



## **Admissions Policy and Criteria For Academic Year 2024/25**

Title	Admissions Policy and Criteria for Academic Year 2024/25
Author/Owner	Headteacher
Status	Final - Determined
Determination Date	9 February 2023
Determined by	Trust Board
Security Classification	OFFICIAL

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## 1. Introduction

This is St. Martin's School's (SMS) admissions policy and criteria for Year 7 and Year 12 admissions for the academic year commencing in September 2024.

The School's Published Admission Number (PAN) for September 2024 admissions to Year 7 is 292.

The SMS Sixth Form Year 12 capacity is 230. All Year 11 students, who meet the academic entry requirements, are offered a Year 12 place. The PAN for the Sixth Form is 50 and SMS admits external applicants, who meet the academic entry requirements up to the capacity figure of 230.

### Education, Health and Care Plan (EHCP)

An EHCP is a Plan made by the Local Authority (LA) under Section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. If the School is oversubscribed, the admission of students with an EHCP, where the School is named in the Plan, is mandatory.

Students with EHCPs that name a particular school are required to be admitted, and the Admission Authority does not have the right to refuse admission.

All applications, including mid-year applications, must be made in accordance with the coordinated admission scheme operated by the child's home LA.

For children, who are resident in Essex, this is published by Essex County Council (ECC) in the Secondary Education in Essex booklet, which is available via this [link](#).

Applications for admission to Year 7 in September 2024 must be received by the National Closing Date – 31 October 2023.

## 2. Admissions Criteria

The SMS admissions criteria to be used in the event of over-subscription:

### i. Looked After Children and Previously Looked After Children

A 'looked after child' is a child, who is:

- a) in the care of a LA; or
- b) being provided with accommodation by a LA in the exercise of its social services functions (refer to the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a Public Authority, a religious organisation, or any other provider of care, whose sole or main purpose is to benefit society.

This includes children, who were adopted under the Adoption Act 1976 (refer to Section 12 Adoption Orders), and children, who were adopted under the Adoption and Children Act 2002 (refer to Section 46 Adoption Orders).

Child Arrangements Orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child Arrangements Orders replace Residence Orders, and any Residence Order, in force prior to 22 April 2014, is deemed to be

a Child Arrangements Order. Refer to Section 14A of the Children Act 1989, which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**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, 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 is required, e.g. exchange of contract, tenancy agreement, community charge bill, driving licence, 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 two 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 Church of England (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 are 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 LA 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.

### **3. Waiting Lists**

The LA continues to hold the waiting list until the end of the first week of term in accordance with the published coordinated admission scheme.

The waiting list for Year 7 is then continuously held by the School together with waiting lists for Years 8 to 11 in accordance with the admission criteria.

In the unlikely event of two, or more, children living the same distance from the School, places are 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.

### **4. Late Applications**

Applications received after the National Closing Date are managed in accordance with the coordinated admission scheme published by the child's home LA.

For children resident in Essex, this is published in the ECC Secondary Education in Essex booklet, available via this [link](#).

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, child's NHS medical number and utility bills, of their new residential address are dealt with in line with the agreed scheme of the LA.

### **5. Appeals for all Year Groups including Sixth Form**

Parents/carers and Sixth Form students have the right to appeal to an Independent Appeal Panel against the decision to refuse a place at the School.

The appeal form is available via this [link](#).

Appeals are heard by the end of the Summer term.

Further information can also be found in the ECC Secondary Education in Essex booklet, available via this [link](#).

The Trust Board (TB) policy for parents/carers, whose appeal is unsuccessful, is that another appeal for the same academic year is not considered, unless there has been a significant and material change in circumstances of the parent/carer, 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.

## **6. Mid-Year Admissions (Years 7 – 11)**

For mid-year admissions, all guidance is available from the Admissions section of the SMS website.

## **7. Over- and Under-Age Applications (children outside of the usual age group)**

It is expected that children are normally educated within their chronological age Year Group. However, parents/carers can make a request to the School, in writing, for a place outside of their normal age group. This request needs to include, where relevant, any supporting evidence. The TB makes a decision based on the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code. This decision considers the following:

- The parents'/carers' views;
- Information about the child's academic, social and emotional development;
- Whether the child has been previously educated out of their normal age group;
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely.

The views of the Headteacher must also be considered.

SMS supports any over- or under-age application where the above has been met, and it is satisfied that the child should continue to be educated out of the normal age group.

The TB writes to the parent/carer with the outcome, including the reasons for the decision. If the request is refused, details of how to complain to the School are provided.

Parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

### **To request admission out of normal age group during the transition from Year 6 to Year 7**

To request admission out of usual age group, applicants must write to the Local Authority with their request. The Local Authority shares the details of the request with the School. The Admission Authority must consider the request and make its own determination. Parents/carers are notified of the outcome before the allocation of places, and must apply during the main round for the usual age group.

## To request admission out of normal age group in-year

To request admission out of usual age group, applicants must write to the Headteacher with their request. The request is determined by the Admission Authority. The Headteacher advises accordingly and ensures that a formal written outcome is provided.

## 8. Sixth Form Admissions

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 option of taking the Extended Project Qualification. The oversubscription criteria are as detailed in Section 2 above and are also published on the School website. Places are allocated to those students best qualified by virtue of their GCSE results, and, in the event of oversubscription, the criteria detailed in Section 2 above are applied.

Students are able to transfer from SMS Year 11 into the Sixth Form on the following pathways, if they meet the criteria listed below:

Applicants are considered individually using the following criteria:

- medical factors;
- other special circumstances;
- subjects that 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 are able to transfer into the SMS Sixth Form if they meet the entry requirements, and only after all existing SMS students, who meet the criteria, have been allocated a place.

In the case of over-subscription, the admissions criteria detailed in Section 2. above apply. No priority is given to applications from students enrolled at particular schools.

In the unlikely event of two, or more, external students meeting the entrance requirements to the Sixth Form, distance criteria are applied, and, if the students are living the same distance from the School, places are allocated by the drawing of lots by any two randomly selected members of School staff, who are not involved in the admissions process.

Route	Pathway	Requirements
1	Three A-levels with optional EPQ	Five GCSEs at Grades 9-5 including a Grade 4 in English and maths
2	A combination of A-levels and/or BTEC Extended Certificates with optional EPQ	Five GCSEs at Grades 9-4 including a Grade 4 in English and maths
3	One or two BTECs with relevant work experience	Five GCSEs at Grades 9-4 including a Grade 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.

Application forms are available on the SMS website. Alternatively, paper copies can be forwarded by the School, upon request.

Prospective students are invited to meet with the Sixth Form team to discuss the curriculum offer, prior to enrolment.