



ADMISSION CRITERIA 2023

This is the school's policy for Year 7 admissions in September 2023:

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 2023 must be received by the National Closing Date – 31 October 2022.

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) or (c) Previously Looked after Children (PLAC) and Children Previously Looked after from outside England (IPLAC).

(ii) Children living within the priority admission area as defined in criterion (v) 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, Doddington, 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,

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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.

Appeals

Parents who are refused a place for their child have the right to appeal to an Independent Appeal Panel.

If you are unsuccessful in securing a place you have the right to appeal the decision. After downloading the appeal form [here](#), complete and send to us by post by Tuesday 29 March 2022 and mark for the attention of Miss Neal, Admissions Manager. Appeals will be heard by the end of the summer term. Further information can also be found in the Essex County Council Secondary School brochure 2022-2023 by clicking on this link <https://www.sjp.essex.sch.uk/assets/Uploads/ECC-Secondary-Schools-Brochure-2022-2024.pdf>

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.