



## **POLICY DOCUMENT FRONTPAGE**

POLICY NAME: Admissions Policy

DATE ADOPTED: January 2020

DATE GOVERNORS AGREED POLICY: January 2020

REVIEW PERIOD: 12 months

REVIEW RECORD: Next review date January 2021



## ALEC HUNTER ACADEMY ADMISSION POLICY 2021-2022

- Alec Hunter has Academy status and provides for the needs of pupils within the 11-16 age range.
- The Saffron Academy Trust (SAT) is the school's Admission Authority.
- This policy is formulated in line with the requirements of the School Standards and Framework Act 1998 and follows the guidelines set out in the Code of Practice on School Admissions.
- The school's published admission number (PAN) will be 210 in Year 7.
- The school serves the local community and offers places to students regardless of ability or aptitude; however, the school does not offer a catchment guarantee.
- Except where stated otherwise in this policy, all Year 7 applications should be submitted to Essex County Council, School Admissions, P O Box 4261, Chelmsford, Essex, CM1 1GS.

### Procedure for the Admission of Year 7 Students

- a) Admission will be by application through the Co-ordinated Secondary Admission Scheme, arranged by Essex County Council, School Admissions and Transport.
- b) Essex County Council arranges the procedures to be followed each year.
- c) Parents will be notified of allocation of places during the Spring Term prior to the September admission.
- d) In the case of unsuccessful applications, parents wishing to appeal against the decision must do so by writing to the Admissions Officer for the school within 21 days of the date of the letter notifying them that their application was unsuccessful.
- e) Applications for admissions to Year 7 received after the first week of the new Academic Year should follow the same procedure as admissions to Years 8 to 11.

### Oversubscription Criteria

Pupils with an Education, Health and Care Plan (previously known as a Statement of Special Educational Needs) where Alec Hunter Academy is named in the Plan, will be admitted to the school.

Looked After Children and previously Looked After Children \*

1. 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.
2. Children with a sibling \*\* attending the school (at the time of application and admission)
3. Children living in the outlying priority admission area of the school \*\*\*
4. Children living in the Town priority admission area of the school \*\*\*
5. Children living outside of the school's priority admission area.
6. Remaining applications.

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

\*\*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 or School Admissions.

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 Local Authority.

### **Admissions to Year 8 – 11**

- For mid-year admissions, a mid-year application form needs to be completed and returned directly to the school. A copy of the application form can be requested from:

Alec Hunter Academy  
Stubbs Lane  
Braintree  
Essex  
CM7 3NR  
Tel: 01376 321813

Alternatively, a form can be downloaded from the school's website: [www.alechunter.org](http://www.alechunter.org)

- An application for admission to these year groups will be refused if the intended year group of the applicant has already reached the published admission number (PAN).
- Parents/Carers will be asked if they would like their child's name to be added to a waiting list.
- In the event that places become available, applicants will be admitted according to the oversubscription criteria.
- The waiting lists for Years 7-11 will be dissolved at the end of each academic year.

Children with an Education Health and Care Plan (previously known as a Statement of Special Educational Needs), which name a school in the relevant documentation are required to be admitted to the school that is named.

### **Admissions Appeals**

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

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