



POLICY DOCUMENT FRONTPAGE

POLICY NAME: Admissions Policy 2020-2021

DATE ADOPTED: January 2019

DATE GOVERNORS AGREED POLICY: January 2019

REVIEW PERIOD: 6 months

REVIEW RECORD: Next review date June 2019



ALEC HUNTER ACADEMY ADMISSION POLICY 2020-2021

- 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 Admission.
- The school's "intended number to admit" 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 Admission of Year 7 Students

- a) Admission will be by application through the Co-ordinated Secondary Admission Scheme, arranged by Essex County Council, Schools 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 admissions.
- 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 on 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

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
2. Children of staff at the school 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 is made.
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 admissions 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.

For applications made in the normal admission 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.

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

Admissions to Years 8 - 11

- For mid-year applications, 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

- 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 Statements of Special Educational Need or an Educational Health and Care Plan (EHCP), 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.