 authority<sup>4</sup> 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 authority<sup>4</sup> and sets the oversubscription criteria;
- Free Schools – these are Academy schools set up in response to parental demand. The Academy Trust is the admission authority<sup>4</sup> 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 authority<sup>4</sup> 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 authority<sup>4</sup> and sets the oversubscription criteria.

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<sup>4</sup> 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 130.

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](http://www.essex.gov.uk/publictransport) or  
[www.travelinesoutheast.org.uk](http://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

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information for the CSSE selective schools on the CSSE website ([www.csse.org.uk](http://www.csse.org.uk)) and the individual school websites for all 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.

**You must ensure you resubmit your amended application by the closing date or your changes will not be taken into account when your application is processed.**

If you applied on paper you will need to write to School Admissions before the closing date so your letter/email is received by 31 October 2020.

After the closing date a change request will not be accepted, unless this is for an address change<sup>5</sup>. 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](mailto: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 27 November 2020. 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).

<sup>5</sup> Any applications or change requests received after 27 November 2020 will be held and will not be considered until after the first round of offers on 1 March 2021.

## 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 authority<sup>2</sup>.

**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 27 November 2020, 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

The Council's definition, and for some foundation, VA schools and Academies (indicated by ‡ in the school's admission policy) is as follows:

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 in England, or (b) being provided with accommodation by a local authority in England 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 2020 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'<sup>6</sup>.

<sup>6</sup> Even if there are reasons why you could not apply on time, it will not be possible to treat any application received after 27 November 2020 as on time. In addition, any new applications, preferences or change requests received after 27 November 2020 will be held and not considered until after the first round of offers on 1 March 2021.

## 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 2020 only 2.37% of Essex parents could not be offered any of their preferences whilst 93.44% 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 2020, there have been 355 appeals heard for places, of which 24% 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 2021, 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 2021. Applicants will be ranked in priority order, according to the school's admission criteria. After this date 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 waiting list systems may apply, and it is your



## Essential information for parents

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

If you have been refused in the normal admission round but still want to pursue a place at an Essex secondary school after the waiting lists have closed, you will need to contact the relevant school directly to see how they handle your continued interest for 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 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.

## Essential information for parents

### 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](http://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](http://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](http://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](http://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 special educational needs and/or disabilities operations team (SEND).

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 SEND 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](http://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](http://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](http://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 – 19
The Edith Borthwick School	Braintree	3 – 19
Glenwood School	Castle Point / Rochford	3 – 19
Columbus School & College	Chelmsford	3 – 19
Lexden Springs School	Colchester	3 – 19
Oak View School	Epping Forest	3 – 19
Harlow Fields School & College	Harlow / Uttlesford	3 – 19
Shorefields School	Tendring	3 – 19

### For pupils with Moderate Learning Difficulties

School	Serving Area	Age
Castledon School	Basildon	5 – 19
Thriftwood School & College	Braintree / Chelmsford	7 – 19
The Endeavour Co-operative Academy	Brentwood	5 – 16
Cedar Hall School	Castle Point / Rochford	4 – 16
Kingswode Hoe School	Colchester	5 – 16
Market Field School	Colchester	4 – 19
Harlow Fields School & College	Harlow / Uttlesford	3 – 19

### For pupils with Physical and Neurological Impairments

School	Serving Area	Age
Southview School	All	3 – 19

### For pupils with Social, Emotional and Mental Health Difficulties

School	Serving Area	Age
Wells Park School	All	5 – 11
Langham Oaks School	All	10 – 16
Ramsden Hall Academy	All	10 – 16

### For pupils with Speech, Language and Communication Difficulties

School	Serving Area	Age
Grove House School	All	8 – 19

## 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](http://www.essex.gov.uk/schooltransport) 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](http://www.csse.org.uk) or by calling 01245 348257.

## Points to remember

- **An offer of a school place does not guarantee free school transport 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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.

	<b>For schools in</b>	<b>see page</b>
1	Chelmsford	63
2	Uttlesford	123
3	Braintree	40
4	Colchester	81
5	Tendring	117
6	Maldon	111
7	Rochford	113
8	Castle Point	59
9	Basildon	29
10	Brentwood	48
11	Epping Forest	97
12	Harlow	104



## 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 2021: **300**

Applications received (all preferences) Sept 2020: **600**

Number on roll Jan 2020: **1403**

In 2020 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 2021.

See Note 1

Total number of pupils at the school from the January 2020 school census.

The last admissions criterion under which pupils were admitted to the school last year as at 1 March 2020.

#### Note 1

The total number of applications received was collated in March 2020. The PAN and the number of applications received for 2020 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, Basildon SS14 1UX  
 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

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Published admission number Sept 2021: **450**  
 Applications received (all preferences) Sept 2020: **233**  
 Number on roll Jan 2020: **788**  
 In 2020 the last child was admitted under criterion C

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### 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) students in public care/‘looked after’ children and previously looked after children (see definition on page 14);
- b) students, who at the time of application, have a sibling<sup>#</sup> 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.

<sup>#</sup> 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.

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Waiting list held until: end of academic year.

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## 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)  
 14–18  
 School Number: 881-6909

Published admission number Sept 2021: **455**  
 Number on roll Jan 2020: **511**

### 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) students 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 2021 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 2021. 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 2021 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

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## **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.

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Waiting list held until: end of academic year.

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## 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 2021: **240**  
 Applications received (all preferences) Sept 2020: **656**  
 Number on roll Jan 2020: **1390**  
 In 2020 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. Children with a sibling‡ attending the school.
3. Children living in the priority admission area (which is those living with postcodes starting SS11 and SS12).
4. Any remaining places will be allocated by straight line distance\* from the child's main address to the school. Straight line distances are calculated by the LA as described on page 13.

In the event of oversubscription within any of the above criteria, straight line distance\* will be used as a tie-breaker, with those living nearest to the school by straight line distance\* having highest priority.

‡ Siblings: 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. For mid year applications 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 at the time of application and determination.

\* Straight line distance: This 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.

Waiting list held until: end of autumn term.

### Admissions to Sixth Form

#### Oversubscription Criteria where the Sixth Form is oversubscribed:

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.



## 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 2021: **280**  
 Applications received (all preferences) Sept 2020: **922**  
 Number on roll Jan 2020: **1652**  
 In 2020 the last child was admitted under the distance criterion.

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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 (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<sup>†</sup> attending the school\*;
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. 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. Distances are calculated by the LA as defined on page 13 of this booklet.

A separate admissions process exists for children with Statements of Special Educational Needs. The academy will admit any child for whom The Billericay School is named in their Statement of Special Educational Needs. A minimum of 252 children will be admitted in accordance with the admissions criteria above (this includes those with SEN statements)

### 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 2020.

- 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.

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.

## The Billericay School (continued)

Parents 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.

‡ LA sibling definition applies (see page 14).

\* A relevant sibling who attends the school at the time of application with a reasonable expectation that the sibling will still be attending at the time of admission.

Home address is considered to be the address at which the child resides on a permanent basis.

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.

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◆ 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 **2nd October 2020**.

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Waiting list held until: end of academic year.

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### Admissions to Sixth 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.

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# BASILDON

## 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 N Dunn  
 Academy (Co-educational)  
 11–18  
 School Number: 881-5407

Published admission number Sept 2021: **224**  
 Applications received (all preferences) Sept 2020: **593**  
 Number on roll Jan 2020: **1102**  
 In 2020 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. Child(ren) of teaching and non-teaching staff who have been directly employed by the school for two or more years at the time of application for admission to the school. Children of staff members who are recruited to fill a vacant post for which there is a demonstrable skill shortage;
3. Where a child's main home address (at the time of application for admission to the school) is in the postcode town of Wickford\*:

**a.)** students who have siblings<sup>‡</sup> attending the school in all year groups (except Year 13) will be given priority over students who do not have siblings<sup>‡</sup> and will be offered in order of straight-line distance;

**b.)** remaining students in the postcode town of Wickford without siblings<sup>‡</sup> will be offered in order of straight-line distance.

4. Where a child's main home address (at the time of application for admission to the school) is outside the postcode town of Wickford\*:

**a.)** students who have siblings<sup>‡</sup> attending the school in all year groups (except Year 13) will be given priority over students who do not have siblings<sup>‡</sup> and will be offered in order of straight-line distance;

**b.)** remaining students outside of the postcode town of Wickford without siblings<sup>‡</sup> will be offered in order of straight-line distance.

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

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 and Sixth Form College is the only appropriate school for their child.

In the unlikely event of two applications 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).

<sup>‡</sup> LA sibling definition applies (see page 14).

\*Postcodes for "postcode town of Wickford" are defined as SS11 and SS12 postcodes.

Waiting list held until: end of autumn term.

### Admission to the 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 2021. Year 12 students will be admitted only if they meet the entry requirements for the pathway they wish to enroll on as set out in the Sixth Form prospectus. In addition, students must meet specific subject requirements detailed in the prospectus.

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.

## De La Salle School

Ghyllgrove, Basildon SS14 2LA  
 Telephone: (01268) 281234  
 Email: info@dlsbasildon.org  
 Website: www.dlsbasildon.org  
 Head of School: Mr P Norris  
 Voluntary Aided (Co-educational)  
 11–16 Roman Catholic  
 School Number: 881-4680

Published admission number Sept 2021: **150**  
 Applications received (all preferences) Sept 2020: **536**  
 Number on roll Jan 2020: **751**  
 In 2020 the last child was admitted under criterion 6B

### Admissions Policy

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

1. Catholic\* Looked After Children and previously looked after children (see definition on page 14);
2. Catholic children\*;
3. other Looked After Children and previously looked after children (see definition on page 14);
4. Catechumens and members of an Eastern Christian Church;
5. baptised children of other Christian denominations;
6. any other children.

Within each of the categories listed above, the following provisions will be applied in the following order:

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.

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

\*‘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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of

adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

‘catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

“baptised children of other Christian denominations”, normally evidenced by a certificate of baptism or reception from the authorities of that Church. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

‘brother or sister’ includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

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

Waiting list held until: end of academic year.

# BASILDON

## 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 D Steel  
 Academy (Co-educational)  
 11–16  
 School Number: 881-4007

Published admission number Sept 2021: **210**  
 Applications received (all preferences) Sept 2020: **614**  
 Number on roll Jan 2020: **884**  
 In 2020 the last child was admitted under criterion 5

### 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. children of staff gainfully employed by the school (any member of staff who has been employed for a minimum of two years, or to fulfil a vacancy in an area which is difficult to recruit). The member of staff must still be in the school's employment on the National Offer day of 1 March;
4. where the child attends one of the partner primary schools of the Zenith Multi Academy Trust;
5. 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 2021: **270**  
 Applications received (all preferences) Sept 2020: **974**  
 Number on roll Jan 2020: **1625**  
 In 2020 the last child was admitted under criterion 4

### 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<sup>‡</sup> attending the school;
3. other children living in the priority admission area\*;
4. children living outside the priority admission area\* with a sibling<sup>‡</sup> attending the school;
5. children of staff employed by 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, and/or
  - 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.

<sup>‡</sup> 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.

# BASILDON

## 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 D Wright

Academy (Co-educational)

11–16

School Number: 881-4014

Published admission number Sept 2021: **300**

Applications received (all preferences) Sept 2020: **996**

Number on roll Jan 2020: **1552**

In 2020 the last child was admitted under criterion 5

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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<sup>‡</sup> 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.

<sup>‡</sup> 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 Friday 2nd October 2020. Tests will take place on Saturday 3rd October 2020, at Woodlands School. Test results will be posted to parents within 10 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.

## 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 2021: **210**  
 Applications received (all preferences) Sept 2020: **348**  
 Number on roll Jan 2020: **848**  
 In 2020 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. The children of permanent members of the teaching and support staff employed at Alec Hunter Academy where: a) 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.
3. Children with a sibling \*\* attending the school (at the time of application and admission)
4. Children living in the outlying priority admission area of the school \*\*\*
5. Children living in the Town priority admission area of the school \*\*\*
6. Children living outside of the school's priority admission area.
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.

\*\* 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, stepbrothers and stepsisters. 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.

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

Waiting list held until: end of academic year.



# BRAINTREE

## 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 A Harvison  
 Academy (Co-educational)  
 11–18  
 School Number: 881-4026

Published admission number Sept 2021: **196**  
 Applications received (all preferences) Sept 2020: **348**  
 Number on roll Jan 2020: **1141**  
 In 2020 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<sup>‡</sup> attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling<sup>‡</sup> 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.

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

<sup>‡</sup> 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@honywoodschoo.com

Website: www.honywoodschoo.com

Headteacher: Mr J Saunders

Academy (Co-educational)

11–16

School Number: 881-4400

Published admission number Sept 2021: **210**

Applications received (all preferences) Sept 2020: **319**

Number on roll Jan 2020: **896**

In 2020 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<sup>#</sup> attending the school (at the time of application and admission);
3. children living outside the priority admission area with a sibling<sup>#</sup> 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, The 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](mailto:contactus@maltingsacademy.org)  
 Website: [www.maltingsacademy.org](http://www.maltingsacademy.org)  
 Head of Academy: Mr J Forbes  
 Academy (Co-educational)  
 Science and Sports Specialism  
 11–18  
 School Number: 881-6907

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **337**  
 Number on roll Jan 2020: **987**  
 In 2020 the last child was admitted under criterion 6

### Admissions Policy

If there are more than 180 applications, and the Academy is oversubscribed, applicants with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the Academy will be admitted. Priority for any remaining places will then be given to those children who meet the oversubscription criteria as ranked below:

1. Looked After Children and previously looked after children (see definition on page 14);
2. children with exceptional medical or social needs;
3. children with a sibling<sup>‡</sup> (brother or sister) who will still be on roll at the Academy at the time of admission;
4. children attending one of the following partner primary schools:
  - Chipping Hill Primary School
  - Howbridge C of E Junior School
  - St Andrews Junior School
  - Powers Hall Academy
  - Holy Family RC Primary School
  - Great Totham Primary School
  - Terling C of E (VA) Primary School
5. children eligible for Pupil Premium\*;
6. distance - children living closest to the Academy.

Where the distance measure is the same for two or more applicants (except for twins and children from multiple births), the final tie-breaker will be random allocation, which will be independently verified. Straight line distances are calculated by the LA as described on page 13.

For an applicant to be considered under the exceptional medical or social needs criterion the parent must indicate strong reasons for the child needing to attend this particular Academy. Applications will only be considered under this category if they are supported by a written statement from an independent professional person such as a doctor, health visitor, social worker, or Education Welfare Officer who knows about the child and supports their application to the Academy. The information provided must show clearly why Maltings Academy is the only school that can meet the needs of the child and any difficulties if alternative schools were offered. Evidence relating to the social or medical circumstances of the parent or another family member can be considered, but only if this impacts on the child and their need to attend this specific Academy. Please ensure that you submit all relevant information, including professional evidence with your application for a place.

<sup>‡</sup> LA sibling definition applies (see page 14).

◆ \*To determine item 1 and item 5 of this criteria please complete the Supplementary Information Form and return directly to Maltings Academy by 31st October 2020.

Waiting list held until: end of autumn term.

### Admissions to Sixth Form

Maltings Academy will admit into Year 12 up to 10 students from other schools (external applicants) who meet the academic requirements for entry in the priority order of the oversubscription criteria. Internal candidates (those who were on roll at the Academy in Year 11) and who meet the academic requirements for entry are eligible to transfer to the Sixth Form.

For further details of the oversubscription criteria and the academic requirements for entry 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](mailto:contactus@newrickstonesacademy.org)  
 Website: [www.newrickstonesacademy.org](http://www.newrickstonesacademy.org)  
 Headteacher: Mr D Lee  
 Academy (Co-educational)  
 11–18  
 School Number: 881-6905

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **282**  
 Number on roll Jan 2020: **782**  
 In 2020 the last child was admitted under criterion 6

### 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. children with exceptional medical or social needs\*;
3. children with a sibling<sup>‡</sup> (brother or sister) who will still be on roll at the Academy at the time of admission;
4. children attending 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
  - Chipping Hill Primary School
5. children eligible for the Pupil Premium\*;
6. distance - children living closest to the Academy. Straight line distances are calculated by the LA as described on page 13.

Where the distance measure is the same for two or more applicants (except for twins and children from multiple births), the final tie-breaker will be random allocation, which will be independently verified.

\*For an applicant to be considered under the exceptional medical or social needs criterion the parent must indicate strong reasons for the child needing to attend this particular Academy. Applications will only be considered under this category if they are supported

by a written statement from an independent professional person such as a doctor, health visitor, social worker, or Education Welfare Officer who knows about the child and supports their application to the Academy.

The information provided must show clearly why New Rickstones Academy is the only school that can meet the needs of the child and any difficulties if alternative schools were offered. Evidence relating to the social or medical circumstances of the parent or other family member can be considered, but only if this impacts on the child and their need to attend this specific Academy. Please ensure that you submit all relevant information, including professional evidence with your application for place.

‡ LA sibling definition applies (see page 14).

◆ \*To determine items 1 and 5 above, please complete the Supplementary Information Form and return directly to New Rickstones Academy by 31st October 2020.

Waiting list held until: end of autumn term.

### Admissions to Sixth Form

New Rickstones Academy will admit into Year 12 up to 10 students from other schools (external applicants) who meet the academic requirements for entry in the priority order of the oversubscription criteria. Internal candidates (those who were on roll at the Academy in Year 11) and who meet the academic requirements for entry are eligible to transfer to the sixth form.

### 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 R James  
 Academy (Co-educational)  
 11–18  
 School Number: 881-4420

Published admission number Sept 2021: **250**  
 Applications received (all preferences) Sept 2020: **471**  
 Number on roll Jan 2020: **1444**  
 In 2020 the last child was admitted under criterion 8

### 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. 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 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 Notley High School & Braintree Sixth Form in any year group. A sibling link will be taken to exist where the sibling will be attending Notley High School and Braintree Sixth Form in the academic year 2021-22. 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.

Waiting list held until: end of academic year.

### 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  
 CEO/Executive 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 2021: **150**  
 Applications received (all preferences) Sept 2020: **237**  
 Number on roll Jan 2020: **711**  
 In 2020 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<sup>‡</sup> attending the school;
4. other children living in the priority admission area;
5. children living outside the priority admission area with a sibling<sup>‡</sup> 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 S Speller  
 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 2021: **210**  
 Applications received (all preferences) Sept 2020: **251**  
 Number on roll Jan 2020: **794**  
 In 2020 the last child was admitted under criterion F

### 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@aessessex.co.uk  
 Website: www.aessessex.co.uk  
 Headteachers: Mr D Barrs and Mrs J Gee  
 Academy (Co-educational)  
 11–18  
 School Number: 881-5442

Published admission number Sept 2021: **224**  
 Applications received (all preferences) Sept 2020: **768**  
 Number on roll Jan 2020: **1456**  
 In 2020 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<sup>#</sup> – 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<sup>#</sup> 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<sup>^</sup> 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<sup>^</sup> 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.

<sup>#</sup> 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 and adopted siblings will be treated as siblings irrespective of place of residence.

<sup>^</sup> 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 2020. Supplementary Information Forms submitted under criterion 4 without verification or received after 9 November 2020 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.



# BRENTWOOD

## 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 each year.

Admissions into the International Sixth Form at the Anglo European School are made by completing the on-line application form on the school website between 5th October and 4th December.

Admission requires the meeting of our matriculation requirements, details of which are on the 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 2021: **150**

Applications received (all preferences) Sept 2020: **792**

Number on roll Jan 2020: **1010**

In 2020 the last child was admitted under criterion 6

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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.

## Becket Keys Church of England School (Continued)

5. Children (by which it is meant full, step, half, adopted or fostered children) of staff\*\* at the school, in either of the following circumstances:
- The member of staff has been employed on a permanent contract at the school for a continuous period of two or more years at the time at which the application for admission to the school is made;
  - The member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage. \*\*\*
- \*\* “Staff” includes a teacher, member of the support staff or member of the administration or site teams, employed on a permanent contract at the school for a continuous period of 2 or more years at the time of the application. The staff member must have taken up employment and still be employed, without having given notice or received notice that their employment will end, at the time that the offer of a place is made. “Staff” does not include contractors, staff employed by external contractors, peripatetic teachers or staff employed on a casual basis.
- \*\*\* A “demonstrable skills shortage” would be identified by the Headteacher with the agreement of the RET CEO and Chair of Governors.
6. Becket Keys is a faith school (Church of England) and after the application of 1, 2, 3, 4 and 5 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 the regular Church attendance of either the child/student’s parent(s) OR the child/student (e.g. where the child/student attends with a grandparent). A Priest/Minister’s reference confirming attendance should 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](http://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 (27th November 2020).

This Faith Criterion will be applied in the following order:

- 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 2020). A Priest or Minister will need to sign the Supplementary Information Form, confirming the attendance of either the child/student’s parents or the child/student and this should be submitted to the school, as described in 6) above. (A list of churches in these two Deaneries is available on the Supplementary Information Form).

- 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 2020). A Priest or Minister will need to sign the Supplementary Information Form, confirming the attendance of either the child/student’s parents or the child/student and the form must be submitted to the school, as described in 6) 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.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

- after the application of criteria 1, 2, 3, 4, 5 and 6 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 being offered places as a priority; distances will be measured by the method described in 6 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.

# BRENTWOOD

## Becket Keys Church of England School (Continued)

^ The SIF must be submitted before midday on **Friday 27th November 2020**.

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 full 2020/2021 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 2021 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/course guide 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](http://www.becketkeys6th.org). All application forms should be completed and submitted by the midday on the last Friday of the Lent Holiday (Friday 19th February 2021). 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 1-7) as set out on page 50 will be applied to those applications in the given order e.g. criteria 1,2,3,4,5,6i), 6ii) then 7.

The Supplementary Information Form referred to in criterion 6) (Faith Criterion) should be completed by the Priest/Ministry confirming the attendance of the parent(s) OR the student and returned to the school as described in criterion 6) 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 19 February 2021).

## Brentwood County High School

### Osborne Co-operative Academy Trust

Shenfield Common, Brentwood CM14 4JF

Telephone: (01277) 238900

Email: [bchs@bchs.essex.sch.uk](mailto:bchs@bchs.essex.sch.uk)

Website: [www.bchs.essex.sch.uk](http://www.bchs.essex.sch.uk)

Headteacher: Miss M Ryan

Academy (Co-educational)

11–18

School Number: 881-4027

Published admission number Sept 2021: **210**

Applications received (all preferences) Sept 2020: **416**

Number on roll Jan 2020: **842**

In 2020 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. Admission of children who live with parents, carers or guardians employed by Osborne Cooperative Academy Trust.
  - a) Where the member of staff has been employed by the trust (or each predecessor school) for 2 or more years at the time at which the application or 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. Admission of students whose older siblings currently attend the school and who will continue to do so on the date of admission;
 

For the purpose of allocating places, sibling means:

  - Full sibling living at the same address as the applicant
  - Step sibling living at the same address as the applicant
  - Half sibling living at the same address as the applicant
  - Long term foster sibling living at the same address as the applicant
4. Admission of pupils who attend any named feeder primary school
  - Bentley St. Paul's CE (V/A) Primary school
  - Blackmore Primary School
  - Bulphan CE (V/C) Primary School
  - Chipping Ongar Primary School
  - Doddinghurst C of E Junior School
  - Dr. Walker's CE (VC) Primary School
  - Great Berry Primary School– Basildon
  - Harold Court Primary School– Havering

- Harold Wood Primary School- Havering
- High Ongar Primary School
- Hogarth Primary School
- Holly Trees Primary School
- Janet Duke Primary School- Basildon
- Kelvedon Hatch Community Primary School
- Larchwood Primary School Pilgrims Hatch
- Moreton CE (V/A) Primary School
- Noak Bridge Primary School – Basildon
- Orsett CE Primary - Thurrock
- 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
- Stapleford Abbots Primary School
- Warley Primary School
- West Horndon Primary School
- Woodside Academy - Thurrock

5. Children of former pupils of the school. The former pupil must have completed their school career at the school.
6. 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.

♦ This school requires a Supplementary Information Form to be completed and returned to the school by 31st October 2020.

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.

# 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 2021: **175**  
 Applications received (all preferences) Sept 2020: **575**  
 Number on roll Jan 2020: **1066**  
 In 2020 the last child was admitted under criterion 6(i)

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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 **17th July 2020**. 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.

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

1. Catholic looked after and previously looked after children (see definition on page 14);
2. Catholic children who are resident in the local parishes of:
  - Brentwood (Cathedral Church of St. Mary & St. Helen with Holy Cross and All Saints, Warley)
  - Hutton (St. Joseph the Worker)
  - Ingatestone (St. John the Evangelist & St. Erconwold)
  - 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)
3. Other Catholic children.
4. Other looked after and previously looked after children.
5. Catechumens and members of an Eastern Christian Church.
6. Children of other Christian denominations whose membership is evidenced by a minister of religion.
7. Any other children.

Within each of the categories listed above, the following provision will be applied:

(i) The attendance of a sibling at the school in Years 7 to 11 at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.

#### Tie Break:

Priority will be given to children living closest to the school determined by the shortest distance. Straight line distances are calculated by the LA as described on page 13.

#### Notes:

'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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

## Brentwood Ursuline Convent High School (continued)

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

‘Children of other Christian denominations’ means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

‘sibling’ includes:

- (i) all natural siblings, half siblings, adopted siblings, step-siblings, foster siblings, whether or not they are living at the same address; and
- (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

◆ This school requires a Supplementary Information Form to be completed and returned to the school by 31st October 2020.

The application for a Music Place / Scholarship must be sent to the school by **Friday 17th July 2020**. The music aptitude assessment tests will take place in the Autumn term and parents will be advised of the outcome of this test before the School application deadline.

Waiting list held until: end of academic year.

### Admissions to Sixth Form

The governing body has set its admission number at 30 for external applicants to year 12 in the school year which begins in September, 2021.

The school operates a sixth form for a total of 340 pupils. 170 places overall will be available in year 12. While the admission number is 30, if fewer than 140 of the school’s existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 170.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. Course requirements are published annually in the school’s prospectus and on its website.

The closing date for Sixth Form applications is Friday 11th December 2020 and applications should be made direct to the School address using the Application Form included in the Sixth Form Prospectus, which is available from the School and on the School web-site.

# BRENTWOOD

## 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 2021: **240**

Applications received (all preferences) Sept 2020: **1081**

Number on roll Jan 2020: **1343**

In 2020 the last child was admitted under criterion 6

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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

#### PRIORITY A

A minimum of 216 places will be allocated in the following 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 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. children living\*\* within the existing priority admissions area for the School 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 (map available on request);\*\*\*
5. 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 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;

6. proximity of the child's home to the school by straight line distance, with those living nearer being accorded the higher priority. Straight line distances are calculated by the LA as described on page 13.

#### PRIORITY B (Aptitude)

Up to 10% of the PAN (24 places) will be allocated on the following basis:

1. Children who demonstrate an aptitude for Sport or Performing Arts as demonstrated by the School's aptitude tests. The Sport Aptitude Assessment and Performing Arts 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

## Shenfield High School (continued)

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 under Priority A.

\*A sibling is 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.

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

\*\*\*The definitive map is available for inspection at the School.

◆ To be considered for a place under Priority B1 (Aptitude), the school’s Supplementary Information Form must be completed and returned to the school (date to be published annually).

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

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### Admissions to Sixth Form

Students may be admitted to Shenfield High School’s Sixth Form to study A Levels or other available Level 3 courses if the appropriate criteria for admission are met. Sixth Form admission criteria are published annually on the school’s website.

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# 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: Mr Ian Smyrk

Academy (Co-educational)

11–18

School Number: 881-5433

Published admission number Sept 2021: **292**

Applications received (all preferences) Sept 2020: **1028**

Number on roll Jan 2020: **1833**

In 2020 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
  - Larchwood 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
  - 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 (based on a straight line) 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 - 9-5 grades at GCSE including a 4 in  
English and Maths,

Route 2 - 9-4 grades at GCSE including a 4 in  
English and Maths,

Route 3 - 9- 4 grades at GCSE including a 4 in  
English and Maths.

A grade 6 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 2021: **270**  
 Applications received (all preferences) Sept 2020: **848**  
 Number on roll Jan 2020: **1606**  
 In 2020 the last child was admitted under criterion 6

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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<sup>#</sup> 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 11 September, 2020). The test will be held at The Appleton School on Friday 18 September 2020 and Wednesday 23 September, 2020. 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.

<sup>#</sup> 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 11 September 2020.

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: 881-4033

Published admission number Sept 2021: **240**  
 Applications received (all preferences) Sept 2020: **258**  
 Number on roll Jan 2020: **880**  
 In 2020 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 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 who have a sibling currently enrolled at the school;
3. Proximity of the child's home to the school, using the straight line distance as measured by the LA's Geographical Information System, with those living nearest being accorded the higher priority.

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 dealt with in line with the agreed arrangements of the coordinated scheme operated by Local Authority. Straight line distances are calculated by the LA as described on page 13.

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: Mr I Hockey  
 Academy (Co-educational)  
 Specialist Arts College, 2nd Subject Maths and Computing  
 11–16  
 School Number: 881-5420

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **299**  
 Number on roll Jan 2020: **876**  
 In 2020 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 2021: **120**

Applications received (all preferences) Sept 2020: **374**

Number on roll Jan 2020: **513**

In 2020 the last child was admitted under criterion 7

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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 who have been in state care outside of England and cease to be in state care as a result of being adopted;
3. children living in the priority admission area of The Deanes;
4. 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;
5. 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 9 October 2020 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 9 October 2020.

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 2 October 2020.

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.

6. 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);
7. other children.

In the event of over-subscription in criteria 1, 2, 3, 4 and 5 and in the event of a tie on score in criterion 7, 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 5 you need to complete the school's Supplementary Information Form which must be returned to the school by Friday 2 October 2020.

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: Mrs M McGauley

Academy (Co-educational)

Specialist Maths & Computing College

11-18

School Number: 881-5403

Published admission number Sept 2021: **350**

Applications received (all preferences) Sept 2020: **904**

Number on roll Jan 2020: **2128**

In 2020 the last child was admitted under criterion 6

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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<sup>#</sup> on roll at the School at the time of application. The priority admission area (also known as catchment area) can be found on the school's website;
3. children living in the priority admission area for the school<sup>^</sup>;
4. children of staff employed by the school. Any member of school staff who has been employed for a minimum of 2 years at the time of application (on a permanent contract), or to fulfil a vacancy in an area in which it is difficult to recruit. Staff must still be employed at the school on 1 March (national offer day);

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<sup>+</sup>.

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 admissions limit **may** be allocated according to the results of a test of general ability living in an SS postcode, 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) (see note (b) below). 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 over-riding 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. Only students living in the SS postcode area are eligible to apply to sit the test.
6. any remaining places will be allocated according to the distance from the child's home address to the school<sup>+</sup>.

<sup>^</sup> 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.

<sup>#</sup> 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.

<sup>+</sup> 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 via Higher Mapping Agency) 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 3 October 2020.**

Deadline for return of Entry Test Application Forms (SIF) (see important note below): 14 September 2020.

◆ 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 14 September 2020. **Late SIFs will not be accepted under any circumstance.**

Waiting list held until: 31st December 2021.

# CHELMSFORD

## The Beaulieu Park School

Armistice Avenue, Chelmsford CM1 6DT  
 Telephone: (01245) 943500  
 Email: secondary@beaulieuparkschool.com  
 Website: www.beaulieuparkschool.com  
 Principal: Mr J Donaldson  
 Academy (Co-educational)  
 4-16  
 School Number: 881- 4029

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **783**  
 Number on roll Jan 2020: **181**  
 In 2020 the last child was admitted under criterion 5

\*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.

### Admissions Policy

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan 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. children living outside the priority admission area (remaining applications). Tie Break

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.

## The Boswells School

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

Published admission number Sept 2021: **240**  
 Applications received (all preferences) Sept 2020: **692**  
 Number on roll Jan 2020: **1467**  
 In 2020 the last child was admitted under criterion 6

### 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. where the child attends one of the following schools, irrespective of place of residence by the closing date for applications:
  - Barnes Farm Junior School
  - Boreham Primary School
  - Chancellor Park Primary School

- Perryfields Junior School
- Springfield Primary School
- The Bishops' Church of England and Catholic Primary School
- The Cathedral Church of England Voluntary Aided Primary School
- Tyrrells Primary School
- Trinity Road Primary School

5. 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;

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 other 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 2021: **196**  
 Applications received (all preferences) Sept 2020: **641**  
 Number on roll Jan 2020: **1152**  
 In 2020 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 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

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

## 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: Mr S Lawlor  
 Grammar Academy (Girls)  
 Formerly a Specialist Technology, Music, English and  
 Languages College  
 11–18  
 School Number: 881-5410

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **693**  
 Number on roll Jan 2020: **987**

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

Only girls whose parents decide that they will take the CCHS Entrance Test, register their daughter at Chelmsford County High School for Girls 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 eleven years and under twelve years on 31st August 2021 whose parents have registered for them to sit the test with the School by the relevant closing date (see below). 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 31st October each year.

Under age and over age applications are only considered in exceptional circumstances. Any girl who is "under age" or "over age" will need to be registered for the CCHS Entrance Test in writing directly with the School Admissions Officer. The Admissions Officer will then request the relevant information to support the case and obtain the views of the girl's primary school headteacher at the time of registration to sit the test. Please note that the final decision to allow an under age or over age girl to sit the test is at the discretion of the Headteacher of CCHS. Girls may only sit the CCHS Entrance Test once.

Chelmsford County High School for Girls is part of a

group of grammar schools who will be using a common admissions test for September 2021 entry.

The group includes: Chelmsford County High School for Girls, Woodford County High School for Girls, the Slough Consortium of Grammar Schools, Reading and Kendrick. In addition, there are other schools in the wider geographical area who will be using the same test on the same day. **We plan to administer the test during the week beginning Monday 19th October to Thursday 23rd October 2020.** The delay in testing will mean that the candidates will not get the results of the entrance test until after the deadline for CAF completion. You will therefore need to make your CAF choices very carefully and ensure that you name Chelmsford County High School for Girls on the CAF if you wish for your child to be considered for entry to Chelmsford County High School for Girls.

Applicants for any of these 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.

It is expected that an applicant will take the test at the school closest to their home address and state that school on the CCHS Supplementary Information Form. Please note that once a test venue has been selected and submitted on the registration form, no change can be made. Test results will only be shared with those schools within the group who hold a valid registration for that child, in accordance with the School's admissions policy. Registration for the CCHS Entrance Test will close at 4pm on Wednesday 24th June 2020. In ordinary circumstances late registration for the CCHS Entrance Test will not be accepted. Applicants who move to the area after the close of registration, for reasons that could not be foreseen, should contact the Admissions Office to be considered for sitting the entrance test on a later date.

Applicants who wish to attend an entrance test for another school being held on the same day as the CCHS Entrance Test will not be permitted to sit the CCHS Entrance Test on an alternative day. This will not

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## Chelmsford County High School for Girls continued

be deemed as an exceptional circumstance.

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 girl spends the majority of the school week (Sunday to Thursday nights inclusive) at the time of application to the home local authority. The exception to this is if the family are returning from abroad to a previous permanent place of residence within the priority area are members of the Diplomatic Service or Armed Forces. Documentary evidence will be required.

Permanent residency is defined as owner occupancy or valid letting contract 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 one of which must be the electricity bill showing actual usage. The Governing Body may refuse to base an allocation on an address which might be considered only a temporary address.

If a parent claims to be renting a property, a rental agreement/lease arrangement through a letting agency or estate agent will be requested together with written evidence that it is the child's normal place of residence. Informal letting arrangements will not be accepted.

If, in addition to the rented property, the child's parents also own another property and have previously resided in that property, the school will consider whether the application for a school place has been made in good faith. In this situation consideration will be given to whether the rented property or the other property should be regarded as the child's normal place of residence.

In the case of a recent change of address during the admissions process additional evidence will be required this may be in the form of: a UK photocard driving licence (if applicable), council tax bill and two utility bills, 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, including home visits, in relation to both current and any previous addresses and any primary school(s) attended.

Looked After and Previously 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 girl must be able to demonstrate to the School's satisfaction that she has a right to reside in the United Kingdom and is entitled to state education.

### Allocation of places on over-subscription

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:

1. The applicant is a looked after child or previously looked after child who has achieved a score within the top or middle bands as advised in the CCHS Entrance Test result letter posted to parents in October in the year of testing, irrespective of where they permanently live.
2. Of the next 144, places will be allocated as follows:
  - (a) up to 30 places will be made available to applicants in receipt of pupil premium, who have achieved a score within the top or middle bands as advised in the CCHS Entrance Test result letter posted to parents in October in the year of testing and live at a permanent home address within the 12.5 mile priority area of the school. The offer of a place is conditional upon the applicant being continuously resident within the priority area (at their permanent home address) between 1st September of Year 6 and the start of Year 7 at CCHS.
  - b) the remaining places (of the 144) will be allocated to applicants living at a permanent home address within the 12.5 mile priority area of the school. The offer of a place is conditional upon the applicant being continuously resident within the priority area (at their permanent home address) between 1st September of Year 6 and the start of Year 7 at CCHS.

## Chelmsford County High School for Girls continued

3. All remaining places (up to 36) will be allocated in descending score order from the Ranked List of Applicants irrespective of where they permanently live until all 180 places are filled.

Definitions of the above are listed in the CCHS Supplementary Information Form (SIF) and Appendix 1 available from the school.

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 girl(s) who live closest to the school by straight line measurement from the school to the permanent home address (as detailed by the Residency Clause above) 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).

Applicants who are ill, or owing to other exceptional circumstances are unable to take the test on the main date, may be permitted to take the test at a later date, subject, in the case of illness, to the provision of sufficient evidence in the form of a medical certificate from the family doctor, hospital consultant or specialist and in any other circumstances to a written explanation of the reason. No applicant will be able to retake, on a subsequent occasion, an individual test which they have started.

◆ This school requires a Supplementary Information Form to be completed and returned by 4pm Wednesday 24th June 2020. This form is available from the website: [www.cchs.co.uk/admissions](http://www.cchs.co.uk/admissions) Applicants who have registered for the CCHS Entrance Test, will take the test week beginning Monday 19th October to Thursday 23rd October 2020 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).

**Please check the school's website for any changes in the latest information regarding the test.**

Waiting list held until: end of academic year.

### Admissions to Sixth Form

Chelmsford County High School for Girls intends to admit 30 girls into Year 12 in addition to those progressing from Year 11 at CCHS.

External applicants will be admitted provided they have met the minimum entry requirements and where the availability of places in subject courses, the availability of teaching staff, the suitability of group sizes and the pastoral capacity of the school permit. Applications will be refused where the School considers the size of teaching sets or tutor groups necessary would prejudice the efficient 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.

The GCSE criteria below apply equally to internal students and to external applicants. However internal students will be offered places (provided they meet these criteria) before places are offered to 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.

#### Minimum entry requirements

- All candidates are required to have reformed grade 6 or higher, or grade B or higher in GCSE/IGCSE English Language and Mathematics.
- All candidates must achieve an average of at least 6.4375 over their best eight GCSE grades, including English Language and Mathematics. This average should be calculated (according to guidance issued

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## Chelmsford County High School for Girls continued

by the DfE) by converting the grades for English Language, Mathematics and the six highest GCSE results as follows:

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 unreformed IGCSE equivalent, in the subjects they intend to study at A level. Requirements for individual subjects are shown in the A level Subjects Booklets.

In the event of over-subscription when there are more external applicants who satisfy the entry requirements above than there are places available priority will be given in the following order:

1. Students who are 'Looked After' or 'Previously Looked After' children who meet the admission criteria.
2. Other students who meet the admission criteria.

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 and given the availability of places in the teaching sets for each subject they wish to study. In the case of a tie, the results of GCSEs beyond the eighth subject will be taken into account, using the higher average point score of nine subjects, then ten subjects etc, until the tie is resolved.

### Further Requirements

- The student must be under 17 years of age on 31st August of the calendar year of proposed admission.
- The student must be able to demonstrate to the School's satisfaction that she has a right to reside

in the United Kingdom and is entitled to State Education.

- 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, necessary for her to participate successfully in the Sixth Form.

External students will need to complete the Application Form, while internal students will be required to fill in an Options Form.

Interviewing does not form part of our admissions process but we may invite students for an options discussion where necessary.

The closing date for applications is detailed on the school's website.

All prospective Sixth Formers will be invited to participate in the Induction programme which takes place in June. Offers of places in the Sixth Form are made and confirmed when GCSE results are published; for equal consideration students must upload their results to the CCHS admissions website by 1200 BST on GCSE Results Day. If the school is able to offer them a place they will subsequently be contacted by telephone for a verbal offer to be made. They will need to confirm their place by email immediately after this conversation has taken place.

Where students applying to the Sixth Form do not have standard GCSE or IGCSE qualifications, applications are considered on an individual basis and students may be asked to sit specific tests in school. Student qualifications will be considered along with other information provided by the student's current school, in an attempt to make a fair assessment of the application. This process is entirely at the discretion of the Governing Body. Students may find it helpful to consult NARIC, (the National Agency responsible for providing information and expert opinion on academic qualifications from overseas), to obtain the necessary information.

## 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: Mr P Farmer

Academy (Co-educational)

Specialist Science and Sports College

11–18

School Number: 881-4390

Published admission number Sept 2021: **240**

Applications received (all preferences) Sept 2020: **898**

Number on roll Jan 2020: **1483**

In 2020 the last child was admitted under criterion 6

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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 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;
4. children living in the priority admission area; children attending a primary school within the priority admission area; plus children attending Barnes Farm, Chancell or Park and St. Andrew's Junior School, Hatfield Peverel. Within this criterion, children will be ranked by 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.
5. 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 (SIF) must be completed. If you qualify for criterion 1, 2, 3 or 4 outlined above, you do not need to apply for the sports selection day.

6. all remaining applications by 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.

\*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 Great Baddow High School 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. In the case of twins or triplets, both or all will be offered places.

◆ This school requires a Supplementary Information Form to be considered under aptitude for sport. This must be returned to Great Baddow High School by NO LATER THAN FRIDAY 2nd OCTOBER 2020.

The selection day will take place on Saturday 10 October 2020, 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 academic year.

### Admissions to Sixth Form

The Sixth Form is open to all Great Baddow High School students, as well as external students. All applicants must meet the minimum entry requirements for their chosen course of study and any subject specific requirements. Full details of our courses and entry requirements are available on the website. The Sixth Form Open Evening takes place at the end of October (please see the school's website for full details).

# CHELMSFORD

## Hylands School

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

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **135**  
 Number on roll Jan 2020: **729**  
 In 2020 the last child was admitted under criterion 6

### 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<sup>‡</sup> 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<sup>‡</sup> 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.

<sup>‡</sup> LA sibling definition applies (see page 14).

Waiting list held until: end of academic year.

### Admissions to Sixth Form

The Sixth Form is open to both Hylands students and external students. Further details regarding the entry requirements and the courses available can be obtained from the school and on the school website. The Sixth Form open evening will take place in early November.

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

Broomfield Road, Chelmsford CM1 3SX  
 Telephone: (01245) 353510  
 Email: [office@kegs.org.uk](mailto:office@kegs.org.uk)  
 Website: [www.kegs.org.uk](http://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 2021: **150**  
 Applications received (all preferences) Sept 2020: **604**  
 Number on roll Jan 2020: **1128**

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information for the CSSE selective schools on the CSSE website ([www.csse.org.uk](http://www.csse.org.uk)) and the individual school websites for all grammar schools.**

#### The selection test and eligibility for entry to Year 7

- (a) There will be one selection test for those schools that are members of the CSSE (Consortium of selective schools in Essex). This will save children whose parents or carers express a preference for more than one selective school in the CSSE from taking multiple tests for those schools.
- (b) The number intended to admit to King Edward VI Grammar School is 150.
- (c) Parents or carers must register their child with the CSSE by the closing date for registration to sit the test.
- (d) The test is normally available to children registered in Year 6 from the start of the academic year in which the test is to be taken and who are aged 11 years but under 12 years of age on the following 31st August, immediately prior to admission in September. For applicants who are outside of this age range, the school will follow the procedures set out by the CSSE to determine whether or not an 'over age' or 'under age' applicant will be permitted to sit the test. Please contact the CSSE, [www.csse.org.uk](http://www.csse.org.uk), for further details.
- (e) Parents or carers must complete both the CSSE registration form and submit this to the CSSE by its closing date (see [www.csse.org.uk](http://www.csse.org.uk)) as well as submitting a formal Common Application Form to their home local authority. The closing date for applications is 31st October each year. Further information about how to register for the test can be obtained from the CSSE (see [www.csse.org.uk](http://www.csse.org.uk)).

(f) 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.

(g) 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. The CSSE will determine what age adjustment, if any, should be applied to the 11+ scores.

(h) 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 as determined by the CSSE, 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. Further details can be found in the Access Arrangements document provided by the CSSE on their website.

#### Venue of the test for Year 7 entry

- (a) The test will be taken at a selective school or other designated centre. Normally applicants for King Edward VI Grammar School will take the test at the school or other local site which the school may use. If maximum candidate capacity at KEGS is reached, the CSSE will offer applicants an alternative test centre, sometimes on a different day. All UK candidates must sit the test at a CSSE centre.
- (b) In the interests of fairness, no applicant will take the test at his own school except as described in (c) below where no alternative is available.
- (c) Applicants intending to move to Essex for the start of their child's Year 7 education, but who currently live abroad, will take the test on the main test date at a place to be decided in consultation with the CSSE and the applicant's parents or carers.

#### Over-subscription for entry in Year 7

- (a) 150 places are available to those who made KEGS one of their preferences, who have not been offered a place at another school for which they expressed a higher preference, and who qualify to be offered a place at the school under the coordinated admissions arrangements. Where applications for admission exceed the number of places available in Year 7, places will be awarded in rank order from the test, using



# CHELMSFORD

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

standardised scores (including age standardisation).

### Places that are dependent on living continuously in the 'Priority Area'

120 places are reserved for boys who have been continuously living within the priority area, i.e. within a distance of 12.5 miles from the school (see section 4(b)-(c) and section 5 below), since 1st September at the start of Year 6:

**(i)** Up to 8 out of the 120 'priority area' places are available to the top performing boys in the selection test who fulfil all of the following criteria:

**A.** at the time of test registration, are EITHER in receipt of the Pupil Premium payment OR are classified as 'looked after' children or 'previously looked after' children. In each case, this must be declared on the CSSE Supplementary Information Form when registering for the tests (evidence will be required);

**B.** achieved a final standardised score of at least 340

**(ii)** Further places will be offered in descending rank order of marks to the boys up until 120 places have been awarded to priority area applicants (this total includes any places awarded in 4(i) above).

### Places not dependent on living in the 'Priority Area'

Once 120 places have been allocated to boys living inside the 'priority area', the remaining 30 places will be allocated to boys regardless of where they live:

**(iii)** Up to 2 of these 30 places are available to the top performing boys in the selection test who fulfil all of the following criteria:

**A.** at the time of test registration, are EITHER in receipt of the Pupil Premium payment OR are classified as 'looked after' children or 'previously looked after' children. In each case, this must be declared on the CSSE Supplementary Information Form when registering for the test (evidence will be required);

**B.** achieved a final standardised score of at least 368.

**(iv)** The remaining places from the 30 will then be offered in descending rank order of marks to the boys scoring highest in the selection test.

**(b)** The offer of a place made under 4(a)(i) and 4(a)(ii) is conditional upon the pupil being continuously resident

within the priority area (at their permanent home address and that of their primary carer) 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, the 'permanent home address' will be defined as the place where the child resides for the majority of the week (Sunday to Thursday nights inclusive) and where their primary carer normally resides. Permanent residency is defined as owner occupancy or valid letting contract of a residential property. If a family rents a property, or lives with relatives temporarily, and uses this address in order to try to gain a priority area school place, whilst retaining ownership or tenancy of an alternative property, then the latter property will normally be considered as the appropriate address to assess admission from, even if this property is not currently being occupied by the child and their primary carer. For all applications, 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 4(b) above. Documentary evidence will be required.

**(e)** Where selected pupils drop out between the time of publication of offers of places and the start of the following academic year places, then:

**(i)** any pupil who drops out who was awarded a place on the basis of categories 4(a)(i) and 4(a)(ii) above (i.e. who lives within the priority area) will be replaced by the next pupil in rank order who lives in the priority area as defined in 4(b)-(c).

**(ii)** any pupil who drops out who was awarded a place on the basis of categories 4(a)(iii) and 4(a)(iv) above will be replaced by the next pupil in the rank order.

**(f)** Where there are a number of pupils with equal scores competing for the last available place, due to applicants achieving identical standardised test scores (including age standardisation), preference will first of all be given to "looked after" or "previously looked after" children, then to those in receipt of Pupil Premium (evidence will be required), 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 (see section 5 below). In the unlikely event of two applicants with an identical distance competing for a single place, the place will be

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

offered to one applicant on the basis of lots drawn by an independent person (usually a Governor).

**(g)** A waiting list of the remaining pupils who took the selection test, will be held by the school 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 4(e) above.

### Address checking

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

- UK driving licence (if applicable);
- Council tax notification; and
- 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 1st July 2020. This form is available online at [www.csse.org.uk](http://www.csse.org.uk)  
**Please check the CSSE website for any changes in the latest information regarding the test.**

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](http://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, ie. 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) The morning of the day GCSE results are released at the end of Year 11 is the latest time for receipt of an application if the applicant is to be considered equally alongside all other candidates.
- c) 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.
- d) 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.
- e) The minimum number of external applicants likely to be admitted is 50. 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 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.
- f) The requirements for admission into Year 12 are:
  1. an average GCSE/IGCSE points score of at least 6.625 across **the best eight subjects**. This will be calculated as follows:  
Reformed GCSEs (graded 9 to 1) will score

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

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). The English GCSE may be either English Language or English Literature.
3. A suitably high GCSE grade, usually reformed grade 7 or A or better, in each chosen subject of study. An 8 or higher is usually required to study A Level Mathematics; a 9 is usually required to study Further Maths.
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 are accepted e.g. FSMQ Additional Maths (of B or above) + Maths GCSE, but not GCSE Statistics + GCSE Maths + FSMQ Additional Maths.
7. Applicants who have previously left KEGS for disciplinary reasons, either through a managed move or a permanent exclusion, will be treated as “external” candidates.

g) 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 first to ‘looked after’ children or ‘previously looked after’ children or those formerly in receipt of Pupil Premium who meet the criteria above. If there is still a tie after applying this criterion, 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 and, if appropriate, will occasionally prioritise applications from students who wish to study one or more of the courses with fewer students.

### Transport

Information about transport to this school is available on the Consortium for Selective Schools in Essex website [www.csse.org.uk](http://www.csse.org.uk).

## Moulsham High School

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

Published admission number Sept 2021: **270**  
 Applications received (all preferences) Sept 2020: **960**  
 Number on roll Jan 2020: **1530**  
 In 2020 the last child was admitted under criterion 5

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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<sup>‡</sup> 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. pupils who live with parents, guardians or carers, who are employees of Moulsham High School, provided that the employee has been employed by the School for a minimum of one year at the date of application for admissions;
5. 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 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.

<sup>‡</sup> LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

◆ This school requires a Supplementary Information Form to be completed and returned to the school by 27th September only if you are applying through music aptitude.

### 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 2021/2022.

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.

# CHELMSFORD

## The Sandon School

Molrams Lane, Sandon, Chelmsford CM2 7AQ

Telephone: (01245) 473611

Email: [info@sandon.essex.sch.uk](mailto:info@sandon.essex.sch.uk)

Website: [www.sandon.essex.sch.uk](http://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 2021: **216**

Applications received (all preferences) Sept 2020: **736**

Number on roll Jan 2020: **1236**

In 2020 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<sup>‡</sup> 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.

<sup>‡</sup> LA sibling definition applies (see page 14).

Waiting list held until: 31 December 2021.

### Admissions to Sixth Form

1. Students will be admitted into The Sandon Sixth Form from the age of 16 if they meet any subject specific grades and other criteria as identified in the Sixth Form Prospectus for 2021.
2. The School cannot guarantee a chosen programme of study. The School reserves the right not to run a subject if there are not enough students or to limit the number of students in any subject class.
3. 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.
4. The Headteacher, in consultation with the Chair of Governors, at their discretion may admit or decline to admit any student to the Sandon Sixth Form if in the interests of the student and the School that is the best action to take.

## 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 2021: **190**  
 Applications received (all preferences) Sept 2020: **567**  
 Number on roll Jan 2020: **1138**  
 In 2020 the last child was admitted under criterion 8.2

### Admissions Policy

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

1. 'Looked after' and previously looked after Catholic children in a non-Catholic family or 'looked after' children of a Catholic family who are resident in the Parishes of: Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow\*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham;
2. baptised Catholic<sup>†</sup> children of practising<sup>^</sup> Catholic families resident in the parishes of Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow\*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham;
3. other baptised Catholics<sup>†</sup>;
4. other Looked After Children and previously looked after children<sup>#</sup>;
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.

Where the offer of places to all the applicants within any of the categories listed would lead to over-subscription the following rules will be applied:

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. Where the offer of places to all the applicants in the sub-category listed above would still lead to

over subscription, the places up to the admission number will be offered to those living nearest to the school. 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 a 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.

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.

\* The area around Gt. Dunmow that is east of the river Roding and south of the A120.

† '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.

Eastern Christian Church' includes Orthodox Churches and is evidenced by a Certificate of baptism or reception from the authorities of that Church.

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

# CHELMSFORD

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## St John Payne Catholic School (Continued)

'Children of other Christian denominations' All members of Churches Together in England and of CYTŪN are deemed to be included, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group.

'Parish Boundaries' - details of the parish boundaries are held by the parish priests. Maps and boundary descriptions can also be viewed on the school website at: [www.sjp.essex.sch.uk](http://www.sjp.essex.sch.uk).

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◆ This school requires a Supplementary Information Form to be completed by no later than 31st October 2020.

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

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### Admissions to Sixth Form

The school operates a sixth form for a total of 260 pupils. 130 places overall will be available in Year 12. While the admission number is 130, if fewer than 130 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 130. Both internal and external pupils are required to meet the following entry requirements:

1. Achieve the minimum points score from the best 8 KS4 qualifications
2. Achieve individual requirements for the selected subjects

Criteria are published annually in the school's prospectus and on the school website.

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## William de Ferrers School

Trinity Square, South Woodham Ferrers CM3 5JU

Telephone: (01245) 326326

Email: [mainoffice@wdf.school](mailto:mainoffice@wdf.school)

Website: [www.wdf.school](http://www.wdf.school)

Headteacher: Mr. M. Applewhite

Academy (Co-educational)

11–18

School Number: 881-5427

Published admission number Sept 2021: **225**

Applications received (all preferences) Sept 2020: **313**

Number on roll Jan 2020: **1223**

In 2020 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 the following Primary Schools:
  - 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 of applications for September Intake.

3. students living in South Woodham Ferrers and those with a Woodham Ferrers postal address;
4. students with siblings<sup>‡</sup> 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.

<sup>‡</sup> LA sibling definition applies (see page 14).

The school operates a rolling waiting list.

### Admissions to Sixth Form

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



# COLCHESTER

## Colchester Academy

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

Published admission number Sept 2021: **182**  
 Applications received (all preferences) Sept 2020: **228**  
 Number on roll Jan 2020: **793**  
 In 2020 the last child was admitted under criterion 4

### Admissions Policy

If the Academy is oversubscribed or there are more applications than places, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan (where the Academy is named in the Statement or Plan), priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After Children and previously looked after children (see definition on page 14);
2. Children who are Ordinarily Resident (see Definitions) in the Priority Admission Area (see Definitions) with a sibling (see Definitions) who is either on roll at the time of the application, or has been offered a place **and** will still be a pupil of the School at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the School, please name the youngest one.
3. Children who are Ordinarily Resident outside of the Priority Admission Area with a sibling who is either on the roll at the time of the application, or has been offered a place **and** will still be a pupil at the School at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the School, please name the youngest one.
4. Children who are Ordinarily Resident in the Priority Admission Area and attend one of the designated primary schools:
  - Fingringhoe CE (VA) Primary
  - Friars Grove Primary School
  - Hazelmere Junior School
5. Children who are Ordinarily Resident in the Priority Admission Area.
6. Children who are Ordinarily Resident outside the School's Priority Admission Area but attend one of the designated primary schools:
  - Parsons Heath CE
  - Roach Vale Primary School
  - Unity Primary Academy
  - St John's CE (VC)
  - St Lawrence CE Primary School, Rowhedge
  - Willow Brook Primary school
7. Children of staff employed by a Trust School in the following circumstances:
  - 1) where the member of staff has been employed for two or more years at the time the application for admission to the School is made; or
  - 2) where the member of staff is recruited to fill a vacant post for which there is a skill shortage.
8. All other applicants by distance from the address where the child is Ordinarily Resident, as per the distance tie-breaker.

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who are Ordinarily Resident nearest to the Academy as measured by a straight line. Straight line distances are calculated by the LA as described on page 13.

In the unlikely event that two or more applicants competing for a single place at the Academy live the same distance from the School, the place will be offered to one applicant on the basis of random allocation (i.e. the drawing of lots). The random

## Colchester Academy (continued)

allocation process will be supervised by a person who is independent of the Academy and a fresh round of random allocation will be done each time a child is to be offered a place from a waiting list.

In the case of twins or other multiple births, where there is only one place available in the Academy, all will be considered and admitted together as one application.

By ordinarily resident, ordinarily residing or ordinarily reside we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application.

Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child Ordinarily Residing at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but Ordinarily Reside at the same address as a family unit.

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Waiting list held until: end of autumn term.

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# COLCHESTER

## Colchester County High School for Girls

Norman Way, Colchester CO3 3US  
 Telephone: (01206) 576973  
 Email: office@cchsg.com  
 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 2021: **192**  
 Applications received (all preferences) Sept 2020: **676**  
 Number on roll Jan 2020: **1031**

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information for the CSSE selective schools on the CSSE website ([www.csse.org.uk](http://www.csse.org.uk)) and the individual school websites for all grammar schools.**

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.

An additional form for those candidates in receipt of free school meals by virtue of their household income at the agreed government threshold \* or for whom their primary school receives the pupil premium\*\* must be completed and returned to Colchester County High School for Girls by 31 October 2020. The School will seek written verification of this information from each candidate's primary school, with parental permission. The eligibility will be taken to be as on the date the test is taken.

\*This does not apply to students who receive free school meals only due to the universal free school meals policy by the Local Authority.

\*\*Children eligible for the pupil premium:

1. Looked after children
2. Previously looked after children
3. Children currently eligible for free school meals by virtue of their household income at the agreed government threshold
4. Children who are known to have been eligible for free school meals by virtue of their household income at the agreed government threshold since 2014

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.

Looked After Children\* (LAC) or Previously Looked After Children (PLAC) who score 320 or above will be prioritised first. Thereafter up to 20 places will be available to the highest scoring applicants who are eligible for the pupil premium (i.e. those in receipt of free schools meals either currently or have received free school meals in the previous 6 years, for whom their primary school receives the pupil premium) and who achieve a test score of 320 or more. The remaining places will be available to all other highest scoring applicants in rank order of merit.

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. Written requests should be addressed to the Headteacher and sent via the CSSE with supporting documents.

The CSSE deadline date for submitting the SIF will be published on the CSSE website.

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 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

## Colchester County High School for Girls (Continued)

be aggregated and mathematically standardised for each candidate. A rank order of merit of all candidates seeking a selective place will be created.

The test can only be taken once by any candidate.

The main test date for September 2021 entry will take place on a date arranged by the CSSE.

Applicants intending to move to Essex for the start of their child's Year 7 education, but who currently live in the UK, must travel to take the test at a CSSE test centre. Applicants who live overseas should contact the CSSE regarding arrangements to take the tests on the main test date at a place to be decided by the CSSE in consultation with the applicant's parents.

Applicants, whose move to the area could not be foreseen in time to meet application deadlines, will be permitted to take a test at a later date decided by CSSE. The applicant will be placed in rank order with the rest and the details passed to the LA. If offers of places up to the PAN have already been made by the LA, but the applicant's result would have earned her a place then the applicant will be placed on the waiting list. If a place then becomes available within the number intended to admit, it will be offered (via the LA) to the late applicant by virtue of having a higher qualifying score than the next student on the rank order. The Local Authority will inform late applicants of their statutory right of appeal at the time a place is refused.

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.

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 the following order:

- (i) who is 'looked after' or was previously looked after (see definition on page 14) who score 320 or above in the selection test.;
- (ii) up to 20 places will be allocated to the highest scoring candidates on the Order of Merit List who are eligible for the pupil premium on the date that the 11+ test is taken and who achieve a standardised test score of 320 or above.
- (iii) places will then be allocated in descending score order from the Rank Order of Merit List, highest scoring first, 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 eligible for the pupil premium if they have not already been offered a place, followed by the girl living closest to the school by straight line measurement, measured from the school.

When selected students withdraw between the time of publication of the results and the following September, places will be offered to the next qualified girl(s) from the Order of Merit List, (subject to the same conditions as outlined in the preceding paragraphs).

A waiting list will be kept by the LA until the end of the first week of the autumn term and thereafter by the school until the end of the first term. The Order of Merit List will cease to apply from the second term in Year 7 and any further vacancies will be treated as per the In Year Admissions Policy

\* see definition on page 14 for Looked After Child.

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◆ This school requires a Supplementary Information Form to be completed. The CSSE deadline date for submitting the SIF will be published on the CSSE website. The form is available online at **www.csse.org.uk**. **Please check the CSSE website for any changes in the latest information regarding the test.**

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Waiting list held until: end of autumn term.

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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.

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# COLCHESTER

## Colchester County High School for Girls (Continued)

### 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 15 January 2021.

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 three, four or five A Levels in Year 12. Students may study Further Mathematics within the four course choices or in addition to a 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.

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.

The criteria above are minimum entry requirements. Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses as this is dependent on numbers in the teaching groups.

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 their 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

## Colchester County High School for Girls (Continued)

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, followed by applicants from Alpha Trust secondary schools, 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 all other 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.

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.

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### Transport

Information about transport to this school is available on the Consortium for Selective Schools in Essex website [www.csse.org.uk](http://www.csse.org.uk)

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# COLCHESTER

## Colchester Royal Grammar School

Lexden Road, Colchester CO3 3ND  
 Telephone: (01206) 509100  
 Email: [office@crgs.co.uk](mailto:office@crgs.co.uk)  
 Website: [www.crgs.co.uk](http://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 2021: **128**  
 Applications received (all preferences) Sept 2020: **600**  
 Number on roll Jan 2020: **1004**

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information for the CSSE selective schools on the CSSE website ([www.csse.org.uk](http://www.csse.org.uk)) and the individual school websites for all grammar schools.**

#### Admissions Priority 1:

Up to 12 places will be offered to boys who have named CRGS as a preferred school and who qualify to be offered a place at the school under the coordinated admissions arrangements, who achieve a score greater than 320 in the selection tests and who fall into any of the following categories:

- a 'looked after child' or previously looked after child (see note below);
- a child in receipt of the Pupil Premium Grant at the time of registration for the 11+ test (i.e. one who is in receipt of Free School Meals currently, or has received Free School Meals in the previous six years, whose primary school receives the Pupil Premium Grant).

In both of these cases, the information must be declared on the CSSE registration form for the tests; evidence to confirm eligibility will subsequently be sought.

The places will be allocated based on descending rank order of marks, until either 12 places have been allocated or there are no more boys who fall into one of the above categories and who achieve a score greater than 320.

#### Admissions Priority 2:

The remaining places will then be offered in descending rank order of marks to the 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 coordinated admissions arrangements until the PAN of 128 is reached.

If there are applicants with an equal ranking competing for the last available place in either Admissions Priority category, preference will be given to:

- a 'looked after child' or a child who was previously looked after;
- followed by a child in receipt of the Pupil Premium Grant at the time of registration for the 11+ test (i.e. one who is in receipt of Free School Meals currently, or has received Free School Meals in the previous six years, whose primary school receives the Pupil Premium Grant);
- followed by the applicant living closest to the school by straight line distance as defined by the LA and set out in the Secondary Education in Essex Booklet.

The published admission number for Year 7 is 128. 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 test can only be taken once by any pupil.

The school does not normally admit 'over age' applicants. Any test candidate who is 'under age' or 'over age' will need to demonstrate that their application is supported by the necessary relevant evidence. A panel of Headteachers, selected from the Consortium Schools and with full delegated authority from those schools, will review all 'under age' and 'over age' applications. The panel's decision is binding.

If a place has been offered, but is then subsequently declined, a new offer will be made to whichever applicant has the next highest score in the same Admissions Priority category, provided the conditions outlined above are met. If there are no more applicants who meet the conditions for Admissions Priority category 1, then the place will be offered to the next highest scoring applicant from Admissions Priority category 2.

♦ This school requires a Supplementary Information Form to be completed. The form is available online at [www.csse.org.uk](http://www.csse.org.uk). **Please check the CSSE website for any changes in the latest information regarding the test.**

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

# COLCHESTER

## Colchester Royal Grammar School (continued)

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 requirement for entry into the Sixth Form is at least 38 points across the best five subjects.

Reformed GCSEs will score according to their numerical grade; unreformed GCSEs will score 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.

A grade 7 (or above) is required in the subjects to be studied at A level. A reformed grade 5 or above must be achieved in GCSE (or GCSE equivalent, as defined by the DfE) English Language and Mathematics, regardless of whether or not these subjects are being followed at A level. A reformed grade 8 in GCSE Mathematics is required for anyone wishing to study Further Mathematics 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 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 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. 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 1 December 2020.

### Transport

Information about transport to this school is available on the Consortium for Selective Schools in Essex website [www.csse.org.uk](http://www.csse.org.uk).

Waiting list held until: end of autumn term.



# COLCHESTER

## 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 2021: **300**

Applications received (all preferences) Sept 2020: **987**

Number on roll Jan 2020: **1571**

In 2020 the last child was admitted under criterion

Priority A - 3

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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 270 places will be allocated in the following priority order:

- 1) 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.

- 2) Where a student's sibling<sup>‡</sup>, 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.
- 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 30 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 24th September 2020. Tests/auditions will then be scheduled and concluded so that parents can be notified of the outcome prior to the 31st October 2020. 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 a Priority B applicant not wishing to take up their place or being allocated a place via a Priority A criteria, this place will be reallocated to other Priority B applicants in rank order of aptitude score until the Priority B waiting list is exhausted.
  - 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 Criteria 3.

A priority B offer will only be made if a Priority B place becomes available and if a Priority B waiting list exists. All other offers will be made under Priority A.

<sup>‡</sup> 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).

♦ If applying under the music aptitude criteria, this school requires a Supplementary Information Form to be completed and returned by **24th September 2020**

Waiting list held until: end of autumn term.

## Paxman Academy

Paxman Avenue, Colchester, CO2 9DQ  
Telephone: (01206) 671155  
Email: admin@paxmanacademy.org.uk  
Website: www.paxmanacademy.org.uk  
Headteacher: Mrs C. Moffat  
Academy (Co-educational)  
11–16  
School Number: 881-4034

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Published admission number Sept 2021: **180**  
Applications received (all preferences) Sept 2020: **673**  
Number on roll Jan 2020: **180**  
In 2020 the last child was admitted under criterion 6

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### 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<sup>‡</sup> 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:
  - Gosbecks Primary
  - Hamilton Primary
  - Icen Academy
  - Montgomery Junior School
  - St. Michael's Primary School and Nursery;
5. children of staff; where a member of staff has been employed for two or more years 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.

<sup>‡</sup> LA sibling definition applies (see page 14).

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Waiting list held until: end of autumn term.

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## Philip Morant School and College

Rembrandt Way, Colchester CO3 4QS  
 Telephone: (01206) 545222  
 Email: [theschool@philipmorant.essex.sch.uk](mailto:theschool@philipmorant.essex.sch.uk)  
 Website: [www.philipmorant.essex.sch.uk](http://www.philipmorant.essex.sch.uk)  
 Executive Headteacher: Mr S Holder  
 Academy (Co-educational)  
 11–18  
 School Number: 881-4031

Published admission number Sept 2021: **340**  
 Applications received (all preferences) Sept 2020: **835**  
 Number on roll Jan 2020: **1625**  
 In 2020 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 the order set out below:

1. Looked After Children and previously looked after children (see definition on page 14);
2. Children with a sibling<sup>‡</sup> 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:
  - Gosbecks Primary School
  - Hamilton Primary School
  - Home Farm Primary School
  - Lexden Primary School
  - Prettygate Junior School
5. Children of staff; where a member of staff has been employed for two or more years 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.

<sup>‡</sup> LA sibling definition applies (see page 14). However, applicable for 11-18 schools in The Sigma Trust, the sibling rule will not apply where the sibling has joined the school in Year 12 or 13 having previously attended a different school within North East Essex and the family has not relocated.

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Waiting list held until: end of autumn term.

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### Admissions to Sixth Form

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

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## 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 and Enterprise and Languages  
 College  
 11–16 Roman Catholic  
 School Number: 881-5466

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **608**  
 Number on roll Jan 2020: **878**  
 In 2020 the last child was admitted under criterion 7

### 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](mailto:contact@st-helena.essex.sch.uk)  
 Website: [www.st-helena.essex.sch.uk](http://www.st-helena.essex.sch.uk)  
 Headteacher: Ms F Pierson  
 Academy (Co-educational)  
 11–16  
 School Number: 881-5448

Published admission number Sept 2021: **200**  
 Applications received (all preferences) Sept 2020: **608**  
 Number on roll Jan 2020: **970**  
 In 2020 the last child was admitted under criterion 5,  
 (for 2020 this was the proximity criterion).

### 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<sup>‡</sup>.
3. Children who reside within the Priority Admission Area.
4. Children who attend the following primary schools:
  - Bishop William Ward School
  - Kendall Primary School
  - North Primary School & Nursery
  - St George's New Town Junior School
  - Saint James' Primary School
  - St John's Green Primary School
5. Children of staff; where a member of staff has been employed for two or more years 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.

<sup>‡</sup> 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.school  
 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 2021: **280**  
 Applications received (all preferences) Sept 2020: **892**  
 Number on roll Jan 2020: **1323**  
 In 2020 the last child was admitted under criterion 7

### 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 with a sibling attending the school who will still be on roll at the date of admission<sup>‡</sup>.
3. Children who reside within the Priority Admission Area.
4. Children who attend the following schools:
  - Birch Church of England VA Primary School
  - Chappel CofE Primary School
  - Copford CofE (VC) Primary School
  - Fordham All Saints Primary School
  - Great Tey Church of England Primary School
  - Heathlands CofE Primary School
  - Holy Trinity CofE Primary School, Eight Ash Green & Aldham
  - Layer-de-la-Haye CofE Primary School
  - St Andrew's CofE Primary School, Marks Tey
  - Stanway Fiveways Primary School
  - Stanway Primary School
5. Children of staff; where a member of staff has been employed for two or more years 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.

<sup>‡</sup> LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

## The Thomas Lord Audley School

Part of the Sigma Trust

Monkwick Avenue, Colchester CO2 8NJ

Telephone: (01206) 547911

Email: enquiries@tla.school

Website: www.tla.school

Headteacher: Ms H Boast

Academy (Co-educational)

11–16

School Number: 881-4020

Published admission number Sept 2021: **168**

Applications received (all preferences) Sept 2020: **346**

Number on roll Jan 2020: **814**

In 2020 the last child was admitted under criterion 4

‡ LA sibling definition applies (see page 14).

Waiting list held until: end of autumn term.

### 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:
  - Cherry Tree Academy
  - Fingringhoe CofE (VA) Primary School
  - Langenhoe Community Primary School & Pre-School
  - Mersea Island School
  - Monkwick Junior School
  - Old Heath Community Primary School
  - St Lawrence Church of England Primary School
5. Children of staff; where a member of staff has been employed for two or more years 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.

## Thurstable School

Maypole Road, Tiptree, Colchester CO5 0EW  
 Telephone: (01621) 816526  
 Email: [thurstable@thurstable.essex.sch.uk](mailto:thurstable@thurstable.essex.sch.uk)  
 Website: [www.thurstable.essex.sch.uk](http://www.thurstable.essex.sch.uk)  
 Headteacher: Mr M Bacon  
 Academy (Co-educational)  
 11–18  
 School Number: 881-5413

Published admission number Sept 2021: **210**  
 Applications received (all preferences) Sept 2020: **370**  
 Number on roll Jan 2020: **1190**  
 In 2020 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 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 School
  - Birch Church of England Primary School students 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.
  - Feering Church of England Primary School
  - Great Totham Primary School
  - Kelvedon St Mary's Church of England Primary Academy & Autism Support Centre
  - Mersea Island Primary School
  - Messing cum Inworth Primary School
  - Milldene Primary School
  - Tiptree Heath Primary School
  - Tiptree St Luke's CE (VC) Primary
  - St. Nicholas Church of England Primary School, Tolleshunt D'Arcy
  - Tollesbury Primary 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.

\*Sibling is defined in these arrangements as children who live as brother or sister in the same family household and address, including biological brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who attend the preferred school in any year group excluding the final year. Biological 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.

◆ 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 2021: **180**  
 Applications received (all preferences) Sept 2020: **645**  
 Number on roll Jan 2020: **1219**  
 In 2020 the last child was admitted under criterion b3

### Admissions Policy

Where the number of applications for admission is greater than 180, 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<sup>†</sup> 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<sup>‡</sup> 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 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<sup>‡</sup> 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\*.

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. Applications based on attendance at any other non-affiliated church are considered under Criterion 3 of the School's Admission Policy.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

<sup>†</sup> 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, that the place of worship satisfies this definition. Information provided in the SIF will be used to allocate places if there are more applications than there are

# EPPING FOREST

## Davenant Foundation School (continued)

places available.

‡ 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 the school reception, 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 Year 12 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@debdenparkhighschool.org](mailto:admin@debdenparkhighschool.org)

Website: [www.debdenparkhighschool.org](http://www.debdenparkhighschool.org)

Headteacher: Ms H Gascoyne

Academy (Co-educational)

Specialist Arts College

11–18

School Number: 881-4001

Published admission number Sept 2021: **180**

Applications received (all preferences) Sept 2020: **660**

Number on roll Jan 2020: **1057**

In 2020 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 of staff. This would mean TKAT employees who work at Debden Park High School, who have been employed for a minimum of 3 months before application.
3. 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 Debden Park 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 Debden Park 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.
4. Other pupils living in the priority admissions area\*.
5. Children from TKAT Primary Schools
  - Ore Village Primary (East Sussex)
  - Pebsham Primary (East Sussex)
  - Heybridge Primary (Essex)
  - Stapleford Abbots Primary (Essex)
  - Maldon Primary (Essex)
  - Front Lawn Primary (Hampshire)
  - Dame Janet Primary (Kent)
  - Drapers Mills (Kent)
  - East Wickham Primary (Kent)
  - Grays Farm Primary (Kent)
  - Horizon Primary (Kent)
  - Napier Community Primary (Kent)

# EPPING FOREST

## Debden Park High School (continued)

- Newlands Primary (Kent)
- Northdown Primary (Kent)
- Pluckley C of E Primary (Kent)
- Royal Park Primary (Kent)
- Salmestone Primary (Kent)
- Smarden Primary (Kent)
- Weyford Primary (Surrey)
- Broadfield Primary (West Sussex)
- Hilltop Primary (West Sussex)
- Portfield Primary (West Sussex)
- Seal Primary (West Sussex)
- Seymour Primary (West Sussex)
- Tangmere Primary (West Sussex)
- The Mill Primary (West Sussex)
- The Oaks Primary (West Sussex)

### 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.

\* 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 St John's, Church of England School

Bury Lane, Epping, Essex, CM16 5JB  
 Telephone: (01992) 573028  
 Email: admin@bmatesj.org.uk  
 Website: www.eppingstjohnschool.org  
 Head of School: Mr M Yerosimou  
 Executive Head: Mr S Hehir  
 Academy (Co-educational)  
 11–18 Church of England  
 School Number: 881-4023

Published admission number Sept 2021: **180**

Applications received (all preferences) Sept 2020: **362**

Number on roll Jan 2020: **932**

In 2020 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<sup>#</sup> attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling<sup>#</sup> 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 at the time of application.

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.

# EPHING FOREST

## 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: Mr I Tilbury  
 Academy (Co-educational)  
 11–16  
 School Number: 881-5415

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **186**  
 Number on roll Jan 2020: **622**  
 In 2020 the last child was admitted under criterion 3

### 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. Current Family Association. A brother or sister on the roll at the King Harold Academy at the time of entry. In this context, brother or sister means children who live as brother or sister in the same house, including adopted siblings, stepbrothers or sisters and foster brothers or sisters.
3. Proximity of a student's home to the school. Those residing in the EN9 postcode area and living closest being given highest priority. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school. Straight line distances are calculated by the LA as described on page 13.

A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child may sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form.

Exceptional medical circumstances (supported by medical evidence) may override the above. A map of the priority admission area is available from the school.

Waiting list held until: end of academic year.

## The Ongar Academy

Fyfield Road, Ongar CM5 0AN  
 Telephone: (01277) 500990  
 Email: admin@theongaracademy.org  
 Website: www.theongaracademy.org  
 Executive Headteacher: Mr A Osborne  
 Academy (Co-educational)  
 11–18  
 School Number: 881-4016

Published admission number Sept 2021: **120**  
 Applications received (all preferences) Sept 2020: **402**  
 Number on roll Jan 2020: **571**  
 In 2020 the last child was admitted under criterion 5

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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;

# EPPING FOREST

## The Ongar Academy (continued)

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 19 October 2020. If parents and carers wish for their child to take the Musical Aptitude test, they will need to communicate this with the school via email before Friday 2nd October 2020. 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. If your child is a twin, the Musical Aptitude test is taken at your own discretion. The waiting list for these applicants is separate to the main waiting list, which could result in only one child being offered a place dependent on results. If one child does gain a place at The Ongar Academy because of their Musical Aptitude results, this does not mean that their sibling is automatically allocated a place.

\*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.

Waiting list held until: end of academic year. A separate waiting list is held for those who have also applied under the music aptitude test.

### Admissions to Sixth Form

The Ongar Academy is planning on opening a Sixth Form from September 2020. Further details regarding the entry requirements and the courses available can be obtained from the school.

## Roding Valley High School

Alderton Hill, Loughton IG10 3JA  
 Telephone: (0208) 508 1173  
 Email: office@rodingvalley.net  
 Website: www.rodingvalley.net  
 Headteacher: Mrs S Jenner  
 Academy (Co-educational)  
 11–18  
 School Number: 881-4499

Published admission number Sept 2021: **248**  
 Applications received (all preferences) Sept 2020: **581**  
 Number on roll Jan 2020: **1311**  
 In 2020 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, 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. siblings\*;
3. children of Roding Valley High School 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. where the child attends one of the following schools, irrespective of place of residence:
  - Buckhurst Hill Community Primary School
  - Chigwell Primary School
  - High Beech C of E Primary School
  - Ivy Chimneys Primary School
  - Lambourne Primary School
  - Limes Farm Junior School
  - Staples Road Primary School
  - St. John's C of E School, Buckhurst Hill
  - The Alderton Junior School
  - Theydon Bois Primary School
  - White Bridge Primary School
5. all remaining applications by distance.

For all 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. 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.

\*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 Roding Valley 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 Roding Valley 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.

Waiting list held until: end of academic year.

### Admissions to Sixth Form

Roding Valley High School 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 Roding Valley High School Sixth Form Prospectus, which is available from the school or can be downloaded from our website.

# EPPING FOREST

## West Hatch High School

High Road, Chigwell, IG7 5BT  
 Telephone: (0208) 504 8216  
 Email: admin@westhatch.net  
 Website: www.westhatch.net  
 Headteacher: Mr D Leonard  
 Academy (Co-educational)  
 Specialist Business & Enterprise School  
 11–18  
 School Number: 881-5405

Published admission number Sept 2021: **249**  
 Applications received (all preferences) Sept 2020: **683**  
 Number on roll Jan 2020: **1295**  
 In 2020 the last child was admitted under criterion 5

### Admissions Policy

Where the number of applications for admission is greater than 249 for 2021, 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. children living in the 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 (map available on the school's website);
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.

# 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, we will ensure that both will be offered places. In the case of triplets or other multiple births, if the majority of children can initially be offered a place, we will offer places to the remaining children.

♦ The deadline for receipt of the Evidence of address form is **6th November 2020. The Evidence of Address Form is required even if WHHS is not your first preference.** The form, which can be downloaded from our website, 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. Documents required are: 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 license) 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.net](http://www.westhatch.net) 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](mailto:info@bmatstem.org.uk)  
 Website: [www.bmatstem.org.uk](http://www.bmatstem.org.uk)  
 Head of School: Mr Dustin Schuyler  
 Executive Head: Mr J Blaney  
 Academy (Co-educational)  
 14–18  
 School Number: 881-4030

Published admission number Sept 2021: **75**  
 Number on roll Jan 2020: **108**

**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 75 pupils (50 from BMAT and 25 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 at time of Application. 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 be 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](http://essex.gov.uk/admissions)

Waiting list held until: end of academic year.

### Admissions to Sixth Form

The school is proposing to admit a maximum 120 in Year 12, in September 2021 including internal applications.

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 5 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.



## Burnt Mill Academy

First Avenue, Harlow CM20 2NR  
 Telephone: (01279) 300555  
 Email: office@burntmill.essex.sch.uk  
 Website: www.burntmillacademy.org  
 Headteacher: Ms L McGlashan  
 Academy (Co-educational)  
 Specialist Performing Arts College  
 11–16  
 School Number: 881-4333

Published admission number Sept 2021: **210**  
 Applications received (all preferences) Sept 2020: **638**  
 Number on roll Jan 2020: **1116**  
 In 2020 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: Mrs M Hazle  
Academy (Co-educational)  
11-16  
School Number: 881-4009

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Published admission number Sept 2021: **210**  
Applications received (all preferences) Sept 2020: **372**  
Number on roll Jan 2020: **773**  
In 2020 the last child was admitted under criterion 3

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### 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.

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Waiting list held until: end of autumn term.

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## Passmores Academy

Tracyes Road, Harlow, CM18 6JH  
 Telephone: (01279) 770800  
 Email: Passmores@passmoresacademy.com  
 Website: www.passmoresacademy.com  
 Co-Principals: Ms N Christie & Mr V Goddard  
 Academy (Co-educational)  
 11–16  
 School Number: 881-4323

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Published admission number Sept 2021: **240**  
 Applications received (all preferences) Sept 2020: **644**  
 Number on roll Jan 2020: **1166**  
 In 2020 the last child was admitted under criterion 4

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### 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<sup>‡</sup>;
3. children attending a Passmores Co-operative Learning Community partner 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

<sup>‡</sup> LA sibling definition applies (see page 14).

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Waiting list held until: end of autumn term.

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## Sir Frederick Gibberd College

Tendring Road, Harlow CM18  
 Telephone: (01279) 307235  
 Email: info@bmatsfg.org.uk  
 Website: www.bmatsfg.org.uk  
 Head of School: Mrs D Conlon  
 Academy (Co-educational)  
 11-18  
 School Number: 881- 4019

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **323**  
 Number on roll Jan 2020: **119**  
 In 2020 the last child was admitted under criterion 5

### 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. Jerounds Primary Academy
  - d. Katherine's Primary Academy and Nursery
  - e. Latton Green Primary Academy
  - f. Longwood Primary Academy
  - g. Pemberley 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 within the defined geographical area of Harlow (map available at the school) with a sibling attending the academy. A sibling is 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 at SFG at the time of application;
4. priority will next be given to children living nearest to the school. Distance is measured from the child's home address 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;

5. 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.

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.

## 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 2021: **172**  
 Applications received (all preferences) Sept 2020: **510**  
 Number on roll Jan 2020: **1036**  
 In 2020 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.

'Catchment area' includes the six Catholic Parishes of Harlow and Epping.

◆ This school requires a Supplementary Information Form to be completed by 31 October 2020.

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 2021: **210**  
 Applications received (all preferences) Sept 2020: **509**  
 Number on roll Jan 2020: **1103**  
 In 2020 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 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 of permanent members of staff at Stewards Academy:
  - (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 within the defined geographical area of Harlow\* with a sibling‡ attending the school at the time of admission;
5. other children living in the defined geographical area of Harlow\*;
6. children living outside the defined geographical area of Harlow\* with a sibling‡ attending the school at the time of admission;
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.

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 County Council.

‡ 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: Mrs E Baker  
 Academy (Co-educational)  
 11-18  
 School Number: 881-4004

Published admission number Sept 2021: **180**  
 Applications received (all preferences) Sept 2020: **287**  
 Number on roll Jan 2020: **1142**  
 In 2020 the last child was admitted under criterion 3

### 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 for the 2021/22 academic year begins 1st October 2020. The closing date for applications for this year is 16th December 2020.

To apply you need to complete the academy's form and submit this directly to the academy by the deadline. 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. Late applications will only be considered where there are a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to the our sixth form, will need to have the same minimum academic qualifications for entry, which vary according to the course of study. Full details are available in the school's Sixth Form brochure, available on our website. If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission will be in line with the oversubscription criteria set out below:

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 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 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 the event of a tie-breaker being required, this will be via random allocation supervised by an independent person or panel.

## 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 2021: **295**  
 Applications received (all preferences) Sept 2020: **483**  
 Number on roll Jan 2020: **1702**  
 In 2020 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.

Please refer to the College Admissions Policy which is also available on the academy website.



# ROCHFORD

## 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 2021: **300**  
 Applications received (all preferences) Sept 2020: **855**  
 Number on roll Jan 2020: **1662**  
 In 2020 the last child was admitted under criterion 7

### Admissions Policy

**Due to the national Covid-19 situation, the testing arrangements for 2021 admission are subject to change. Please ensure you have read the latest information on the school website.**

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<sup>#</sup> 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.

<sup>#</sup> 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 **Thursday 1 October 2020 4pm -7pm** 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 28 September 2020**. 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](mailto:contactus@greenswardacademy.org)  
 Website: [www.greenswardacademy.org](http://www.greenswardacademy.org)  
 Principal: Mrs K Scarnell  
 Academy (Co-educational)  
 11–18  
 School Number: 881-6906

Published admission number Sept 2021: **225**  
 Applications received (all preferences) Sept 2020: **764**  
 Number on roll Jan 2020: **1465**  
 In 2020 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<sup>‡</sup> 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.

<sup>‡</sup> LA sibling definition applies (see page 14).

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

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Waiting list held on an annual basis.

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### 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.

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# ROCHFORD

## 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  
 11–19  
 School Number: 881-5421

Published admission number Sept 2021: **270**  
 Applications received (all preferences) Sept 2020: **526**  
 Number on roll Jan 2020: **1543**  
 In 2020 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 2020 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: Mrs K Dines  
 Academy (Co-educational)  
 11–18  
 School Number: 881-4011

Published admission number Sept 2021: **248**  
 Applications received (all preferences) Sept 2020: **895**  
 Number on roll Jan 2020: **1454**  
 In 2020 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<sup>‡</sup> attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling<sup>‡</sup> 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.

<sup>‡</sup> 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](mailto:contactus@clactoncoastalacademy.org)  
 Website: [www.clactoncoastalacademy.org](http://www.clactoncoastalacademy.org)  
 Headteacher: Mr D Lees  
 Academy (Co-educational)  
 11–18  
 School Number: 881-6910

Published admission number Sept 2021: **270**  
 Applications received (all preferences) Sept 2020: **234**  
 Number on roll Jan 2020: **1285**  
 In 2020 the last child was admitted under criterion 6

### 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. children with exceptional medical or social needs\*;
3. children with a sibling<sup>‡</sup> (brother or sister) who will still be on roll at the Academy at the time of admission;
4. children attending one of the following partner primary schools:
  - Frobisher Primary School
  - St Osyth CE Primary School;
5. children living in the priority admission area;
6. distance - children living closest to the Academy. Where the distance measure is the same for two or more applicants (except for twins and children from multiple births), the final tie-breaker will be random allocation, which will be independently verified.

\*For consideration under the exceptional medical or social needs criterion the parent must indicate strong reasons for the child needing to attend this particular Academy. Applications will only be considered under this category if they are supported by a written statement from an independent professional person such as a doctor, health visitor, social worker, or Education Welfare Officer who knows about the child and supports their application to the Academy. The information provided must show clearly why Clacton Coastal Academy is the only school that can meet the needs of the child and any difficulties if alternative schools were offered.

Evidence relating to the social or medical circumstances of the parent or other family member can be considered, but only if this impacts on the child and their need to attend this specific Academy.

‡ LA sibling definition applies (see page 14).

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half brothers/sisters living at the same address, step-brothers/sisters living at the same address, and children living as part of the same family unit with their parents/carers at the same address.

Waiting list held until: end of autumn term.

### Admissions to Sixth Form

Clacton Coastal Academy will admit into Year 12 up to 10 students from other schools (external applicants) who meet the academic requirements for entry in the priority order of the oversubscription criteria. Internal candidates (those who were on roll at the Academy in Year 11) and who meet the academic requirements for entry are eligible to transfer to the sixth form.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements to study courses in the sixth form. When there are more external applicants that satisfy the academic entry requirements than the 10 post-16 places available, and after the admission of pupils with statements of Special Educational Needs or EHC plans that name the Academy, the criteria for over-subscription will be:

1. Looked after children and previously looked after children.
2. students with exceptional medical or social needs.
3. other students.

For further details of the academic requirements for entry please see the Post-16 prospectus, a copy of which is available on the Academy’s website.

## Clacton County High School

Walton Road, Clacton-on-Sea CO15 6DZ

Telephone: (01255) 424266

Email: admin@cchs.school

Website: www.countyhigh.org.uk

Executive Headteacher: Neil Gallagher

Head of School: Chris Taylor

Academy (Co-educational)

11–18

School Number: 881-5444

Published admission number Sept 2021: **308**

Applications received (all preferences) Sept 2020: **530**

Number on roll Jan 2020: **1661**

In 2020 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 with a sibling<sup>‡</sup> 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.

<sup>‡</sup> LA sibling definition applies (see page 14). However, applicable for 11-18 schools in The Sigma Trust, the sibling rule will not apply where the sibling has joined the school in Year 12 or 13 having previously attended a different school within North East Essex and the family has not relocated.

The school operates an ongoing waiting list ranked in accordance to the criteria.

### Admissions to Sixth Form

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

Executive Headteacher: Mr N Gallagher

Head of School: Mr S Crane

Academy (Co-educational)

11–18

School Number: 881-4032

Published admission number Sept 2021: **248**

Applications received (all preferences) Sept 2020: **294**

Number on roll Jan 2020: **1251**

In 2020 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 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<sup>‡</sup>.
3. Children who reside within the Priority Admission Area.
4. Children who attend the following schools:
  - Alresford Primary School,
  - Brightlingsea Primary School and Nursery,
  - Broomgrove Junior School,
  - Elmstead Market Primary,
  - Great Bentley Primary,
  - Millfields Primary.
5. Children of staff; where a member of staff has been employed for two or more years 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.

<sup>‡</sup> LA sibling definition applies (see page 14). However, applicable for 11-18 schools in The Sigma Trust, the sibling rule will not apply where the sibling has joined the school in Year 12 or 13 having previously attended

a different school within North East Essex and the family has not relocated.

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Waiting list held until: end of academic year.

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### Admissions to Sixth Form

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

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## 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 2021: **224**  
 Applications received (all preferences) Sept 2020: **210**  
 Number on roll Jan 2020: **1120**  
 In 2020 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. Children with a sibling attending the school who will still be on roll at the date of admission<sup>‡</sup>.
3. Children who reside within the Priority Admission Area.
4. Children who attend the following Primary Schools:
  - All Saints CofE VA Primary School, Harwich
  - All Saints CofE VA Primary School, Great Oakley
  - Chase Lane Primary School
  - Harwich Community Primary School and Nursery
  - Mayflower Primary School
  - St Joseph's Catholic Primary School
  - Spring Meadow Primary School
  - Two Village CofE (VC) Primary School
  - Wix and Wrabness Primary School
5. Children of staff; where a member of staff has been employed for two or more years 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.

<sup>‡</sup> LA sibling definition applies (see page 14). However, applicable for 11-18 schools in The Sigma Trust, the sibling rule will not apply where the sibling has joined the school in Year 12 or 13 having previously attended a different school within North East Essex and the family has not relocated.

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.



# TENDRING

## 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 2021: **174**  
 Applications received (all preferences) Sept 2020: **509**  
 Number on roll Jan 2020: **850**  
 In 2020 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 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):
  - 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
 or children whose habitual home is in the priority admission area\*:
3. siblings<sup>‡</sup> 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.

<sup>‡</sup> LA sibling definition applies (see page 14).

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

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Waiting list held until: end of academic year.

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## Tendring Technology College

Thorpe Campus (11–14):  
Landermere Road, Thorpe-le-Soken, CO16 0LQ  
Telephone: (01255) 861341  
Email: [thorpe@tendringtechnologycollege.org](mailto:thorpe@tendringtechnologycollege.org)  
Website: [www.tendringtechnologycollege.org](http://www.tendringtechnologycollege.org)

Frinton Campus: (14-19):  
Rochford Way, Frinton-on-Sea, CO13 0AZ  
Telephone: (01255) 672116  
Email: [frinton@tendringtechnologycollege.org](mailto:frinton@tendringtechnologycollege.org)  
Website: [www.tendringtechnologycollege.org](http://www.tendringtechnologycollege.org)

Principal: Mr M Muldoon  
Academy (Co-educational)  
11–19  
School Number: 881-5432

Published admission number Sept 2021: **330**  
Applications received (all preferences) Sept 2020: **482**  
Number on roll Jan 2020: **1820**  
In 2020 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 attending one of the following partner primary 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. children in the priority admission area with a sibling ‡ (brother or sister) who will still be on roll at the College at the time of admission;
4. children living in the priority admission area;
- 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. distance - children living closest to the College.

Where the distance measure is the same for two or more applicants (except for twins and children from multiple births), the final tie-breaker will be random allocation, which will be independently verified.

Distance will be measured by a straight line from the Ordnance Survey address point of the applicant's residence to the Thorpe Campus'. Straight line distances are calculated by the LA as described on page 13.

‡ LA sibling definition applies (see page 14).

\* 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 in Year 12, for students who have not completed Year 11 at Tendring Technology College, will be 25 for September 2021. Students will be admitted at Post 16 providing they meet the minimum entrance criteria for the courses they wish to study. Further information is available from the College, the TTC6 prospectus or via our website: <http://www.tendringtechnologycollege.org>

# UTTLESFORD

## Forest Hall School

Forest Hall Road, Stansted Mountfitchet CM24 8TZ

Telephone: (01279) 813384

Email: [reception@bmatforesthall.org.uk](mailto:reception@bmatforesthall.org.uk)

Website: [www.fhs.essex.sch.uk](http://www.fhs.essex.sch.uk)

Head of School: Miss Hannah Jones

Executive Head: Mr J Blaney

Academy (Co-educational)

11–16

School Number: 881-4015

Published admission number Sept 2021: **132**

Applications received (all preferences) Sept 2020: **269**

Number on roll Jan 2020: **487**

In 2020 the last child was admitted under criterion 6

# 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.

### 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<sup>#</sup> attending the school;
3. children of teaching and associate staff will be considered by the Academy's Local Advisory Board (formerly known as the governing body) who:
  - a) have been employed at the school for more than 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;
4. other children living in the priority admission area;
5. children living outside the priority admission area with a sibling<sup>‡</sup> attending the school;
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 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.

## 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 D Gee  
 Academy (Co-educational)  
 Specialist Humanities College  
 11–18  
 School Number: 881-5457

Published admission number Sept 2021: **270**  
 Applications received (all preferences) Sept 2020: **403**  
 Number on roll Jan 2020: **1213**  
 In 2020 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<sup>‡</sup> at the school at the closing date and where this sibling<sup>‡</sup> 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.

<sup>‡</sup> 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.

# UTTLESFORD

## 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 2021: **180**  
 Applications received (all preferences) Sept 2020: **500**  
 Number on roll Jan 2020: **895**  
 In 2020 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. Siblings \*\* of present students who are attending the Academy at the time of admission.
3. Children whose home address \*\*\* is in the Parish of Newport. In the unlikely event that straight line measurements in applications under criterion 3 are identical, both children will be admitted.
4. Children whose home address is in the following parishes: Arkesden, Berden, Crishall, Clavering, Debden, Elmdon, Great Chesterford, Langley, Quendon, Rickling, Wenden Lofts, Wicken Bonhunt, Widdington and Wimbish. In the unlikely event that straight line measurements in applications under criterion 4 are identical, both children will be admitted.
5. Children of permanent members of teaching and support staff (this includes stepchildren and non-related children where the member of staff shares parental responsibility and the children are 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. Children whose home address is nearest to the Academy using a straight line measurement, determined by the LA using a Geographical Information System. In the unlikely event that straight line measurements in applications under criterion 5 are identical, both children will be admitted.

The above procedure will apply until the end of the school day on the Friday during which the first teaching day occurs in September 2020, on which date the year group will be deemed to be an existing year group. In the case of oversubscription a waiting list will be held to allocate places as they become available throughout the year. Places will be allocated based on the Oversubscription Criteria, not on a first come first served basis.

### Special cases

1. Children with statements of special need or Education Health and Care Plans naming the Academy will be admitted.
2. The Governors reserve the right at their discretion to admit children and step children of UK service personnel (UK armed forces) at any date even if this means exceeding the maximum number intended.
3. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, has experienced problems such as ill health or the student is the child or step child of UK Service Personnel (UK Armed Services). If there is oversubscription, offers will be made in accordance with the Oversubscription Criteria above

\*\* Siblings. A child who has a brother, sister, adopted brother or sister or stepbrother or stepsister who attends the Academy. The non-related children of unmarried and permanently co-habiting couples who share parental responsibility will also be classed as siblings.

\*\*\* Home address. 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.

Waiting list held until: end of academic year.

### Admissions to Sixth Form

The Academy intends to admit a maximum of 100 students in the year commencing 1 September 2021, and in subsequent years.

# UTTLESFORD

## Joyce Frankland Academy, Newport (Continued)

1. No student will be admitted to the Sixth Form unless academic requirements, set out annually in the Academy's Sixth Form course booklet, have been met and there are places available on the chosen courses.
2. The number of sufficiently qualified external applicants which it is intended to admit into Year 12 from other educational institutions is 50.
3. In the event of the number of such applicants exceeding 100 in total, preference will be given first to looked after and previously looked after children followed by 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 1 above.

## 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 2021: **300**

Applications received (all preferences) Sept 2020: **520**

Number on roll Jan 2020: **2104**

In 2020 the last child was admitted under criterion 8

### 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<sup>‡</sup> 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<sup>‡</sup> 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<sup>‡</sup> (or siblings<sup>‡</sup>) 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<sup>‡</sup> currently attending the school in Years 7-12 on the closing date who live outside the priority admission area (PAA) for the

# UTTLESFORD

## Saffron Walden County High School (continued)

- school (see (5), above, for the definition of the school's PAA) where the sibling<sup>‡</sup> (or siblings<sup>‡</sup>) 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.

<sup>‡</sup> LA sibling definition applies (see page 14).

\* The Saffron Academy Trust reserves the right to seek verification of the stated home address.

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

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### Admissions to Sixth Form

Detailed information regarding the Sixth Form application process, including application deadlines, can be found on the school's website and in the Sixth Form prospectus.

Admission number and criteria:

- 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 their chosen courses.
- All existing students in Year 11 at Saffron Walden County High School, who meet the overall and subject specific entry requirements of the subjects they choose, will be offered a place in the Sixth Form.
- In addition to students from our own Year 11 who meet our academic requirements, we will admit further students from other schools. Our published admission number (PAN) for external

students is 90. The maximum number of students expected to be on roll in Year 12 is 340. The school will only consider admitting further external students above PAN if the overall number on roll will not exceed 340.

- In the first instance all offers made are conditional, based on the student's predicted GCSE grades. Offers will be confirmed following publication of the GCSE results.

If there are more external applicants with predicted GCSE grades meeting the entry requirements than places available, and there are available places on the chosen courses, then the following oversubscription criteria will be used to determine to whom conditional offers will be made, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where Saffron Walden County High School is named in the Statement or Plan:

- (i) Children in the care of a Local Authority ("Looked after children") and previously looked after children.
- (ii) Students who are attending Year 11 in schools within Saffron Academy Trust at the time of application.
- (iii) Students whose predicted GCSE grades are best suited to their chosen courses.
- (iv) SWCHS's Sixth Form has no priority admission area (PAA). However, in the unlikely event of further places being available after criterion (iii) has been applied, then priority will be given to students living closest to the school by straight line distance from their home address.

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The Saffron Academy Trust reserves the right to seek verification of the stated home address.

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# A guide to information sources

## Organisation

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### **Essex County Council**

Website: [www.essex.gov.uk](http://www.essex.gov.uk)  
Tel: Contact Essex 0345 743 0430  
[contact@essex.gov.uk](mailto:contact@essex.gov.uk)  
03457 585592 (Textphone)

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### **Department for Education (DfE)**

Website: [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)  
Tel: 0370 000 2288

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### **Ofsted**

Website: [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)  
Tel: 0300 123 1231

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### **Independent Schools Council – ISC**

Website: [www.isc.co.uk](http://www.isc.co.uk)  
Tel: 020 7766 7070

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### **The Consortium of Selective Schools in Essex – CSSE**

Website: [www.csse.org.uk](http://www.csse.org.uk)  
Tel: 01245 348257  
[admin@csse.org.uk](mailto:admin@csse.org.uk)  
[transport@csse.org.uk](mailto:transport@csse.org.uk)

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### **ACE Education**

Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

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## Types of information available

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*Secondary Education in Essex* booklet

Contact details of all primary and secondary schools in Essex

Information about admissions

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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

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Information about independent schools

Various publications

Information for parents e.g. fees and contact details

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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

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Information about appeals, exclusion and bullying

General educational advice

Various publications

Links to other organisations

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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.



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## Useful addresses and telephone numbers

### Who to contact

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#### For school admissions enquiries

##### **School Admissions**

Essex County Council  
County Hall  
Market Road  
Chelmsford  
CM1 1QH

Online admissions:  
[www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

Telephone: 0345 603 2200  
Email: [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

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#### For school transport or free school meals enquiries

Please visit [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport) or [www.essex.gov.uk/freeschoolmeals](http://www.essex.gov.uk/freeschoolmeals) or contact the team:

##### **Education Transport & Awards Team**

Telephone: 0345 603 2200  
Email: [educationawards@essex.gov.uk](mailto: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](mailto:tcc@essex.gov.uk)

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## 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

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### 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

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## 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 2021/2022 BOOKLET ON [www.essex.gov.uk/admissions](http://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 2021-22 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 2021/22 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.

*\* Please remember that any information I provide on my application may be shared with all schools for which I apply and any independent appeal panel members.*

**The form MUST be received in the School Admissions office by 31 October 2020:  
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 2020?

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.

To remind you of which schools you have applied for, list them here in order of preference:

1.

---

2.

---

3.

---

4.

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5.

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6.

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Date application sent:

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Received your acknowledgement within 10 working days of sending your application form?

Received your offer letter by 9 March 2021?

Note: offer letter will be sent by post on 1 March 2021.

Lodged any appeal you wish to make within 20 school days of receiving your offer letter?

Note: Deadline 29 March 2021.

# Secondary School Admission 2021 Common Application Form

Closing date: 31 October 2020

The purpose of this form is to apply for a Secondary school place for a child to start school in the academic year 2021-22. 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?



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 2021/2022" booklet (available via [www.essex.gov.uk/admissions](http://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 2020** 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](http://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](mailto:admissions@essex.gov.uk)

Applications using the online system are welcome.

Visit our website: [essex.gov.uk/admissions](https://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](https://essex.gov.uk/keepmeposted)

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Find us on  [facebook.com/essexcountycouncil](https://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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