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*M*ARTIN'S SCHOOL

ADMISSIONS POLICY

School Staff were consulted on this document and it was accepted by the Trust	March 2021
Review Cycle	Annual

This is a model policy/procedure which reflects legislation, any relevant statutory and non-statutory guidance and best practice. The responsibility for setting policy and procedure resides with the Governing Body/Trust and as such the relevant body must be satisfied that the content of the policy/procedure suits their requirements and must consult their staff/local trade union representatives prior to its formal adoption. In the this context, Education HR does not negotiate and agree its model policies with the Trade Unions/Professional Associations, although they are consulted and their feedback is considered in the development of the documents.

A model for Schools, Academies & Colleges

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St Martin's School Admissions Policy

A statement of the purpose of this policy

The purpose of this policy is to set out to ensure that the school adopts fair and lawful admissions practices.

A citation to the legal authority and/or standards

It is our policy to accept the condition detailed in:

- The Education and Skills Act 2008
- School Admissions Code
- School Admission Appeals Code

Rationale

This policy sets out to enable:

- That the school works in conjunction with the local authority in terms of admissions arrangements
- Complies with the legalities of admission arrangements as set out in the code of practice.

Guiding principles

By complying with the code of practice we endeavour to put children and families at the heart of the admissions process and achieve fair access for all.

Expected Outcome

By adhering to this policy the school will be compliant with the mandatory requirements of the Code of Practice and admissions legislation.

Review

This policy will be reviewed annually at a meeting of the Student Well-Being Committee. The policy will also be reviewed where following appropriate consultation there has been a change to the criteria.

St Martin's School is friendly and welcoming and encourages parents of prospective students to visit and see the facilities and meet staff and students. We ask parents to make appointments to visit so that a member of staff is available to greet them and deal with any queries they may have.

Students will be admitted at age 11 without reference to ability, aptitude, ethnicity, cultural or religious background. We are a fully comprehensive school, valuing education and caring for all students.

ARRANGEMENTS FOR ADMISSION OF STUDENTS:

This is the school's policy for Year 7 admissions in September 2022:

The school's number intended to admit is 292. Students with an EHCP plan will be admitted. All applications, including mid-year applications, must be made in accordance with the co-ordinated admission scheme operated by the child's home Local Authority. For children resident in Essex this is published by Essex County Council in the Secondary Education in Essex booklet. Applications for admission to Year 7 in September 2022 must be received by the National Closing Date – 31 October 2021.

For mid-year admissions, please visit the admissions section on our website.

Main criteria to be used in the event of over-subscription

(i) Looked after children.

'A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children's Act 1989).

(ii) Children living within the priority admission area as defined in criterion (iv) with siblings currently at the school and with a reasonable expectation that these siblings will still be attending at time of admission.

(iii) Children living outside the priority admission area with siblings currently at the school with a reasonable expectation that these siblings will still be attending at time of admission.

Siblings are defined as "A sibling is 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 family 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.

(iv) Children attending Larchwood Primary School (a Discovery Educational Trust Primary School).

(v) Children resident within the school's priority admission area which includes parts of Brentwood and Hutton together with Ingrave, Herongate and Five Parishes (as defined by OS map) of Blackmore, Doddinghurst, Kelvedon Hatch, Navestock and Stondon Massey. (The priority area is shown on maps which may be inspected at the school.) 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, 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.

(vi) Admission of children who live with parents, carers or guardians employed by St Martin's School.

a) Where the member of staff has been employed by the 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.

(vii) Children who, at the time of application, are registered in Year 6 at the following schools: Bentley St Paul's C of E Primary School, Blackmore Primary School, Doddinghurst C of E Junior School, Great Berry Primary School, Hogarth Primary School, Holly Trees Primary School, Hutton All Saints C of E Primary School, Ingatestone and Fryerning C of E Junior School, Ingrave Johnstone C of E Primary School, Kelvedon Hatch Community Primary School, Long Ridings Primary School, Mountnessing C of E Primary School, Shenfield St Mary's C of E Primary School, St Helen's Catholic Junior School, St Joseph the Worker Catholic Primary School, St Peter's C of E Primary School, St Thomas of Canterbury C of E Junior School, Warley Primary School, West Horndon Primary School, Willowbrook Primary School.

(viii) Exceptional medical reasons

The relevant medical reasons may be in relation to either the child, or 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.

(ix) Other children

In all cases of over subscription 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 school on the date that offers are made. Distances are calculated by the Local Authority as defined in the Secondary Education in Essex booklet, by use of a Geographical Information System which accurately measures the distance from the home address to the school.

Waiting lists

The Local Authority will continue to hold the waiting list until the end of the first week of term in accordance with the published co-ordinated admission scheme. The year waiting list will then be continuously held by the school together with waiting lists for Years 8-11 in accordance with the admission criteria.

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 by any two randomly selected members of school staff, who are not involved in the admissions process.

The waiting list is held in the order of the published admission criteria.

Late applications

Applications received after the National Closing Date will be handled in accordance with the co-ordinated admission scheme published by the child's home Local Authority. For children resident in Essex this is published in the Secondary Education in Essex booklet.

Late applicants moving into the priority admissions area who have produced the required documentary evidence (e.g. contract exchange, tenancy agreement, community charge bill, driving licence, notification of child benefit, child's NHS medical number and utility bills) of their new residential address will be dealt with in line with the agreed scheme of the Local Authority.

Parents who are refused a place for their child have the right to appeal to an Independent Appeal Panel. The Governing Body policy for parents whose appeal is not successful is that we will not consider another appeal for the same academic year unless there has been a significant and material change in circumstances of the parent, child or school relevant to a further appeal. These changes must relate to the new appeal and cannot be connected with the result of the first appeal.

SIXTH FORM CRITERIA

Our Sixth form has an anticipated total capacity of 436 which includes students in both Year 12 and 13.

Each year we expect to admit students into Year 12 who are not on roll of the school in our Year 11. The published number of external students to admit into our 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.

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	Five 9-5 grades at GCSE including a 4 in English and Maths
Route 2	Five 9-4 grades at GCSE including a 4 in English and Maths
Route 3	Five 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.