

# Shoeburyness High School

A member of Southend East Community Academy Trust



# ADMISSIONS POLICY November 2019

**Status** : Statutory

**Date of next revision** : November 2020

**Reviewed and monitor by** : Deputy Headteacher - Admissions

**Agreed by** : Academy Committee

**Signed by Chair of  
Academy Committee** :

## **1. RATIONALE & PURPOSE**

To clarify admission priorities and procedures within the overarching LA policy on school admissions.

## **2. POLICY STATEMENT**

- To identify how places are allocated at our oversubscribed school
- To clarify arrangements for entry across all key stages
- To clarify the role of the Local Authority (LA) and the role of the school with respect to our admissions
- To highlight groups of students given priority for admission and why this may be the case

## **3. GUIDING PRINCIPLES**

We have admission criteria as set by the Local Authority.

### **3.1 Admission Criteria - Year 7**

Pupils will be admitted according to the following criteria:-

- Looked After Children and previously Looked After Children (see explanatory note).
- Up to 31 pupils can be granted preferential admission on the basis of their performance in the selection test procedure organised by the Consortium of Selective Schools in Essex.
- If any selective places remain unfilled, the Governors should consider whether any of the remaining applicants who took the selection tests are eligible to be awarded a borderline selective place. In doing so, preference will be given to those students with the highest scores in order of merit (298 or above).
- Pupils who live in the catchment area served by the school and who have an older sibling attending the school.
- Pupils who live in the catchment area served by the school.
- Pupils who live outside the catchment area served by the school and who have an older sibling attending the school.
- Pupils who live outside the catchment area served by the school.
- Within each category priority will be given to a pupil in public care. Therefore, a pupil in public care living outside the catchment area for the school will get preference over a pupil not in public care living inside the catchment area.

## **Explanatory notes:**

The Governors have agreed that the borderline pass mark for unfilled selective places will be set at 298 for admissions in September 2020.

Any reference to previously Looked After Children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after.

Pupils with Statements of Educational Needs (EHCP) that name the school are required to be admitted and the admission authority does not have the right to refuse admission.

In the case of over subscription in any one category, "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority.

If the pupil's home is a flat the distance will be measured to the main external entrance to the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the governing body).

All admission criteria for pupils applying for the start of year 7 refer to the closing date for admission applications, currently 31<sup>st</sup> October. For all other applications from other year groups, the criteria will refer to the date the application is received by the school.

In accordance with the School Admissions Code, if the school is over-subscribed any application received after the identified closing date will be slotted into the waiting list in the appropriate position (according to the admissions criteria) once the initial offers have been made.

Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or adopted sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

## **3.2 Arrangements for Appeals (all year groups):**

If it is not possible to offer the child a place at the school, details of the appeals process is available on the school website. Appeal hearings are then organised by the local authority who use an independent clerk and independent panel members

### **3.3 Admission to Sixth Form at Shoeburyness High School**

Prospective Sixth Form students are encouraged to visit our school for our Sixth Form Open Evening during the autumn term. Application details, including a prospectus, can be obtained from the school office and on the school website. To be sure of your application being given the best chance of being successful, please aim to complete the online application on our website by the end of December. Late applications will be considered on an individual basis.

Priority is given to students who have previously attended Shoeburyness High School. However, each year we are pleased to welcome a number of students who have previously studied elsewhere.

Prospective Sixth Form students will be invited to visit the school to view our facilities and to meet with our Sixth Form team. It is expected that students will bring current assessment information with them to discuss the curriculum offer we provide and the suitability of the courses they would consider studying.

Up to an extra 100 students can be accepted into year 12 from other schools, in addition to those students already attending Year 11 in this school who achieve the Sixth Form course entry requirements.

Pathway 1: 4 A Levels (8+ GCSEs at Grade 6 or above, including English and Maths).

Pathway 2: 3 A Levels (5+ GCSEs at Grade 5 or above, including English and Maths)

Pathway 3: Applied & Vocational courses (5+ GCSEs or equivalents at Grade 4 or above).

Should there be more candidates of the required level than places, selections will be based on GCSE performance with priority being given to Children in Public Care.

Progression into Year 13 is dependent on successful completion of the first year of A-Level study in Year 12.

### **3.4 Other Admissions**

Shoeburyness High School is responsible for co-ordinating all in-year admissions and will consider accepting any pupils to any year group

which has vacancies i.e. is below the number to admit; currently this is 280 in Years 9 to 11 and 310 for Years 7 and 8.

Managed Moves:

Occasionally we admit students via the 'Managed Move' process, this is usually because they are not attending their previous school for a variety of reasons, including inappropriate and disruptive behaviour. The school is also a member of the Fair Access Protocol working group which has the power to allocate a school for students unable to access a school.

### **3.5 Admission to our Learning Resource Base**

The admission arrangements are slightly different. Applications go through the SEN Department at the LA who liaise directly with our SENCo and Deputy Headteacher responsible for admissions. There are 18 allocated spaces throughout the school (Years 7 to 11).

### **3.6 Admission Procedures – Year 7**

#### **A Pupils living within the catchment area:**

- a) In June/July of Year 5 parents living within the catchment are directed to the Local Authority website whereby they can obtain all the relevant information about admissions.
- b) The school will receive names of those pupils living within the catchment area from the LA and automatically send a prospectus to those children (via the Primary School) or in the post.
- c) The completed application form has to be returned to the Local Authority before the national deadline date in order to secure their allocated place. Failure to return this form could mean that a place will be allocated to a child from outside the catchment area.
- d) A selective parents evening is held in June.
- e) Prospective Parents' Evenings are arranged by all schools; ours is traditionally held during late September.
- f) Early in March parents are notified as to the school their child will be attending the following September.
- g) Parents have the right to appeal against the decision. The local authority deals with the administration and Appeals Panel. The Independent Appeals Clerk and the local authority will

communicate the date and time of any independent appeal hearings. The school will be represented at the appeal hearings.

- h) During June/July pupils due to attend Shoeburyness High School in September receive a Welcome Pack of relevant information and a visit from staff at Shoeburyness High School. There is a New Intake Evening for parents and a transition morning for students which is traditionally held in July prior to the September start date.

## **B Pupils living outside the catchment area**

- a) Parents living outside the catchment area will be directed to the Local Authority website where they can find the relevant information.
- b) Parents can access details of Shoeburyness High School on the Local Authority website or directly on the school's own website
- c) Parents/children are able to visit the school on the Prospective Parents' Evening in June for Selective information or the general evening in September.
- d) The application form is to be returned by to the end of October to the Local Authority.
- e) If there are places available at Shoeburyness they will be notified by the LA early in March.
- f) Parents have the right to appeal to Shoeburyness High School. Parents can find the relevant information on our website.

### **3.7 School Procedures**

(Normally for pupils applying later in the year for year groups 7-11)

- a) Parents who make an application to the school for a place in a particular year group are directed to the school's Admissions Secretary.
- b) Once an application form has been returned, the school aims to process the application within twenty (20) school days. If the year group is full the request will be declined and the parents notified. They have the right to appeal directly back to the school. Application forms are available to download from the Shoeburyness High School website or collect from school reception.

- c) If the school has a place, the parents are notified by the Admissions Secretary and the Year Manager will make an appointment with them to visit the school.
- d) In normal circumstances the child is admitted to the year group normally one week following the interview (to allow for the purchase of a uniform and for staff to be informed). Relevant forms are also given to the parents for completion.
- e) Year Managers notify staff via the bulletin and liaise with Heads of Faculty and the assessment team to organise a timetable.
- f) The child is greeted on arrival, given a timetable, escorted to Period 1 and introduced to the Learning Tutor.

#### **4. CONSULTATION GROUP**

- The Local Authority consults parents and carers through the release of information pertaining to choosing a secondary school in early September each year.
- Our school governors are consulted via policy review.

#### **5. LINKS TO OTHER POLICIES & DOCUMENTS**

Other policies that link to this are:

- Special Educational Needs Policy
- Local Authority Admissions Policy as seen on the Local Authority website

#### **6. MONITORING & EVALUATION ARRANGEMENTS**

This policy is monitored and evaluated by:

- The Deputy Headteacher responsible for admissions
- The Local Authority Admissions Team
- Governing body representatives linked to admissions

#### **7. ROLES & RESPONSIBILITIES**

- Deputy Headteacher – to oversee the implementation of admissions to the school
- Admissions Secretary – administration of admissions process, waiting lists and appeals.

- Year Managers – to organise initial welcome meetings, tours of the school, testing and manage the paperwork for new starters
- Admin support – to oversee the collection and input onto the school system of data relevant to school leavers and new students
- Progress Leaders – to lead baseline testing for all new students