Secondary Education in Essex 2016/2017

A guide to transferring from primary to secondary school

Closing date for applications 31 October 2015

Apply online at www.essex.gov.uk/admissions
Online admissions

Parents and carers who live in the Essex County Council area (excluding those living in the Borough of Southend-on-Sea or in Thurrock) can apply for their child’s school place online using the Essex Online Admissions Service at:

www.essex.gov.uk/admissions

The online application system has a number of benefits for parents and carers:

- the online system is open 24 hours a day, 7 days a week during the application period;
- you can access related information through links on the website to find out more about individual schools, such as home to school transport or inspection reports;
- you will be sent an email to confirm that your application has been submitted;
- you will be told the outcome of your online application by email on offer day providing that you requested this.

You will be able to make your application online from 1 September 2015.

The closing date for secondary applications is 31 October 2015. This is the statutory national closing date set by the Government.

Key Points to Remember

- APPLY ON TIME - closing date 31 October 2015.
- Use all 6 preferences.
- Tell us immediately in writing (email or by letter) about any address change.
- Make sure you read and understand the Education Transport Policy information on pages 23 - 24 if entitlement to school transport is important to you. School priority admission (catchment) areas are not relevant to transport eligibility. Transport is generally only provided to the nearest available school where the distance criteria is met. It is vital you carefully consider the transport implications before you make your application for a school place. Please contact us if you need advice (see pages 23 - 24).
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Inside the back cover –
The Essex Common Application Form, notes of guidance and application checklist.

The information contained in this booklet is correct as at the time of printing. Polices may change in the light of decisions made by the Schools’ Adjudicator or any changes in the law. An addendum will be available on the website and on request.
Introduction

Welcome to Secondary Education in Essex 2016/2017. This booklet is for parents and carers living in Essex whose children will be starting secondary education in the school year that begins in September 2016.

Please take the time to read this booklet carefully as it will help you through the application process. It gives you the information you need to help you make an informed application for your child’s secondary education. It also explains how places are allocated and how to appeal if you are refused a place at your preferred school(s). Essential information is included to help you through the co-ordinated admissions process. Please make use of all your preferences.

We have an online applications system through which 95% of applications were submitted last year. Alternatively an application form can be found on our website or you can request a form by calling 0845 603 2200 or use the one at the end of this booklet if you would prefer to apply on paper. Please do not do both.

The Local Authority (LA) has responsibility for the provision of school places across the county. The LA’s School Admissions team provides help to parents applying for primary or secondary places in Essex and is responsible for the co-ordination of admissions to all Essex maintained schools and Academies. If you require any assistance with your application School Admissions will do its very best to help you.

I hope that your child has an enjoyable and fruitful secondary education, and I wish them every success for the future.

Councillor Ray Gooding
Cabinet Member for Education and Lifelong Learning
### Keeping track of your application

As deadlines are a critical part of the process of applying for a child’s secondary school place, a step by step timetable is here to assist parents. You can use it to check that you have done what you need to and received the necessary information and correspondence. The Local Authority sends all correspondence “in good faith” that it will be received on time. If you do not receive an acknowledgement of your application, including the offer letter or email, then please contact School Admissions immediately.

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROCEDURE</th>
<th>ACTION BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week commencing 24 August 2015</td>
<td>Secondary school application information sent to Year 6 pupils attending an Essex primary, junior or independent school and Essex children attending non-Essex schools (where known). The Secondary Education in Essex 2016/2017 booklet is on the ECC website.</td>
<td>LA and primary schools</td>
</tr>
<tr>
<td>1 September 2015</td>
<td>Online admissions system opens.</td>
<td>LA/Parents</td>
</tr>
<tr>
<td>September/October 2015</td>
<td>Visit the admissions website and read through this booklet, find out about and visit schools. It is important to consider how your child will get to school.</td>
<td>Parents</td>
</tr>
<tr>
<td>12 September 2015</td>
<td>Chelmsford County High School for Girls (CCHS) Entrance test.</td>
<td>CCHS</td>
</tr>
<tr>
<td>19 September 2015</td>
<td>11+ test for CSSE selective schools sat at parent’s nominated school.</td>
<td>Selective schools</td>
</tr>
<tr>
<td>September/October 2015</td>
<td>Tests for specialist places at some schools (various dates) are taken by all pupils where parents have requested this on the school’s Supplementary Information Form.</td>
<td>Schools selecting by aptitude/ability and parents</td>
</tr>
<tr>
<td>29 September 2015</td>
<td>Late 11+ test for CSSE selective schools for children unable to take earlier test.</td>
<td>Selective schools and parents</td>
</tr>
<tr>
<td>From 12/14 October 2015</td>
<td>CSSE (12th) and CCHS (14th) will send results of 11+ test/entrance test.</td>
<td>CSSE and CCHS</td>
</tr>
<tr>
<td>31 October 2015</td>
<td><strong>LAST DAY FOR RECEIPT OF COMMON APPLICATION FORM EITHER PAPER OR ONLINE. Applications received after this date will normally be treated as late. The online admissions system will not accept applications after this date.</strong></td>
<td>Parents</td>
</tr>
<tr>
<td>November/December 2015</td>
<td>Admission policies for schools are applied to relevant applications – see page 14 for an explanation of the process.</td>
<td>Schools and LA</td>
</tr>
<tr>
<td>4 January 2016</td>
<td>The last date that evidence of changes of address can be accepted to be included in the first round of offers on 1 March 2016.</td>
<td>Parents/LA</td>
</tr>
<tr>
<td>January – February 2016</td>
<td>Information exchanged with other authorities and preferences sorted to identify the highest that can be met – see examples on page 6.</td>
<td>LA</td>
</tr>
<tr>
<td>1 March 2016</td>
<td><strong>NATIONAL OFFER DATE.</strong> Offer emails/letters sent to all Essex resident applicants. An email will also be sent to those who applied online who requested it, confirming the outcome of their application. <strong>If you DO NOT receive an email/letter by 9 March 2016 then please contact School Admissions.</strong></td>
<td>LA/Parents</td>
</tr>
<tr>
<td>29 March 2016</td>
<td>The latest date to lodge an appeal against a refusal of a place if you definitely want it heard before the end of the summer term.</td>
<td>Parents</td>
</tr>
<tr>
<td>March – 31 August 2016</td>
<td>Waiting lists are maintained for all oversubscribed schools and any places that become available are allocated from lists.</td>
<td>LA</td>
</tr>
<tr>
<td>April – July 2016</td>
<td>Appeals held.</td>
<td>Schools and LA</td>
</tr>
<tr>
<td>28 August 2016</td>
<td>LA ceases to maintain waiting lists for foundation and voluntary aided schools and Academies.</td>
<td>LA</td>
</tr>
</tbody>
</table>
Co-ordinated admission arrangements and what they mean

The law requires a Local Authority (LA) to co-ordinate admissions to all secondary schools (except independent (fee-paying) or special schools) in their area.

Essex parents must apply for secondary school places by completing the Common Application Form. This can either be completed online at www.essex.gov.uk/admissions, or you can use a paper application form. **Please do not do both.** Parents can express preferences for up to six schools, both in and out of Essex, in the order in which they would like them considered.

On 1 March 2016, parents will be sent one offer of a place at the highest preference school that can be met. If none of the preferences can be met, a place will be offered at the nearest Essex school to the child’s home address with a space available. Here are some examples of this process:

**Example 1 – Parent has applied for four schools and the first preference can be met:**

Preference 1 – Offered
Preference 2 – Not offered – right to appeal given*
Preference 3 – Not offered – right to appeal given*
Preference 4 – Not offered – right to appeal given*

**Example 2 – Parent has applied for five schools and the third preference can be met:**

Preference 1 – Not offered – on waiting list and right to appeal given
Preference 2 – Not offered – on waiting list and right to appeal given
Preference 3 – Offered
Preference 4 – Not offered – right to appeal given*
Preference 5 – Not offered – right to appeal given*

**Example 3 – Parent has applied for six schools and no preference can be met:**

Preference 1 – Not offered – on waiting list and right to appeal given
Preference 2 – Not offered – on waiting list and right to appeal given
Preference 3 – Not offered – on waiting list and right to appeal given
Preference 4 – Not offered – on waiting list and right to appeal given
Preference 5 – Not offered – on waiting list and right to appeal given
Preference 6 – Not offered – on waiting list and right to appeal given

Child will be offered a place at the nearest Essex school to their home address with a space available.

*You will note from examples 1 and 2 that children are only held on waiting lists for preferences higher than the one that can be met.

On 1 March 2016 (National Offer Day) parents who applied by using a paper form will be sent a letter containing the result of their application. An email will be sent to parents who have applied online and have requested it, confirming the outcome of their application.
The application process explained

Stage 1

Paper Application
OR
Online Application

Application form received.
Details entered onto LA database.
Application acknowledged by letter within 10 days.

Application made using online admissions system.
Submitted application acknowledged by email.
Details will be transferred into LA database.

Closing date for receipt of applications is 31 October 2015

Stage 2

Schools’ admission policies are applied to all applications.
Results are collated by School Admissions.
LA database is updated and information is exchanged with other LAs.

Stage 3

Preferences that can be offered are identified.
Information from other LAs added to database.
The highest preference offer is decided and the pupil record updated.

Stage 4

1 March 2016 – National Offer Day

Offer letter sent to all parents who applied using a paper form giving the results of their application.
Email sent to online applicants who have requested it, giving the result of their application.

Pupils will be held on a waiting list for any schools of higher preference than that offered, unless parents inform School Admissions that they no longer wish to be considered for a place. Waiting lists will be maintained by the LA for all schools until the end of August 2016.

If a place becomes available then the child at the top of the waiting list will be offered the place.
Parents are given the right to appeal against all preferences not offered.

If none of your preferences can be met you will be offered a place at the nearest Essex school to the home address with a space available.
If you have applied for a non-Essex school you should find out how that LA processes applications. This includes what happens when an offer is made from a waiting list.
Essential information for parents

This booklet contains the arrangements for admissions to schools as carried out by Essex County Council, in accordance with statutory regulations and guidance from the Department for Education and the statutory instruments.

Common Application Forms (CAFs)
Parents living in Essex must apply to Essex County Council (ECC) for their preferred secondary schools. The Essex Common Application Form (CAF) is the only way you can apply for a secondary school place for your child. The CAF can either be completed and submitted online at www.essex.gov.uk/admissions or you can complete and return the form at the back of this booklet. Please do not do both. If more than one application is received the authority will process the last one to be submitted. You must submit your CAF by 31 October 2015.

Your online application will be acknowledged by email only. Paper applications will be acknowledged within 10 working days by letter only. Please contact School Admissions if you do not receive an acknowledgement.

Parents seeking information should note that the LA will only discuss specific details about your child’s application with the person who completes the form (referred to as the applicant).

Supplementary Information Forms (SIFs)
Some schools will need extra information to rank your application against their admission criteria. These schools will ask you to complete a Supplementary Information Form (SIF). Most schools of a religious character will ask you to complete a SIF, as will those schools that have partial selection by aptitude or ability.

Where a SIF is required this is made clear in the school’s admissions policy which you can find on our website www.essex.gov.uk/admissions or in this booklet (pages 28–110). SIFs must be returned directly to schools.

Please remember that completing a SIF on its own is not an application – you must complete the Common Application Form and send it to us.

Schools with a specialist aptitude/ability criterion
The following schools have an aptitude/ability criterion in their admissions criteria for a proportion of their intake:

<table>
<thead>
<tr>
<th>School</th>
<th>Specialist Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Appleton School (Benfleet)</td>
<td>Modern Languages</td>
</tr>
<tr>
<td>The Billericay School</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Brentwood Ursuline Convent High School</td>
<td>Music</td>
</tr>
<tr>
<td>Castle View School</td>
<td>Modern Languages</td>
</tr>
<tr>
<td>The Deanes School (Thundersley)</td>
<td>Sport</td>
</tr>
<tr>
<td>Great Baddow High School</td>
<td>Performing Arts</td>
</tr>
<tr>
<td>The King John School</td>
<td>General ability</td>
</tr>
<tr>
<td>Shenfield High School</td>
<td>Sport</td>
</tr>
<tr>
<td>Thurstable School (Tiptree)</td>
<td>Football as identified by Colchester United FC</td>
</tr>
</tbody>
</table>

If you wish to apply for place at a school under its specialist aptitude/ability criterion you should complete their SIF and return it by the date set by the school. Your child will be invited to attend a selection test at the school and you will be notified of the result by the school before the closing date for applications. Please note that achieving the pass mark does not guarantee a place at the school but it should make it clear whether or not it is worth applying under the aptitude criterion for the school in question.

Applying to schools outside Essex
Secondary school admissions are fully co-ordinated across the country. This means that if you are resident in Essex you only need to fill out one form, the CAF, even if some or all of your

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1 Parents include guardians and carers or any person who has parental responsibility or care of the child.

2 If you live in Essex your council tax will be payable to one of the following District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford. ECC accepts no responsibility for applications submitted in error to it by parents resident in another council area.
preferred secondary schools are outside Essex. You can either apply online at www.essex.gov.uk/admissions or complete and return the form at the end of this booklet. Please do not do both.

Closing date for applications
The statutory national closing date for all applications whether online or paper is 31 October 2015. It is vital that you apply on time. Applications received after this date will normally be treated as late and will receive a lower priority.

No application for a school place is submitted
It is the responsibility of the parent or carer to ensure that the application is received by 31 October 2015. If you fail to submit an application you will not be offered a school place. If you do not intend to apply because you will be sending your child to an independent (fee-paying) school, or other reason, please inform School Admissions.

Priority admission areas
Although schools no longer guarantee places to children living in their priority admission (catchment) area, many include living in the priority admission area as one of their oversubscription criteria. Confirmation of your priority admission area school is available by using our ‘Catchment Area Finder’ tool on our website www.essex.gov.uk/admissions. Attendance at a priority admission area (catchment) school does not guarantee entitlement to free home to school transport (see page 23).

After the first round of offers are made on 1 March 2016, some schools may apply mid-year admissions protocols to admit children moving into their area where there is no other school with space within a reasonable distance.

Types of schools
All schools in Essex (except independent fee-paying schools) are known as maintained schools or Academies. There are several types of school outlined below. The list of schools in this booklet shows which type of school each one is. The differences relating to pupil admissions are:

- community schools – the Local Authority (LA) is the admission authority\(^3\) and sets the oversubscription criteria;
- voluntary controlled schools (VC) – these schools often have a religious character, normally Church of England. The LA is the admission authority\(^3\) and sets the oversubscription criteria;
- foundation schools – the school’s governing body is the admission authority\(^3\) and sets the oversubscription criteria;
- voluntary aided schools (VA) – these schools have a religious character often Church of England, Roman Catholic or Jewish. The school’s governing body is the admission authority\(^3\) and sets the oversubscription criteria;
- Academies – these are independent schools in the maintained sector. The Academy’s admission policy and arrangements must be consistent with admissions law and the School Admissions Code and the Academy Trust is the admission authority\(^3\) and sets the oversubscription criteria;
- Free Schools – these are Academy schools set up in response to parental demand. The Academy Trust is the admission authority\(^3\) and sets the oversubscription criteria;
- Studio Schools – these are Academy schools for 14-19 year-olds which offer academic and vocational qualifications, taught in a project-based way. Children are admitted for the first time in Year 10. The Academy Trust is the

\(^3\) An admission authority is responsible for all aspects of pupil admissions and appeals.
admission authority\(^3\) and sets the oversubscription criteria;
• University Technology Colleges – these are Academy schools for 14-19 year-olds which specialise in subjects such as engineering and construction, along with a broad, general education. The Academy Trust is the admission authority\(^3\) and sets the oversubscription criteria.

Shared parental responsibility
Where more than one adult shares parental responsibility and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for. If different applications are received, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until such time that:
• one joint application is made; or
• written agreement is provided from both parents; or
• a court order is obtained confirming which parents’ application carries precedence.

Please ensure that only one joint application is submitted by 31 October 2015. If multiple applications are received you risk your child not being considered for a school place or it could lead to an offered place being withdrawn.

School preference order
You should put your school preferences in the order you really want them, but remember to take into account transport implications. The ranked order of your preferences is confidential to the relevant LAs and will only be shared with schools in the event of appeals. In accordance with the statutory School Admissions Code, schools must not use admissions criteria that require you to put them as first preference to gain a higher priority. No Essex schools use such criteria. If your preferred schools are not in Essex you should check their admissions criteria carefully. Details for LAs bordering Essex can be found on page 113.

It is important that, when selecting your preferences for school admission, you take into account how you will transport your child to school. Pages 23 - 25 explain the Council’s Education Transport Policy. The following websites may give you useful information about alternatives if your child will not qualify for home to school transport:
www.essex.gov.uk/publictransport or www.travelinesoutheast.org.uk.

Using all your preferences
We strongly recommend that you use all of your 6 preferences.

Applying for more than one school does not in any way reduce your chances of being offered your highest preference so please aim to use all of your preferences. Your local school must be one of your preferences in order for it to be considered; this will not be done automatically.

If none of your preferences can be offered, you will be allocated a place at the nearest Essex school to the home address with a place available after all the other on time applications have been dealt with. This could mean your child being allocated a school several miles away from your home address which is why we advise you to use all 6 preferences.

Selective/Grammar schools
You must put your preferred schools on the application form in the order that you want them, and this should include grammar schools if you so wish. You will need to consider the order of schools carefully. School Admissions will offer places according to the highest of your preferences that can be met. Entry to all grammar schools in Essex is based on the results of selection tests. If your child’s selection test score is high enough for him/her to be offered a grammar school place but you have expressed a higher preference for another school that can be met, your single offer of a place will be at your higher preference school, not the grammar school.
Children with statements of Special Educational Needs or Education, Health and Care Plans applying for grammar schools

Where a child has a statement of Special Educational Needs or an Education, Health and Care Plan (EHCP), in most cases your child’s secondary school place will be decided through a consultation process with the Statutory Assessment Service. However there are a small number of parents who wish their child to take the entry test for grammar schools. In these cases the parent should also complete a Common Application Form. If your child is ranked high enough to be offered a place, we will inform the SEN caseworker involved who will be able to name the school in your child’s statement or EHCP.

Changing preferences

You can change your preferences on your online application by logging into, amending your existing application and resubmitting it, as long as this change is made by the closing date.

If you applied on paper you will need to write to School Admissions before the closing date so your letter is received by 31 October 2015.

After the closing date, a change request will not be accepted, unless this is for an address change. Evidence of any address change must be supplied by the specified deadlines.

Any requests must be submitted to School Admissions in writing, whether you applied online or by paper. You can email admissions@essex.gov.uk.

Home address

Applications will normally be processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 4 January 2016. The home address is considered to be the address at which the child resides on a permanent basis or is ‘ordinarily resident’. This is generally the address of the parent/carer. In some cases, children may be ‘ordinarily resident’ for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week.

Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be ‘ordinarily resident’ with that person. In all cases we expect that the adult with whom the child is ‘ordinarily resident’ receives the child benefit for the child (where eligible).

Some foundation, VA schools and Academies have different rules on home address. You should check each school’s policy.

Applications from members of the Armed Forces and Crown Servants

Members of the Armed Forces and Crown Servants with automatic right of entry to the UK who are able to provide evidence of their relocation can apply for a school place ahead of a move. An application can be made as soon as confirmation of the relocation is available.

For Armed Forces applications we will use the unit posting address when considering the application, until such time as a confirmed home address can be provided. For Crown Servants a United Kingdom
Essential information for parents continued

Address checking
The LA may ask a random sample of applicants to provide proof of their home address. This must be a copy of one of the following:

- UK driving licence;
- council tax notification;
- two utility bills dated within the last six months (gas, electricity, water or landline phone).

Fraudulent/Misleading applications
Regrettably, on occasion some parents give false information about their home address to get a place at a particular school. This is completely unacceptable and can have the effect of denying a place to a child with a more genuine claim. The County Council expects that all applications are made in good faith giving the correct information.

Where there is reasonable doubt as to the validity of a home address, the LA reserves the right to take additional checking measures including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the LA, in consultation with the admission authority, has the right to withdraw the place and will exercise that right in relevant cases.

Moving house/changing address details
If you move address either within Essex or into Essex during the admissions process, you must notify School Admissions immediately by email or letter. You should provide proof of exchange of contracts if you have purchased your new home, or tenancy agreement if you are renting. If there are changes to your plans you must let School Admissions know immediately or your child’s offer of a place could be withdrawn.

If you own a property in Essex but are not living in it, but intend to take up residency at your Essex home before the start of the autumn term, your application will be processed using your Essex address once evidence has been received. Any offer of a school place will then be conditional upon receipt of evidence of you taking up residency at that property in Essex.

Distance tie-breaker
Most schools use distance to prioritise their applications, both within each individual criterion and as a final criterion. Straight line distance is commonly used; however, a small number of schools measure by the shortest walking route.

For admissions purposes the LA uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. The definition of the home address is as described on page 11. Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two
residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child’s school and home. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions, with the exception of twins, triplets etc.

**Siblings**

For all community and VC schools, and for some foundation, VA schools and Academies (indicated by ‡ in the school’s admission policy) the following definition applies:

A relevant sibling is a child who has a brother, sister, adopted brother or sister or step-brother or step-sister living in the same family unit in the same family household and address, who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

For mid-year applications the only variation to the definition above is that the sibling should be attending, or have been offered a place at, the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission. Biological siblings who attend the preferred school will be treated as siblings irrespective of their place of residence.

For 11–18 schools, a sibling link to a child in Year 11 or Year 12 at the time of application and determination will be taken to exist where there is a reasonable expectation that the child will be returning to the school for a post 16 course of study.

Foundation, VA schools and Academies may have different definitions of a sibling. Please contact the school to check.

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**Will my child’s brothers and sisters be able to go to the same school?**

You should check the priority given to siblings in each school's admissions criteria to assess the chances of this. **There is no automatic guarantee that siblings can go to the same school. Your chances will be reduced if you do not apply on time.**

Having a sibling already in receipt of transport does not guarantee that a future sibling will automatically qualify for transport to the same school. See the transport policy information on pages 23-24.

**Twins, triplets etc.**

For community and VC schools in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining child(ren). For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc.) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then places would not normally be offered to all.

For foundation, VA schools and Academies the decision will be made by the governing body or Academy Trust.

**Children who are cared for by a local authority (Looked After Children )**

A ‘looked after child’ or a child who was previously looked after but immediately after being looked after ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order will be given first priority in oversubscription criteria, ahead of all
other applicants, in accordance with the School Admissions Code 2014. 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 (as defined in Section 22(1) of the Children Act 1989).

Medical circumstances
Some schools may give priority based on medical circumstances. You should check the school’s admission policy and send any supporting evidence to the school directly. If the school is in another local authority, check with the school where to send any evidence.

Feeder primary schools
Some schools give priority based on attendance at a feeder primary school. If you are not sure at what point attendance at a feeder primary school is taken into account, check with the school. Feeder primary school links have no relevance to school transport entitlement.

Admission of children from overseas
All children of compulsory school age (5 to 16 years) in the UK have a right of access to education. However, where the child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK or are European Economic Area nationals normally have unrestricted entry to the UK. An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application. The application may however be processed on the basis of the overseas address.

If an applicant meeting the above criteria owns a property in Essex but is not living in it, but intend to take up residence at the Essex home before the start of the autumn term, then evidence of this address must be provided for the application. Any offer of a school place will then be conditional upon receipt of evidence of taking up residency at that property in Essex.

Other children from overseas do not generally have automatic right of entry to the UK. An application for a school place will not be accepted until they are resident in the UK. Proof of residency such as endorsed passport or entry visa will be required with the application.

How decisions are made
Each school has a Published Admission Number (PAN) which is the maximum number of children the school intends to admit each year. If there are more applications than the PAN then the school’s oversubscription criteria will be applied. This is a set of rules against which applications are prioritised, for example siblings or distance. The entry for each school in this booklet sets out a summary of the oversubscription criteria. It also includes information on the number of applications received and the last admission criterion reached last year. This information can help you assess the chances of your application being successful.

Withdrawal of an offer
If a school place has been secured through false information or has been offered in error, the offer of the place may be withdrawn.

Late applications
Applications received after the closing date of 31 October 2015 will normally be treated as late. This means your application will be dealt with after all on time applications have been processed, unless there is evidence, or you provide evidence, to show that the application could not reasonably have been made on time. A new on time preference will not be accepted after the closing

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5 It will not be possible to treat any application received after 4 December 2015 as on time. In addition, any new applications, preferences or change requests received after 4 January 2016 will be held and not considered until after the first round of offers on 1 March 2016.
Essential information for parents

continued
date unless the circumstances are deemed to be exceptional.

All late applications will be considered by LA officers to determine whether there are exceptional circumstances. Where that is deemed to be the case, the application will be treated as "on time".

None of your preferences can be met

If none of your preferences be met and if you are an Essex resident, you will be offered a place at the nearest Essex school to your home address with a space available. Remember to use all your preferences. For September 2015 only 2.72% of Essex parents could not be offered any of their preferences whilst 93% were offered their first or second preference of secondary school.

If your child is not offered a place

If your child is refused a place at a preferred school that is ranked higher than the offer you have received, your child's details will be held on a waiting list. You will also be given the right to appeal to an independent appeal panel for any school you applied for where your child has not been offered a place.

Independent appeal panels can grant a place at a school even when the admission authority has demonstrated that the process has been carried out properly, and all the available places have been filled. Panels have to weigh the disruption and difficulty to the school and the quality of education it delivers (referred to as ‘prejudice’), as a result of having an additional pupil, against the prejudice to the child if he/she did not attend that school.

Some parents express concern that their appeal has been ‘a waste of time’. An appeal is never a waste of time but you should carefully consider your reasons for your child attending the school. From figures available at the time of preparing this booklet, for Year 7 admissions to Essex secondary schools in September 2015, there have been 226 appeals for places, of which 23% were successful. This information is intended to help parents decide whether it is worthwhile pursuing an appeal.

Waiting lists

After 1 March 2016, all unsuccessful applications that are a higher preference than the school offered will be held on a waiting list, according to the admissions criteria for the school. This applies to both on time and late applications.

School Admissions will hold waiting lists for all Essex oversubscribed schools until the end of August 2016. Applicants will be ranked in priority order, according to the school’s admission criteria. After this date Essex LA will continue to maintain waiting lists for oversubscribed community and VC schools until the end of the autumn term 2016. Oversubscribed foundation, VA schools and Academies are required to maintain their own waiting lists, as a minimum, until the end of the autumn term.

Waiting list positions can change, for example, as a result of an offer of a place being made or as new applications for the school are received. It is therefore possible that a child’s position on a waiting list could move down as well as up.

If you are in any doubt, please check with the relevant admission authority.

I’ve decided I would prefer a lower preference school than the one I have been offered

Although you will be given the right of appeal for any preference for which you were not offered a place, your child’s name will automatically be held on a waiting list for any Essex preferences higher than the one offered. If, having received your offer, you decide you would rather your child attends one of your lower preference schools please put this request in writing to School Admissions. Your application to that school will then be reactivated and, if there are no places available, added to the appropriate place on the waiting list.

Continued interest in a school after the end of the autumn term

Waiting lists are not automatically maintained after the end of the autumn term for community
and VC schools. This means that if you have been refused in the normal admissions round but still want a place you will have to contact us to put your child’s name on a continued interest list.

If a place becomes available, those on the list will be ranked along with any other applications that have been received for a place at the school.

When there are more live applications, on the same day, than the number of places available, the school’s admission criteria will be used to determine any offers that can be made.

This situation may be different if you are applying for a place at a Foundation or VA school or an Academy. You will need to contact the school to see how they handle your application and continued interest in a place.6

I want to change secondary schools (mid-year)
Parents should apply in writing directly to schools. The schools must then offer or refuse a place, informing the parent of the outcome in writing. There is an application form which will be available at all Essex Secondary schools, on the Essex County Council website and on demand from the LA’s School Admissions team. The application form has notes of guidance to assist you, as well as signposting you to the School Admissions team for further advice if you need it.

Upon receipt of an application, the school must consider the application without delay and make a decision as to whether a place is to be offered or not. In the majority of cases, a decision will be easy to make since a place should be offered unless the year group is fully subscribed to the admission number, or there are competing applications for a limited number of places.

All schools must formally determine any application received by either offering a place, or by writing to you to refuse a place. This should be done within 7 school days of receiving an application in most cases. Where a place is refused, the letter must give a reason for the refusal (which will normally be that the year group is fully subscribed) and advise you of your statutory right of appeal to an independent panel.

Changing schools is a serious step to take, particularly for pupils in Years 10 and 11.

Before applying please discuss the reasons for your request with your child’s current head teacher. You should not remove your child from their current school before securing a place at another school.

A school may admit a child over the admission number and outside the admission criteria where they have been excluded from another school or are being placed as a move supported by all agencies.

If, having applied for a place, your child is still left with no school place at all please contact the School Admissions team for more advice. The LA has a ‘Fair Access’ officer who can offer advice and assistance where no schools in the area have vacancies.

Fair Access Protocol
The Local Authority has a Fair Access Protocol to ensure that schools and the LA work together to ensure that access to education is secured swiftly for children that have no school place. The aim of the protocol is to encourage close co-operation between schools, when allocating places for pupils who are ‘hard to place’ (for example children with challenging behaviour) that balances the needs of parents, children and schools.

In addition, under the protocol the LA can, in exceptional cases, approach schools and ask them to admit children over their admission number where, for example, a child has moved into an area and there are no schools within a

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6 If you have applied for a non-Essex school and have not been offered a place, it is your responsibility as the parent or carer to find out how waiting lists for schools in other LA areas are operated. This includes what happens if an offer is made from a waiting list.
Essential information for parents continued

reasonable distance of the child’s home with a place available.

Children considered for admission under the Fair Access Protocol will take precedence over children on a waiting list who are attending another school.

What happens post 16?
The Government has introduced changes so young people, following Year 11, are now required to remain in learning until at least their 18th birthday. Young people will, however, have a range of options they can consider including:

- Full-time education, such as school with a Sixth Form, College, Sixth Form College or the new University Technical College in Harlow.
- Work based learning, such as an Apprenticeship or Traineeship
- Part-time education or training if the young person is employed, self-employed or volunteering for more than 20 hours a week.

All education establishments will publish their entry criteria for a place in their sixth form or college within their prospectus or on their website. As well as schools with sixth forms, there are sixth-form colleges, providing mainly academic post 16 courses, in Braintree, Colchester and Thundersley. In addition, there are Further Education (FE) Colleges in Basildon, Braintree, Chelmsford, Colchester, Epping Forest, Harlow and the new University Technical College in Harlow; all of which provide a wide range of different levels of technical and vocational education for young people.

If your son or daughter is interested in an Apprenticeship or Traineeship there are a wide range of Training Providers working with employers, in Essex, to deliver these programmes. Your child’s school will supply information to your son or daughter in Year 11 on all the opportunities and Training Providers available in the local area or to find out more visit www.apprenticeships.org.uk.

To find out more about the next steps and all the options available to young people, please visit www.essex.gov.uk/futurelearning.

Post 16 applications from outside of the county
For applications to post 16 education providers in Essex from outside of the county, including from other countries, please contact each institution directly for support in applying for a place. All education institutions can be found on the website mentioned above.
Appeals against admission decisions

Making an appeal
If your child has not been offered a place at your preferred school(s) you have the statutory right to appeal to an independent appeal panel against the decision not to admit your child. If you decide to appeal, you have 20 school days from the date of your refusal letter to make your appeal. This is to ensure that it is heard along with all others.

Detailed information about how to appeal will be sent to you with your offer pack.

After you have made your appeal
You will be advised in advance of the date of your meeting, called a ‘hearing’. Wherever possible the appeal hearings will take place in the area local to the school for which you are appealing.

You are encouraged to attend your appeal in person. If you do not attend, and do not inform the clerk, the panel may consider your appeal in your absence. You should remember that if your appeal is heard in your absence, the panel will be unable to ask further questions about any details of your case, which they may wish to clarify, before reaching a decision. Your appeal will usually be heard in private and as informally as possible. If you wish you may bring a friend, relative or representative. Before the hearing you will be sent a written summary of the admission authority’s case for not being able to offer your child a place at the preferred school.

At your hearing
There will usually be three panel members who will be introduced to you. A clerk will also be present to record the panel’s decisions and advise on the law and procedure. A representative of the admission authority (the school or the LA depending on the type of school) will present the case for not meeting your preference.

The panel will have copies of your appeal (plus any letters or additional information you may have sent in support of your appeal) together with information on why your preference has not been met. If you attend, the hearing will usually follow this pattern:

- the case for not meeting your preference will be presented;
- you, or your representative, may ask questions;
- you, or your representative, will present your case;
- you may be asked questions;
- the reasons for not meeting your preference will be summarised;
- you, or your representative, will be given the opportunity to summarise your case.

Grouped appeal hearings
When there are a large number of appeals for one school they may be heard using the ‘grouped appeal’ system. There are normally two stages to this process.

At the first stage, the admission authority will present its case to all parents (and any representatives) at the same time, in the form of an evening presentation. For a small number of appeals, the presentation will take place on the morning of the appeal. When there is an evening presentation, notes of the meeting will be sent to all appellants before the second stage.

At the second stage, the appeals of the individual parents will be held in private, as described earlier, and no decisions will be made until all appeals, received on time, for the school have been heard.
Appeals against admission decisions
continued

The decision

The panel will, firstly, decide whether the school or LA has demonstrated why it cannot admit any more children. If the panel is satisfied that the admission authority has proven this, it will go on to consider all the points you have made. The second part of the hearing is based on balancing the need of the individual child against the effect on the school of admitting another child. The clerk to the panel will write to you, usually within five working days, although this may not be possible where there are multiple appeals for one school, telling you of the appeal panel decision and the reasons for it. The decision is binding on both parties.

Essex LA’s policy, which applies to community and voluntary controlled schools, where a parent’s appeal is not successful, is that we will not consider another application for the same school in the same academic year unless there have been significant and material changes in the circumstances of the parent, child or school, which could warrant a new application. These changes have to relate to the new application and not be connected with the result of the first application.

The Local Government Ombudsman can investigate complaints of maladministration. For Academies, the Education Funding Agency can investigate such complaints.
Essex County Council has additional responsibilities for children assessed as having special educational needs. An assessment of these needs may lead to a statement of special educational needs or an Education, Health and Care Plan (EHCP) being issued. Most children with a statement or EHCP are educated at their local mainstream school, with additional support if appropriate. Some children who have a statement or EHCP and have significant special educational needs attend a special school or a mainstream school with additional special provision. For further details about the statutory assessment procedures or special education in Essex please ring the Parent Partnership Helpline 01245 436036.

The list on page 22 gives details of the special schools in Essex and an indication of the type of difficulty catered for by each school.

A child is only placed in a special school if they are the subject of a statement of special educational needs or EHCP and the school is named in that document. For most children a mainstream school will be able to meet their needs.

Children with a statement of special educational needs or EHCP that name a school are required to be admitted to that school. However, if a child with a statement or EHCP wishes to be considered for a grammar school, the child must sit the relevant selection tests (see pages 10 and 11).

If your child has, or is currently being assessed for, a statement of special educational needs or EHCP, you will have discussed the most suitable school and the range of options available with the Statutory Assessment Service (SAS).

If you think your child may have special educational needs you should first speak to the headteacher of your child’s present school.

Most special schools take pupils from a wide area of the county.

Please note: If your child has a statement of special educational needs or EHCP they will be allocated a secondary school place by SAS as part of the review of their statement for the transition from primary to secondary school. Whilst you will have the opportunity to express preferences for your preferred schools you should do this as part of the discussions following the proposed amended statement being issued. You should not return the Common Application Form in this booklet or make an application using the online facility. If an application is received for a child with a statement of special educational or EHCP needs a place will not be allocated as part of the co-ordinated admissions process detailed on page 7. However if you wish your child to try for a grammar school please see pages 10 and 11.

SEN Local Offer

Our Local Offer provides information for children and young people with special educational needs and disability (SEND) and their parents or carers in a single place.

The Local Offer is published as part of the SEND reforms under the Children and Families Act 2014 and will be developed over time, with partners involved reviewing it.

The Local Offer is for:

- Children and young people with special educational needs and/or disabilities (SEND)
- Children and young people from birth to 25 years
- Their parents and carers
- Practitioners and professionals

The Local offer will:

- Make it easier to find out what you need to know
- Help you to be less dependent on other people or word of mouth
- Help you find the nearest and most suitable services
- Help you to ask the rights questions
- Help you to provide feedback about what is needed, raise concerns or make a complaint.
Special educational needs and Essex special schools continued

**SEN transport arrangements**

Arrangements for free home to school transport can be found online at [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport).

In line with statutory duty Essex provides free home to school transport to the nearest appropriate school with space if the pupil resides:

- 2 miles or more from the school for pupils up to the age of 8 (end of year 3)
- 3 miles or more from the school for pupils over the age of 8 (year 4 and above)

If a child lives under the statutory distance criteria, transport cannot be provided unless there is clear evidence that the child’s special educational needs are such that the parent/carer cannot get him/her to school.

The provision of an escort on the vehicle is not automatic and is based on the child’s individual needs at the time of assessment.

Where a school is or can be named in a child’s statement or EHCP as it is the nearest appropriate school but as a result of parental preference they choose an alternative school, transport will not usually be provided to the alternative school. Parents will be required to make their own arrangements to get their child to and from school in this instance.
## Special schools in Essex

### New Model Special Schools (NMSS) for pupils with Severe and Lifelong Difficulties

<table>
<thead>
<tr>
<th>School</th>
<th>Serving Area</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pioneer</td>
<td>Basildon</td>
<td>3 – 19</td>
</tr>
<tr>
<td>Edith Borthwick</td>
<td>Braintree</td>
<td>3 – 19</td>
</tr>
<tr>
<td>Glenwood</td>
<td>Castle Point / Rochford</td>
<td>3 – 19</td>
</tr>
<tr>
<td>Columbus</td>
<td>Chelmsford</td>
<td>3 – 19</td>
</tr>
<tr>
<td>Lexden Springs</td>
<td>Colchester</td>
<td>3 – 19</td>
</tr>
<tr>
<td>Oak View</td>
<td>Epping Forest</td>
<td>3 – 19</td>
</tr>
<tr>
<td>Harlow Fields</td>
<td>Harlow / Uttlesford</td>
<td>3 – 19</td>
</tr>
<tr>
<td>Shorefields</td>
<td>Tendring</td>
<td>3 – 19</td>
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</tbody>
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### Community Learning in Partnership (CLiP) for Children with Complex Needs

<table>
<thead>
<tr>
<th>School</th>
<th>Serving Area</th>
<th>Age</th>
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</thead>
<tbody>
<tr>
<td>Castledon</td>
<td>Basildon</td>
<td>5 – 16</td>
</tr>
<tr>
<td>Thriftwood</td>
<td>Braintree / Chelmsford</td>
<td>5 – 16</td>
</tr>
<tr>
<td>Endeavour</td>
<td>Brentwood</td>
<td>5 – 16</td>
</tr>
<tr>
<td>Cedar Hall</td>
<td>Castle Point / Rochford</td>
<td>5 – 16</td>
</tr>
<tr>
<td>Kingswode Hoe</td>
<td>Colchester</td>
<td>5 – 16</td>
</tr>
<tr>
<td>Market Field</td>
<td>Colchester</td>
<td>5 – 16</td>
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</tbody>
</table>

### Physical Difficulties

<table>
<thead>
<tr>
<th>School</th>
<th>Serving Area</th>
<th>Age</th>
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</thead>
<tbody>
<tr>
<td>Southview</td>
<td>All</td>
<td>3 – 19</td>
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</table>

### Behavioural, Emotional and Social Difficulties

<table>
<thead>
<tr>
<th>School</th>
<th>Serving Area</th>
<th>Age</th>
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</thead>
<tbody>
<tr>
<td>Wells Park</td>
<td>All</td>
<td>7 – 11</td>
</tr>
<tr>
<td>Ramsden Hall</td>
<td>All</td>
<td>11 – 16</td>
</tr>
</tbody>
</table>
Home to school transport
Home to School Transport – Policy Summary

Mainstream secondary schools
Please visit [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport) for the full Education Transport Policy. Children will only be entitled to free home to school transport if there is an entitlement under this policy. It is essential that you read and understand the transport policy information, if school transport is important to you. Having a sibling already in receipt of transport to a school does not guarantee that a future sibling will automatically qualify for transport to the same school. The policy criteria must be met in all cases.

Please note that entitlement to school transport will not be assessed on the basis of priority admission (‘catchment’) areas or historically ‘designated’ areas or schools. Applications will instead be assessed against the following criteria.

Essex County Council (ECC), in accordance with its statutory duty, will provide free home to school transport for children of secondary school age to the nearest available school to their home address, if they live 3 miles or more from that school.

ECC will measure using the shortest road route to calculate distances to establish which is the nearest school to a child’s home address. Thereafter, the shortest available walking route is measured to calculate the distance to the nearest school, to determine if the qualifying distance is met for entitlement to transport.

ECC uses a Geographical Information System (GIS) to measure and calculate home to school distances. The measurements produced by the Council’s GIS are the definitive distance calculations that the Council will use to determine transport eligibility.

Statutory entitlement is extended to those from low income groups. Children from low income groups are defined as those who are entitled to free school meals, or those families whose annual taxable household income is less than £16,190 as defined in their current child tax credit form.

Children in years 7 – 11 from low income families are entitled to transport where they attend one of the three nearest available schools to their home address providing those schools are between 2 and 6 miles from their home address. Evidence of continuing benefit will be required to be provided on an annual basis.

Entitlement is also extended to those children from low income families who are attending their designated faith school which is 2 miles or more, but not more than 15 miles, from the home by the shortest road route.

Where a parent gains a place for their child at their preferred school, either having not applied to their nearest school(s) or having given the nearest school(s) as a lower preference on the original admission application form, then transport will not be provided to a school further away unless there is an entitlement under the low income criteria. Similarly, where a parent rejects an offer of a place at a nearer school, transport to a school further away will not be provided.

In the event that a faith, selective or out of county school is the nearest available school an entitlement to transport will exist to that school as well as the nearest other maintained school or academy within the Essex County Council area, providing the distance criteria is met.

What is the nearest school for transport purposes?
Any parent who is unsure as to which school the Council considers to be their nearest school for transport purposes should send an email to: educationawards@essex.gov.uk

The email should state the child’s name and address, asking what the Council considers to be the nearest secondary school for transport purposes to that address.

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7 An available school is determined to be a maintained school or academy within the administrative area of Essex County Council.
Faith schools
Entitlement is extended to those children from low income families who are attending their designated faith school which is 2 miles or more, but not more than 15 miles from home by the shortest road route. To evidence that the child is attending a school based on religion or belief, their baptism certificate or a written statement supporting the reasons for selecting a faith school must be provided.

For Roman Catholic (RC) schools, the ‘designated faith school’ for this purpose is the school which the RC Diocese and the County Council have agreed as the RC school for the area of the home address. In the case of other faiths, transport will only be provided to the nearest school of that faith, if the relevant income and distance criteria are met.

A faith school is considered to be a voluntary aided school or faith academy which, in its admission arrangements, gives priority for admission to children of the faith. Voluntary controlled schools are not considered to be ‘faith schools’ for the purposes of transport.

Selective/Grammar schools
Home to school transport will be provided to those children from low income families that are attending a selective school and reside 2 or more miles away.

A selective school (i.e. grammar school) is considered to be one which admits all pupils by reference to their academic ability, by means of a selection test or other process to determine academic ability.

The Consortium for Selective Schools in Essex (CSSE) also run transport services to all of their selective schools and you can purchase a termly ticket for this transport. Should your child be successful in gaining a place at a selective school, details will be provided in the information pack sent to you by the CSSE after the offer date. More information is available at www.csse.org.uk or by calling 01245 348257.

Points to remember
- An offer of a school place does not guarantee free school transport even if you live over three miles away from the school you have been offered, even if it is the priority admission (catchment) area school.
- Before you apply for a school place and for home to school transport you should read the information made available to you in this booklet and the full Education Transport Policy on the website www.essex.gov.uk/schooltransport.

It is important that, when selecting your preferences for school admission, you take into account how you will transport your child to school where the above policies do not apply. The following website may give you useful information about alternatives: www.essex.gov.uk/publictransport

Sustainable modes of travel
Increasing car use for the ‘school run’ is considered a significant factor in contributing to local traffic problems, accounting for about 20% of traffic at peak times. In addition, there are perceived concerns about road safety around schools and increasing problems of child obesity associated with inactive lifestyles. Much work has already been done in Essex to tackle these issues through a range of initiatives and schemes and this continues to happen. For more information about the strategy itself and issues relating to transport to school please visit www.essex.gov.uk.

Scholars’ tickets
Some commercial bus services are operated under contract to Essex County Council. You may be able to purchase a discounted ticket on these services. For further information go to www.essex.gov.uk/schooltransport.

Post 16 transport
Students undertaking a post 16 course of full time education at a sixth form or college will be eligible for transport if the nearest appropriate sixth form
or college is more than three miles from home and a contribution is made to the cost of transport. An appropriate sixth form or college is one at which the course, or the majority of the course, is offered.

The contribution of £900 is payable in one annual payment or 3 termly instalments. This charge is reduced to £450 if parents receive Income Support, Job Seeker’s Allowance (income based), income related employment and support allowance or Pension Guarantee Credit. Families in receipt of Child Tax Credit/Working Tax Credit whose total annual income (including income from Working Tax Credit, as assessed by the Inland Revenue) does not exceed £16,190 may also have the charge reduced. The three mile distance is measured by the nearest ‘walking route’, which may not be the nearest main route to the school.

The transport arrangements provided for entitled Post 16 students can be found at www.essex.gov.uk/schooltransport.

Financial assistance for parents and students

Uniform grants
The provision of uniform grants is only made in exceptional circumstances. In order for the family to qualify it must be in receipt of qualifying benefits.

Examples of exceptional circumstances where an award will be considered are:

- enforced re-housing and associated move of school
- parent and children in a refuge enforcing a change of school
- enforced move of school through bullying with evidence from the previous school
- exceptional circumstances requiring the replacement of a uniform

Families must be in receipt of one of the following qualifying benefits:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income of below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, Income Related
- Support under part VI of the Immigration and Asylum Act, 1999

For more information or to request an application form please contact 0845 603 2200 or visit www.essex.gov.uk/schooltransport.

Free school meals
Entitlement to Free School Meals is based on the family receiving one of the benefits below:

- Income Support
- Income Based Job Seeker’s Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income of below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, Income Related
- Support under part VI of the Immigration and Asylum Act, 1999

If you are entitled to one of the above benefits or have an equivalent low income please contact us on 0845 603 2200 to apply over the telephone or visit www.essex.gov.uk/freeschoolmeals to apply online.

Entitlement to free school meals is strictly confidential. Your entitlement will only be shared with the school your child attends to enable the meal to be provided.
Secondary schools in Essex

The following pages list secondary schools in Essex, along with a summary of each school’s admission policy. The school’s address, phone number and contact details are also shown along with some numerical information.

Each school’s full admission policy is available to view on the Essex County Council website at www.essex.gov.uk/admissions by searching for the individual school.

On the opposite page we describe how to interpret this information but this is not a substitute for the school prospectus. Please visit the schools to get a true impression.

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Please remember - there is no guarantee of a place at or school transport to a particular school. It is the responsibility of parents to read and understand the Education Transport Policy.
School information explained

Nosuch Secondary School

Acacia End, Chelmsford CM1 2AA
Telephone: (01245) 454545
Email: nosuch@essex.sch.uk
Website: www.nosuch.essex.sch.uk
Headteacher: Mr A Smith

Comprehensive Foundation (Co-educational) 11–16
School Number: 881-4444

Published admission number Sept 2016: 300
Applications received (all preferences) Sept 2015: 600
Number on roll Jan 2015: 1403
In 2015 the last child was admitted under criterion 3

Admissions Policy
There is no guarantee of a place in the school. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the priority admissions area with a sibling attending the school;
3. children living in the priority admission area:
4. children living outside the priority admissions area with a sibling attending the school;
5. remaining applicants.

Note 1
The total number of applications received was collated in April 2015. The PAN and the number of applications received for 2015 should give you an idea of the demand for places at the school. Treat this information carefully and talk to the school about it. For instance, some applications may have been second, third or even sixth preferences and these increase the overall number of applications. However you should be aware that if you only apply for schools that are oversubscribed you may not receive a place at any of them.
Published admission number Sept 2016: 450
Applications received (all preferences) Sept 2015: 216
Number on roll Jan 2015: 476
In 2015 the last child was admitted under criterion 3

Admissions Policy
Where the number of applications for admission is greater than the published admissions' number, applications will be considered against the criteria, and in the order, set out below. After the admission of children with statements of special education need which name the Academy on the statement, application will be considered from:

1. students in public care/'looked after' children and previously looked after children (see definition on pages 13-14);
2. students who, at the time of application, have a sibling# on the roll in the Academy and who will still be on the Academy's roll at the time the applicant starts at the 11–14 Academy;
3. other children. Priority will be given on the basis of the closeness of the child's home to either the Basildon Lower Academy or the Basildon Upper Academy, whichever is nearer. Proximity will be measured by straight line distance*.

In the event of a tie in either category 2 or 3 above the Chair of Governors, supervised by an independent scrutineer, will draw names.

# For the purposes of criterion 2 above, a sibling of the applicant means a natural brother or sister, step-siblings, half-brother or half-sister of the applicant, or adopted brother or sister, who will be living with the applicant at the same address on the date of their entry to the Academy.

* For the purposes of criterion 3 the straight line distance will be measured from the address-point of the student's home to the address-point of either Academy site, whichever is nearer and regardless of distance of travel. Straight line distances are calculated by the LA as described on pages 12-13. Where a student lives for part of each week at a different address, the 'home' address shall be that address which is the main family home and where the student spends the majority of the week.

Waiting list held until: end of academic year.
How to apply for a place in Year 10
Applications will be handled in accordance with the process and timetable for the co-ordination of pupil admissions to secondary schools published in this booklet. Applications should be made as follows:

Parents of children attending Year 9 of the Basildon Lower Academy must sign the transfer register available at the Upper Academy by the published closing date to apply to transfer their child to Year 10 at the Upper Academy. If your child is attending the Basildon Lower Academy and you do not sign the transfer register at the Upper Academy, your child will not be offered a place at the school. This may result in your child being without a school place in Year 10 as the Upper Academy is the only school in Basildon and neighbouring areas that admits children into Year 10 as a normal year of entry. Parents can apply for a place in Year 10 at another secondary school as well as signing the transfer register at the Upper Academy by completing a Mid-Year Application Form available from the Local Authority. Applications for transfer to other schools in September 2015 received by the Local Authority on the Mid-Year Application Form will be treated as casual admissions and will not be determined until the second half of the summer term 2015. The offer of a place in Year 10 at an alternative school will be dependent on there being spaces available at the school.

Parents with children in Year 9 at other secondary schools who wish to apply for a place in Year 10 from September 2016 must complete the Upper Academy application form available from the LA and return it to the LA by the published closing date.

Admissions to Sixth Form
There will be open access to post 16 provision for the Academy’s own students. A full range of courses will be available and students will agree their programmes with Academy tutors, at the level appropriate to their ability. The same course provision and enrolment arrangements will apply to external applicants.

The Academy will admit up to 70 external applicants in Year 12. If more than 70 external applicants apply for a place, after the admission of children with statements of special educational need which name the Academy, priority will be given in the following order:
1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. other children. Priority will be given on the basis of closeness of the child’s home to the Basildon Upper Academy, measured by straight line distance*.

In the event of a tie in category 2, the Chair of Governors, supervised by an independent scrutineer, will draw names.

* For the purposes of criterion 2 the straight line distance will be measured from the address-point of the student’s home to the address-point of the Upper Academy site, regardless of distance of travel. Straight line distances are calculated by the LA as described on pages 12-13. Where a student lives for part of each week at different address, the ‘home’ address shall be that address which is the main family home and where the student spends the majority of the week.

Waiting list held until: end of academic year.
Admissions Policy

Where applications for admission exceed the number of places available the following criteria will be applied in the given order:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. where a child is living in the defined geographical area of Wickford, the closest to the school being given the highest priority (as determined by straight line distance);
3. where a child has a brother or sister (sibling)# attending the school at the time of admission, the closest to the school being given the highest priority (as determined by straight line distance);
4. where a child is living outside the defined geographical area of Wickford, the closest to the school being given the highest priority (as determined by straight line distance). Straight line distances are calculated by the LA as described on pages 12-13.

Exceptional medical reasons may supersede all or some of the above criteria. Such requests must be supported by medical evidence from a doctor or other registered health professional, setting out why the preferred school is the most suitable school and the difficulties that would be caused if the child had to travel to another school, at the time of application. Applications made on this basis will be considered by the Governing Body, who will decide whether the evidence provided demonstrates that the medical circumstances are exceptional and if it is appropriate for the application to override those in other admissions criteria.

# For applications made in the normal admission round a 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 school in any year group. This, therefore, includes brothers and sisters and step-brothers and sisters. In addition biological siblings, in any year group will be treated as siblings irrespective of place of residence.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The school is proposing to admit 120 in Year 12, including 15 who will be admitted for the first time in September 2016.

Year 12 students will be admitted only if they meet the entry requirements from their top 8 GCSE scores, including English and Maths. To study 3 A Levels they will require 44 points; to study 4 A Levels they will require 50 points. To study BTEC they will require 20 points from 4 GCSEs: (4 x C grade or equivalent) which must include English and Maths. In addition students must meet specific subject requirements as detailed in the prospectus.

Existing Year 11 students applying for a Sixth Form place and external students applying to be admitted for the first time will be offered a place according to the school’s existing Admission Arrangements.
The Billericay School

School Road, Billericay CM12 9LH
Telephone: (01277) 655191
Email: info@billericay.essex.sch.uk
Website: www.billericay.essex.sch.uk
Headteacher: Mr A Mohammed
Academy (Co-educational)
Maths & Computing Specialist College
11–18
School Number: 881-5468

Published admission number Sept 2016: 280
Applications received (all preferences) Sept 2015: 944
Number on roll Jan 2015: 1700
In 2015 the last child was admitted under criterion 4

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order stated, to decide which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children residing in the school’s defined catchment area (map available from the school);
3. children with a brother or sister# attending the school at the time of admission;
4. distance from home to school (based on straight line measurement) with those living nearer being accorded the higher priority. Distances are calculated by the LA as defined on page 12-13 of this booklet.

A minimum of 252 children will be admitted in accordance with the above criteria (this includes those with SEN statements).

Up to 28 places will be available to children who demonstrate information technological aptitude in a test to be conducted at the school on 10 October 2015:

• if a child is not allocated one of the 28 specialist places, the application will still be considered in accordance with the school's admission criteria as above.

Applications to sit the test must be made by 2 October 2015 using the school's supplementary form, which will be available upon request from the school.
NB: Parents who apply for their child to sit the aptitude test are still required to make an application for the school using the Essex preference form.

Parents will be notified whether their child has qualified for a specialist school place (ie achieved the minimum score required) by post, by 17 October 2015.

# A sibling is a brother, sister, half-brother, half-sister, step-brother or step-sister, living in the same family unit at the same address. An older sibling must be attending the school at the time of admission. Therefore a sibling link to a child in Yr 11 at the time of application and determination will be taken to exist where there is a reasonable expectation that the child will be returning to the school for a post 16 course of study. Having an older sibling in year 13 will not qualify an applicant for a sibling place.

Waiting list held until: end of academic year.

Admissions to Sixth Form

Applications to the Sixth Form must be made on the school's application form. Entry requirements vary according to the course of study. Full details are available in the school's Sixth Form brochure. The school will admit up to 50 external students in accordance with the course-related entry requirements.
In the event of oversubscription, priority will be determined by reference to average GCSE point score, achievement of the required grades in the chosen subjects and any other special circumstances.

♦ For consideration for a place under the IT aptitude criterion this school requires a Supplementary Information Form to be completed and returned to the school by 2 October 2015.
BASILDON

The Bromfords School and Sixth Form College

Grange Avenue, Wickford SS12 0LZ
Telephone: (01268) 471201
Email: office@bromfords.essex.sch.uk
Website: www.bromfords.essex.sch.uk
Headteacher: Mr D Gee
Academy (Co-educational)
11–18
School Number: 881-5407

Published admission number Sept 2016: 224
Applications received (all preferences) Sept 2015: 437
Number on roll Jan 2015: 1078
In 2015 the last child was admitted under criterion 4

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. where a child is living in the defined geographical district of Wickford*, the closest to the school being given the highest priority (as determined by straight line distance#). In the event of children living the same straight line distance, priority will be given to a child who has a sibling‡ attending the school in any year except 13;
3. where a child is living outside the geographical area of Wickford and has a sibling‡ who is currently attending the school in any year except Year 13, the closest to the school being given the highest priority (as determined by straight line distance#);
4. where a child is living outside the defined geographical district of Wickford*, the closest to the school will be given the highest priority (as determined by straight line distance#).

Exceptional social or medical circumstances may supercede all or some of the above criteria except 1. In order to be considered under this criterion applicants must produce a supporting report from either a registered social worker or registered medical practitioner setting out why The Bromfords School is the only appropriate school for their child.

In the event of a tiebreak in the application of any of the criterion above, the child living closest to the school will be given the highest priority. If that produces a further tiebreak due to identical distance, random selection by ballot will be used.

‡ LA sibling definition applies (see page 13).

* A map of the defined geographical district of Wickford is available on request from the school.

# Straight line distances are calculated by the LA as described on pages 12-13.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The school is proposing to admit 100 in Year 12, including up to 15 who will be admitted for the first time in September 2016. Year 12 students will be admitted only if they meet the entry requirements of the pathway they wish to enrol on as set out in the sixth form prospectus. In addition students must meet specific subject requirements detailed in the prospectus available from the school.

In the event of oversubscription existing Year 11 students who meet the entry requirements will be given priority according to their rank order when the above oversubscription criteria are applied. If any places remain the same oversubscription criteria will be applied to students seeking admissions to the school for the first time.
De La Salle School and Language College

Ghyllgrove, Basildon SS14 2LA
Telephone: (01268) 281234
Email: info@dlsbasildon.org
Website: www.delasalle.essex.sch.uk
Headteacher: Dr M Curnock
Voluntary Aided (Co-educational)
11–16 Roman Catholic
School Number: 881-4680

Published admission number Sept 2016: 150
Applications received (all preferences) Sept 2015: 409
Number on roll Jan 2015: 734
In 2015 the last child was admitted under criterion 6

Admissions Policy

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. baptised Catholic† Looked After Children and previously looked after children (see definition on pages 13-14);
2. children from families^ who are stated by their parish priest to be practising* Catholics residing in the school’s area: Basildon, Laindon, Wickford, Billericay, Canvey, Benfleet, Stanford-le-Hope, Grays, Tilbury and South Ockendon;
3. children stated by their parish priest to be baptised Catholics†;
4. other Looked After Children and previously looked after children (see definition on pages 13-14);
5. other children attending Catholic primary schools and living in the above areas. A list of schools is available from the school office;
6. remaining applications.

Within each of the above oversubscription criteria, priority will be determined in the following order:

a) children who at the time of admission will have a sibling# attending the school;
b) non-baptised children of Catholic† families^,
   (applies to criteria 5 and 6 only);
c) those living closest to the school measured in a straight line from the school’s main entrance to the home address. Straight line distances are calculated by the LA as described on pages 12-13.

# For applications made in the normal admission round a sibling is defined as a child living in the same family unit, in the same family household and address as a child who attends De La Salle School in any year group excluding the final year. This, therefore, includes brothers and sisters and step-brothers and sisters. In addition biological siblings, in any year group excluding the final year, will be treated as siblings irrespective of place of residence.

† Catholic means a member of a church in communion with the See of Rome. This includes the Eastern Catholic churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

^ A Catholic family is a family wherein at least one parent is a Catholic.

* A ‘Practising Catholic’ is defined as confirmed by the Priest’s Reference Form.

‡ This school requires a Supplementary Information Form to be completed.

Waiting list held until: end of academic year.
The James Hornsby School

Leinster Road, Laindon, Basildon SS15 5NX
Telephone: 01268 582400
Email: admin@jameshornsby.essex.sch.uk
Website: www.jameshornsby.essex.sch.uk
Headteacher: Mr J Carey
Academy (Co-educational)
11–16
School Number: 881-4007

Published admission number Sept 2016: 180
Applications received (all preferences) Sept 2015: 315
Number on roll Jan 2015: 768
In 2015 the last child was admitted under criterion 3

Admissions Policy

Where the number of applications for admission exceeds the published admissions limit (i.e. the number of places available), places will be allocated by the Governing Body in accordance with the following criteria and in the following numbered order of priority:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children with a sibling# attending the school at the time of application;
3. any remaining places will be allocated according to the distance from the child's home address to the school*.

# Siblings are defined as children with a brother or sister (or a step-brother/sister) living at the same address at the time the application is submitted, and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted.

* Distance from the child's home address to the school's address on Leinster Road will be measured in a straight line with those living nearer being accorded the higher priority. Straight line distances are calculated by the LA as described on pages 12-13. The home address is considered to be the address at which the child resides on a permanent basis. If the child lives at more than one address, it is the address of the parent/guardian that is in receipt of child benefit for the child that is considered as the home address. Verification may be required. In the event of a tie-break for the distance criteria, the Governors' Committee will use the principle of drawing names out of a hat.

Waiting list held until: end of autumn term.
Mayflower High School

Stock Road, Billericay CM12 0RT
Telephone: (01277) 623171
Email: educate@mayflowerhigh.essex.sch.uk
Website: www.mayflowerhigh.essex.sch.uk
Headteacher: Mr L Brumby
Academy (Co-educational)
Member of the Billericay Community Trust
Specialist Science and Mathematics School
11–18
School Number: 881-4471

Published admission number Sept 2016: **240**
Applications received (all preferences) Sept 2015: **854**
Number on roll Jan 2015: **1512**
In 2015 the last child was admitted under criterion 5

**Admissions Policy**

There is no guarantee of a place in the school.

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the priority admission area* with a sibling‡ attending the school;
3. other children living in the priority admission area*;
4. children living outside the priority admission area* with a sibling‡ attending the school;
5. 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 as described on pages 12-13.

Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children) but will not override the admission number. The relevant medical reason may be in relation to the child or one or both of the parents. Such requests should be supported by evidence supplied at the time of application from a doctor or other registered health professional setting out why our school is the most suitable and the difficulties that would be caused if the child attended and travelled to another school. Applications made on this basis will be considered by the School Admission Panel.

‡ LA sibling definition applies (see page 13).
* A map of the defined priority admission area is available from the school.

Waiting list held until: end of autumn term.

**Admissions to Sixth Form**

Admission to the Sixth Form is available for all existing students, and up to 20 students to Year 12 who have not previously attended the school. All applicants must meet the minimum entry requirements for their chosen course of study. In addition, students must meet specific subject requirements. Full details are published in the Sixth Form Prospectus available from the school. In the event of oversubscription, applications will be prioritised in accordance with the above admissions policy.
BASILDON

New Campus Basildon Studio School

Church Walk House, Church Walk, Great Oaks, Basildon SS14 1GJ
Telephone: 01268 240300
Email: info@ncbstudioschool.org.uk
Website: www.ncbstudioschool.org.uk
Principal: Jasmine West
Academy Studio School (Co-educational)
14 – 19
School Number: 881-4012
Published admission number Sept 2016: 72
Number on roll Jan 2015: 159
This school admits children for the first time in Year 10.

Admissions Policy

If the school receives more applications than places available in Year 10 the following oversubscription process and criteria will be applied in the following order:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. In 2016 onwards up to a maximum of 4 places will be allocated from each of the named schools within the District:
   • James Hornsby High School
   • De La Salle School
   • Woodlands School
   • Basildon Upper Academy
   • The Billericay School
   • Beauchamps High School
   • Mayflower High School
   • The Bromfords School
   A maximum of 4 places will be allocated from each of the named schools. In the event of oversubscription within any of the above schools i.e. more than 9 applicants from any one school, straight line distance will be used as the tie break, those living nearest to the Studio School being given the highest priority;
3. Remaining pupils (including those from any of the above named schools) will be given priority on the basis of the closeness of the child’s home to NCB Studio School. Proximity will be measured by straight line distance. The straight line distance will be measured from the address point of the student’s home to the post office address point of NCB Studio School, whichever is nearer and regardless of distance of travel. Straight line distances are calculated by the LA as described on pages 12-13. Where a student lives for part of each week at a different address, the ‘home’ address shall be that address which is the main family home and where the student spends the majority of the week.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The NCB Studio School operates a sixth form for a total of 260 students at full capacity. Some students entering year 12 will be on a one year level 2 vocational course. 50% of these students are expected to progress within the school onto a two year level 3 programme of study in Year 13. 50% are expected to leave to take up an apprenticeship outside of the Studio School.

Both internal and external pupils wishing to enter Post 16 will be expected to have met the minimum academic entry requirements for the Post 16 provision. For a level 3 programme of study this will be a minimum of 5 GCSEs (or equivalent) grade A – C. For a level 2 programme of study this will be a minimum of 2 GCSEs (or equivalent) grade A – C.

In addition to the Post 16’s minimum academic entry requirements students will need to satisfy minimum course requirements for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Minimum course requirements will be published on the NCB Studio School website.

All Year 11 students at NCB Studio School will be entitled to progress to Post 16 if they meet the minimum academic entry requirements.

Where the number of suitably qualified applications for admission is greater than the PAN and after the admission of students with a statement naming NCB Studio School, any remaining places will be allocated using category 1 and 3 in the oversubscription criteria above.
Woodlands School, Basildon

Woodlands Approach, off Nether Mayne, Basildon
SS16 5BA
Telephone: (01268) 282146
Email: woodlands@woodlandsschool.essex.sch.uk
Website: www.woodlandsschool.org
Headteacher: Mr S Cox
Academy (Co-educational)
Specialist Performing Arts College
11–16
School Number: 881-4014

Published admission number Sept 2016: 300
Applications received (all preferences) Sept 2015: 585
Number on roll Jan 2015: 1446
In 2015 the last child was admitted under criterion 3

Admissions Policy

There is no guarantee of a place in the school. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children with a sibling‡ attending the school;
3. 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 the highest priority. Straight line distances are calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.
Alec Hunter Academy

Stubbs Lane, Braintree CM7 3NR
Telephone: (01376) 321813
Email: admin@alechunter.com
Website: www.alechunter.com
Headteacher: Mr T Lawn
Academy (Co-educational)
11–16
School Number: 881-4010

Published admission number Sept 2016: 210
Applications received (all preferences) Sept 2015: 348
Number on roll Jan 2015: 924
In 2015 the last child was admitted under criterion 7

Admissions Policy

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the outlying priority admission area* of the school with a sibling# attending the school;
3. children living in the outlying priority admission area* of the school;
4. children living in the Town priority admission area* of the school with a sibling# attending the school;
5. children living in the Town priority admission area* of the school;
6. children living outside of the school’s priority admission area* with a sibling# attending the school;
7. 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 as described on pages 12-13.

# For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or step-brother or step-sister 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.

Waiting list held until: end of autumn term.

Hedingham School and Sixth Form

Yeldham Road, Sible Hedingham, Halstead CO9 3QH
Telephone: (01787) 460470
Email: admin@hedingham.essex.sch.uk
Website: www.hedingham.essex.sch.uk
Headteacher: Mr J Panayi
Academy (Co-educational)
11–18
School Number: 881-4026

Published admission number Sept 2016: 196
Applications received (all preferences) Sept 2015: 309
Number on roll Jan 2015: 1080
In 2015 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the priority admission area with a sibling‡ attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling‡ attending the school;
5. 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.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of academic year.

Admissions to Sixth Form

The school is proposing to admit 125 students each year to the Hedingham School Sixth Form, including external applicants.

Admission to the Sixth Form will be by reference to qualification to a particular Sixth Form programme of study. The Sixth Form prospectus will publicise the range of programmes, the specific entrance requirements. In the event of oversubscription priority will be determined by straight line distance from home to school, those living closest being given highest priority.
Honywood Community Science School

Westfield Drive, Coggeshall, Colchester CO6 1PZ
Telephone: (01376) 561231
Email: admin@honywoodschoool.com
Website: www.honywoodschoool.com
Headteacher: Mr S Mason
Academy (Co-educational)
11–16
School Number: 881-4400

Published admission number Sept 2016: 210
Applications received (all preferences) Sept 2015: 589
Number on roll Jan 2015: 1039
In 2015 the last child was admitted under criterion 6

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children with a sibling# attending the school (at the time of application and admission);
3. children living outside the priority admission area with a sibling# attending the school;
4. other children living in the priority admission area;
5. children of teaching and non-teaching staff who have been:
   - employed at the school for two or more years at the time of application for the school place;
   - the member of staff is recruited to fill vacant posts for which there is a demonstrable skill shortage;
6. 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. Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children and previously looked after children).

# Sibling is defined as a child living in the same family unit in the same family household and address as child who attends the preferred school in any year group excluding the final year. This includes brothers, sisters, step-brothers and step-sisters. 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.

Waiting list held until: end of autumn term.
Maltings Academy

Spinks Lane, Witham CM8 1EP
Telephone: (01376) 512911
Email: contactus@maltingsacademy.org
Website: www.maltingsacademy.org
Executive Principal: Mr J Szynal
Principal: Mrs E Baker
Academy (Co-educational)
Science and Sports Specialism
11–18
School Number: 881-6907

Published admission number Sept 2016: 180
Applications received (all preferences) Sept 2015: 336
Number on roll Jan 2015: 985
In 2015 the last child was admitted under criterion 5

Admissions Policy
If the Academy is oversubscribed, Priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. where the child has a sibling‡ currently attending the Academy at the closing date for applications, with a reasonable expectation that the older child will still be at the Academy at the time the younger child is admitted. (The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on to the Sixth Form);
3. where the child attends one of the following partner primary schools:
   • Chipping Hill Primary School
   • Howbridge C of E Junior School
   • Hatfield Peverel St Andrews Junior School
   • Powers Hall Junior School
   • Holy Family Catholic Primary School
   • Great Totham Primary School
   • Terling C of E (VA) Primary School
4. children of families eligible for the Pupil Premium;
5. on the basis of proximity to the Academy using straight line measurement from the Academy to the child’s home. This principle will also be used as a tie-breaker when the planned admission number is reached within one of the earlier criteria. In the event that a tie-break situation occurs for the distance criterion, names will be drawn out of a hat.

Exceptional medical circumstances (supported by written medical evidence from a doctor, social worker or other relevant independent professional) may override the above criteria (other than Looked After Children and previously looked after children).

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.

Admissions to Sixth Form
Maltings Academy will have an admissions number in Year 12 of 100 minus any students eligible to transfer from the Academy’s own year 11. All internal applicants who meet the criteria will be admitted to the 6th form, even if this number is greater than the planned admission number of 100 students per year. If 100 or more students are eligible to transfer from the Academy’s Year 11 no external students will be admitted. The intended number to admit externally into 6th form is 25.

The admission arrangements into the Sixth Form can be found in the Post 16 Prospectus, which is available from the Academy.
New Rickstones Academy

Conrad Road, Witham, CM8 2SD
Telephone: (01376) 515756
Email: contactus@newrickstonesacademy.org
Website: www.newrickstonesacademy.org
Executive Principal: Mr J Szynal
Principal: Mr D Lee
Academy (Co-educational)
11–18
School Number: 881-6905

Published admission number Sept 2016: **180**
Applications received (all preferences) Sept 2015: **166**
Number on roll Jan 2015: **480**

In 2015 the last child was admitted under criterion 5

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. where the child’s siblings‡ currently attend the Academy at the closing date for applications, with a reasonable expectation that the older child will still be at the Academy at the time the younger child is admitted. The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on to the Sixth Form;
3. where the child attends one of the following partner primary schools:
   - Elm Hall Primary School
   - Powers Hall Academy
   - Rivenhall Primary School
   - Templars Primary School
   - Silver End Primary School
4. children eligible for Free School Meals (Pupil Premium);
5. on the basis of proximity to the Academy using straight line measurement from the Academy to the child’s home. This principle will also be used as a tie-breaker when the planned admission number is reached within one of the earlier criteria. (In the event that a tie-break situation occurs for the distance criterion, names will be randomly selected.)

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of the academic year.

Admissions to Sixth Form

New Rickstones Academy has an agreed Published Admission Number (PAN) of 100 for entry into Years 12 and 13. The Academy will accordingly admit at least 100 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 100 or fewer apply.

Where there are more eligible external applicants for any available 6th form places than places available, the oversubscription criteria above will be applied to determine who is admitted.
Notley Road, Braintree CM7 1WY
Telephone: (01376) 556300
Email: enquiries@notleyhigh.com
Website: www.notleyhigh.com
Headteacher: Mr D Conway
Academy (Co-educational)
11–18
School Number: 881-4420

Published admission number Sept 2016: 250
Applications received (all preferences) Sept 2015: 578
Number on roll Jan 2015: 1447
In 2015 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children of staff members where:
   a) the 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, and/or
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
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 admission 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. Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children and previously looked after children).

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

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The school is proposing to admit 150 students each year to the Braintree Sixth Form, including at least 50 external applicants. Admission to the Sixth Form will be by reference to qualification to a particular Sixth Form programme of study. The Sixth Form prospectus will publicise the range of programmes, the specific entrance requirements, the number of places on each programme and, in the event of oversubscription, the tie-break mechanism that will be applied.
The Ramsey Academy, Halstead

Colne Road, Halstead CO9 2HR
Telephone: (01787) 472481
Email: office@ramseyacademy.com
Website: www.ramseyacademy.com
Headteacher: Mr R James
Academy (Co-educational)
11–16
School Number: 881-4008

Published admission number Sept 2016: **130**
Applications received (all preferences) Sept 2015: **198**
Number on roll Jan 2015: **551**
In 2015 the last child was admitted under criterion 5

**Admissions Policy**

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children of staff members where:
   a) the 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, and/or
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
3. Children living in the priority admission area with a sibling‡ attending the school;
4. Other children living in the priority admission area;
5. Children living outside the priority admission area with a sibling‡ attending the school;
6. 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. Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children and previously looked after children).

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.
Admissions Policy
There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children of teaching staff employed in the academy for two or more years or where there is a demonstrable skill shortage;
3. Children attending a feeder primary school^ or residing in the outlying priority admission area* with a sibling# attending the school at the time of application;
4. Children attending a feeder primary school^ or residing in the town priority admission area* with a sibling# attending the school at the time of application;
5. Children attending a feeder primary school^ or residing in the priority area*;
6. Children living outside of the school’s priority admission area* with a sibling# attending at the time of application;
7. Anybody else.

Applicants living within the outlying area, then the town area at the time of application and determination will be given priority admission at the school providing an application form is received by the closing date.

^ Feeder primary schools means one of the primary schools that are part of ‘Bocking and Villages Local Delivery Group’. These schools are named as:
- Bocking Church Street Primary School
- John Bunyan Junior School
- Finchingfield Primary School
- Shalford Primary School
- St Francis Roman Catholic Primary School
- St Michael’s Church of England Primary School
- Wethersfield Primary School.

Where a child lives part of the week with one parent and part with another member of the family, the home address will be considered to be the residence where the child spends at least three nights of the school week each term time week.

This school operates a rolling waiting list.
Anglo European School

Willow Green, Ingatestone CM4 0DJ
Telephone: (01277) 354018
Email: enquiries@aeessex.co.uk
Website: www.aeessex.co.uk
Headteachers: Mr D Barrs and Mrs J Gee
Academy (Co-educational)
Specialist Language College
11–18
School Number: 881-5442

Published admission number Sept 2016: 210
Applications received (all preferences) Sept 2015: 722
Number on roll Jan 2015: 1353
In 2015 the last child was admitted under criterion 5

Admissions Policy

The following criteria, in the order given, will be used to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Locals – children permanently residing in the priority admission area of the Parishes of Ingatestone, Mountnessing and Margaretting (map available on request) or on roll for Year 6 at one of the following feeder primary schools:
   • Ingatestone and Fryerning Junior School
   • Margaretting Primary School
   • Mountnessing Primary School;
3. Siblings – children with a brother or sister# attending the school;
4. International – children who demonstrate they have benefitted from a strong and positive influence of a language and/or culture^ other than English. This will include a significant period of permanent residence outside the UK or a direct, substantial and sustained experience of a language and culture^ other than English.
5. any other applications.

In the event of oversubscription within criteria 1, 2, 3 or 5 or in the event of a tie within criterion 4, places will be allocated on the basis of random allocation to ensure the school maintains its regional nature in keeping with the original vision of the school.

# A child can only be in this category if they have a brother or sister attending the school at the time of their own application and there is a reasonable expectation that the older sibling will still be in attendance at the time the younger child is admitted. The definition of a sibling is a child who has a brother, sister, adopted brother or sister or step-brother or step-sister living in the same family household and address. Biological brothers and sisters will be treated as siblings irrespective of place of residence.

^ The school’s definition of ‘Culture’ is a community or country’s shared traditions, values and attitudes where English is not the dominant language of that community or culture. A ‘cultural experience’ is an experience that involves the child actively participating in such traditions and immersing themselves in such values and attitudes. The child’s interests, hobbies or membership of societies are not relevant. Applicants will be ranked according to the points system on the Supplementary Information Form (SIF) so completion of this form enables you to provide the school with the information necessary for an objective decision to be made.

For applications under criterion 4 this school requires a Supplementary Information Form to be completed and verified by 6 November 2015. Supplementary Information Forms submitted under criterion 4 without verification or received after 6 November 2015 will be ranked as criterion 5.

It is vital that verification is provided for Criteria 4 (International). If a successful applicant is subsequently found to have submitted false verification, the Governors will reserve the right to ask the child to leave the school. PLEASE DO NOT INCLUDE ANY OTHER INFORMATION. Certificates of achievement (including achievement relating to English and other languages), academic reports or letters from Headteachers referring to ability cannot be considered.

Waiting list held until: end of autumn term, longer by request.

Admissions to Sixth Form

The school has a Sixth Form capacity of approximately 300 students. The number intended to admit externally into Lower Sixth each year, in addition to our internal candidates, is up to 50 students.

Admissions into the International Sixth Form at the Anglo European School are either made through internal application from existing students or by external students using the Sixth Form application form. This is available from the school or on our website.

Admission requires evidence of engagement with internationalism alongside potential for success in the courses offered across the four different
routes offered including A Levels, the acclaimed International Baccalaureate Diploma Programme, the combined A Level/IB route and the IB vocational course, the International Baccalaureate Career Programme. Students with overseas qualifications are welcomed and are assessed individually. Further details on our admissions process are available from the school website.

Where the Sixth Form is oversubscribed the following criteria will be applied:

- Looked after children;
- Students who have a sibling in the school who can reasonably be expected to be attending the school at the time the applicant takes up their place;
- Students from overseas (including those with refugee status) who are relocating to the UK and who are intending to study the International Baccalaureate Diploma (IBDP) or the IB Career Programme (IBCP);
- Students educated elsewhere in the UK and who wish to study the IBDP or the IBCP.
Admissions Policy

Where the number of applications for admission is greater than the number of places available for any given intake, the following over-subscription criteria will apply, in the order set out below:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical needs evidenced by written professional advice from a doctor or other health professional, explaining why these needs can realistically only be met by Becket Keys School;
3. children whose parents have been granted Founders’ status of the school by the Secretary of State;
4. children who, on the date of admission, will have a sibling# on the roll of the school;
5. Up to 50% of the remaining places will be offered to applicants who meet the “faith criterion”†. This faith criterion‡ will be applied in the following order:
   i. Fortnightly attendance at a CofE church in the Brentwood Deanery or former Ongar Deanery for at least two years at the closing date for receipt of the SIF^. (A list of churches in these two Deaneries is included in the school’s admissions policy which is available on the school’s or the ECC website.)
   ii. Fortnightly attendance at any Christian Church (which is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance) for at least two years at the closing date for receipt of the SIF^.

If more applications that meet the faith criterion are received than there are places available, then they will be offered in order of distance from the school.

6. any other applicants.

If more applications are received than there are places available under any criterion, then the available places will be offered in order of straight line distance from the home address+ to the school. Straight line distances are calculated by the LA as described on pages 12-13. Should there be a ‘tie’ then the place will be allocated by ‘random allocation’ – the process being conducted by a body independent of the school.

# Sibling means a full, step-, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship.

† The “faith criterion” is based on regular Church attendance of a parent and a Church/Priest’s reference confirming attendance will need to be submitted via the school’s supplementary information form (SIF).

‡ This school requires a Supplementary Information Form to be completed.

^ The SIF must be submitted by the last working day in November.

+ The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the parent as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address the Governing Body will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where Child Benefit is paid and where the child is registered with a doctor.

Waiting list held until: end of academic year.
Shenfield Common, Brentwood CM14 4JF
Telephone: (01277) 238900
Email: bchs@bchs.essex.sch.uk
Website: www.bchs.essex.sch.uk
Headteacher: Mr S Drew
Academy (Co-educational)
11–18
School Number: 881-5459

Published admission number Sept 2016: 210
Applications received (all preferences) Sept 2015: 832
Number on roll Jan 2015: 1335
In 2015 the last child was admitted under criterion 5

Admissions Policy
Criteria to be used in the following order, in the event of over-subscription:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children with older siblings# currently attending the school, with a reasonable expectation that these siblings will still be attending at time of admission;
3. exceptional medical reasons (to be supported by written medical evidence supplied at the time of application);
4. children attending the following schools:
   - Bentley St. Paul’s CE (V/A) Primary School
   - Blackmore Primary School
   - Bulphan CE (V/C) Primary School,
   - Chipping Ongar Primary School,
   - Doddinghurst CE (V/C) Junior School
   - Dr. Walker’s CE (V/C) Primary School
   - High Ongar Primary School
   - Hogarth Primary School
   - Holly Trees Primary School
   - Kelvedon Hatch Community Primary School
   - Larchwood Primary School, Pilgrims Hatch
   - Moreton CE (V/A) Primary School
   - Shelley Primary School
   - St. Helen’s Catholic Junior School
   - St. Peter’s CE (V/A) Primary School, South Weald
   - St. Thomas of Canterbury CE (V/A) Junior School
   - St. Joseph The Worker Catholic Primary School
   - Stapleford Abbots Primary School
   - Warley Primary School
   - West Horndon Primary School

5. children living in the priority admission area*. This includes the former catchment area, the five Parishes of Kelvedon Hatch, Blackmore, Doddinghurst, Navestock, Stondon Massey and a specified area around Ongar as detailed on a map in the school office.

In the event of criterion 3, 4 and 5 above leading to oversubscription, places will be offered in accordance with criterion 6 below.

6. distance as the crow flies, with those living closest to the school being given priority. Straight line distances are calculated by the LA as described on pages 12-13.

# Siblings are defined as biological siblings, or children living in the same family unit at the same address.

Waiting list held until: end of academic year.

Admissions to Sixth Form
The Sixth Form is available for all existing students subject to them fulfilling the individual requirements of suitable courses, the details of which are available from the Sixth Form Prospectus, which can be obtained from the school. The published admission number for places for external candidates is 30, and these will be distributed in accordance with the Main Oversubscription Criteria Numbers 1, 2, 3, 5 and 6, subject to applicants fulfilling the individual requirements of suitable courses.
Admissions Policy

The school admits up to 17 places on a basis of musical aptitude. Musical aptitude will be determined on the basis of a musical aptitude assessment. Priority will be given to those who show the most aptitude on assessment. Music aptitude assessment tests will take place in the autumn term and the outcome advised before the school application deadline.

In the event of oversubscription for the remaining places, the following criteria will apply in order. As the school is oversubscribed by Catholics the ‘practise criteria’ will be used:

A. Looked After Girls and previously looked after girls from Catholic* families and baptised Catholic* Looked After Girls and previously looked after girls (see definition on pages 13-14);

B. Baptised Roman Catholic girls from families who are stated by their parish priest to be practising^ Catholics* residing in the local parishes of:
   - Brentwood
   - Hutton
   - Warley
   - Ingatestone
   - Ongar
   - Gidea Park (Christ the Eternal High Priest)
   - Harold Hill (St Dominic’s)
   - Harold Hill (Most Holy Redeemer)
   - Billericay (Holy Redeemer)
   A parish boundary map is available through contact with the school;

C. Baptised Roman Catholic girls from families who are stated by their parish priest to be practising^ Catholics* residing in other parishes;

D. Baptised Roman Catholic girls stated by their parish priest to be baptised Catholics*;

E. girls who are ‘catechumens’. These are girls who wish to be baptised as Catholics and have been accepted into the Order of Catechumens by the appropriate liturgical rite;

F. girls who are members of other Eastern Christian Churches+;

G. other Looked After girls and previously looked after girls (see definition on pages 13-14);

H. (i) baptised Christian girls, whose parents’ commitment to Christian faith and practice is confirmed, in writing, by their minister or religious leader;
   (ii) Christians of other denominations, whose tradition excludes infant baptism but whose minister or religious leader can confirm their active involvement;

I. other applications.

In the event of oversubscription within any of the above criteria, the following priority will be applied in order:

i. those with sisters# already in the school;

ii. distance as measured by a straight line from home to school, with those living closest being given priority. Straight line distances are calculated by the LA as described on pages 12-13.

# A sister is defined as a sister, step-sister, adopted sister or a girl in long-term fostering, living at the same address, who is attending the school at the time of application, and for whom there is a reasonable expectation that she will be attending at the time of the proposed admission.

* ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches+. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

^ The Governors will determine practice of the Catholic Faith with reference to the following criteria:

   (i) evidence that the child has been baptised in accordance with the disciplines and rites of the Catholic Church;

   (ii) a copy of the child’s Baptismal Certificate is to be attached to the Priest’s Reference Form;

   (iii) the practice of the faith is confirmed by the Priest’s Reference Form.
“Eastern Christian Churches” (other than the Eastern Catholic Churches) include Orthodox Churches and other Eastern Churches whose sacraments we recognise. Membership of an Eastern Church is normally demonstrated by a certificate of baptism or a certificate of reception from the authorities of that Church.

*This school requires a Supplementary Information Form to be completed and returned to the school by 2 November 2015.

Waiting list held until: end of academic year.

**Admissions to Sixth Form**

The Sixth Form is available for all existing students subject to them fulfilling the individual requirements of suitable courses. Remaining places in the Sixth Form of the school will be distributed in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses. The closing date for Sixth Form applications is Friday 15 January 2016. The number of external applicants intended to admit is up to 50 with a maximum Year 12 Sixth Form of 170.
Admissions Policy

In the event of oversubscription, places will be offered strictly according to the following criteria:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. where a child has a brother or sister+ attending the school and living in the same household;
3. where there are medical grounds and/or strong social reasons (supported by a doctor’s certificate or other appropriate professional) for admitting the child;
4. children living* in the existing priority admissions area for the school (map available on request);
5. children who at the time of application are registered in Year 6 in one of the following primary schools:
   - Bentley St Paul's CE (V/A) Primary School,
   - Blackmore Primary School
   - Bulphan CE (V/C) Primary School
   - Chipping Ongar Primary School
   - Doddinghurst CE (V/C) Junior School
   - Dr Walker’s CE (V/C) Primary School
   - High Ongar Primary School
   - Hogarth Primary School
   - Holly Trees Primary School
   - Hutton All Saints CE Primary School
   - Ingrave Johnstone CE Primary School
   - Kelvedon Hatch Community Primary School
   - Larchwood Primary School
   - Long Ridings Primary
   - Moreton CE (V/A) Primary School
   - Shelley Primary School
   - Shenfield St Mary’s
   - St. Helen’s Catholic Junior School
   - St Joseph The Worker Catholic Primary School
   - St Peter’s CE (V/A) Primary School South Weald
   - St Thomas of Canterbury CE (V/A) Junior School
   - Stapleford Abbots Primary School
   - Warley Primary School
   - West Horndon Primary School
   - Willowbrook Primary School
6. other children residing in the area known as Five Parishes (Blackmore, Doddinghurst, Kelvedon Hatch, Navesstock, Stondon Massey) or in parts of Nine Ashes, Marden Ash, High Ongar and Chipping Ongar, not attending those primary schools listed above (map available on request);
7. up to 10% of the published admissions limit (15 children in total) who demonstrate an aptitude for Sport or Performing Arts may be allocated according to the aptitude assessment results. 8 places will be allocated to PE and 7 to Performing Arts. The Sport aptitude assessment and Performing Arts and Music auditions will take place on a Saturday in early October. Information will be available on the school’s website from the beginning of each academic year, or by application to the school’s Admissions Officer.
Where two students are of equal aptitude, the one living nearer to the school would gain preference. This will be determined as straight line distance as provided by the local authority. If there are insufficient children who have satisfied the entry requirement for a place based on aptitude then the places will be offered to other children;
8. proximity of home to school by straight line distance, with those living nearer being accorded the higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

In the event of oversubscription in criteria 1–7, places will be offered in accordance with criterion 8.

* Living in the area shall mean “main place of permanent residence of the child and family both at the time of application and admission and for the foreseeable future”. The school reserves the right to seek proof of residence at the given address.

+ Brother or sister defined as “each of two or more children, having one or both parents in common, and living in the same family unit in the same family household and address as the other children”. The
older child must be attending the school at the time of application and reasonably expected to still be at the school at the time the younger child is admitted.

* To be considered for a place under the aptitude criterion (7) you need to complete the school’s Supplementary Information Form by 5 October 2015.

This school holds a rolling waiting list.

**Admissions to Sixth Form**

Students will be able to transfer into Shenfield High School’s Y12 to study A Levels or other available Level 3 courses if they achieve the required point scores for entry to the selected pathway and, in addition, the appropriate entry grade for the course they wish to study. Entry is based upon English Language and Mathematics GCSEs plus the six best other subjects taken at GCSE (or the equivalent level) and specific subject criteria, as outlined in the relevant Sixth Form Prospectus, which is published annually by the School.
Admissions Policy

In the event of oversubscription, places will be allocated in rank order according to the following criteria:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living within the priority admission area (as defined in criterion 4) with siblings# currently attending the school with a reasonable expectation that these siblings# will still be attending at the time of admission;
3. children living outside the priority admission area with siblings# currently at the school and with a reasonable expectation that these siblings# will still be attending at the time of admission;
4. children resident* within the school’s priority admission area which includes parts of Brentwood and Hutton together with Ingrave, Herongate and Five Parishes of Blackmore, Doddinghurst, Kelvedon Hatch, Navestock and Stondon Massey (map available at the school).
5. children who at the time of application are registered in Year 6 at one of the following primary schools:
   - Hutton All Saints CE Primary School
   - Hogarth Primary School
   - Ingrave Johnstone CE Primary School
   - Long Ridings Primary
   - St Joseph The Worker Catholic Primary School
   - St. Mary’s CE (VA) School, Shenfield
   - St Thomas of Canterbury CE (V/A) Junior School
   - Larchwood Primary School
   - Willowbrook Primary School
6. exceptional medical reasons in relation to either the child or to one or both parents, supported by evidence 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;
7. other children.

In all cases of oversubscription in any of the above categories places will be allocated according to the shortest distance (as the crow flies) from the child’s home to the school. Straight line distances are calculated by the LA as described on pages 12-13.

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.

# A sibling is defined as “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 household and address”.

* 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, community charge bill, driving licence, notification of child benefit allowance, child’s NHS medical number card and utility bills.

This school holds a rolling waiting list.

Admissions to Sixth Form

The school’s Sixth Form has an anticipated total capacity of 436 students: this includes students in both Year 12 and Year 13. Each year the school expects to admit students into Year 12 who are not on the roll of the school in Year 11. The published number to admit into the Sixth Form is 1 but this is the minimum number of students expected to join the school in Year 12 and in recent years has been over 50. The total number of students to be admitted to Year 12 is 230. of three GCE A Level options plus a core programme incorporated into the AQA Baccalaureate. The oversubscription criteria are published in the relevant Sixth Form Handbook and the school will allocate places on courses to those students best qualified by virtue of their GCSE results and in the event of oversubscription, the criteria stated fully in the Sixth Form Handbook for the relevant year of entry will be applied.

Students will be able to transfer from St Martin’s School Year 11 into the Sixth Form if: They achieve an average point score of 5.1 from all qualifications
normally taken at GCSE or the equivalent level from the best eight results and achieve the required grades for the subjects they wish to study as outlined in the relevant Sixth Form Handbook which is published annually by the school.

Applicants with 4.8, 4.9 or 5.0 average points will be considered individually using the following criteria: medical factors; other special circumstances; subjects the applicant wishes to study; the subjects in which the applicant has achieved at least GCSE grade B.

Explanatory notes:
a) The point system of Grade G=1, Grade F=2, Grade E=3, Grade D=4, Grade C=5, Grade B=6, Grade A=F and Grade A*=8 will be used rather than the official GCSE point score as this is simpler to both understand and apply. GCSE Short Course results will count at half these values.

b) For St Martin’s School Year 11 pupils “qualifications normally taken” refers to the number of subjects usually studied by our Year 11 students. It would not, expect in very usual circumstances, be usual for this to fall below eight subjects.

External student will be able to transfer into the St Martin's School Sixth Form if: They achieve an average point score of 5.1 from all qualifications normally taken in their present school at GCSE or the equivalent level from the best eight results and achieve the required grades for the subjects they wish to study as outlined in the relevant Sixth Form Handbook which is published annually by the school.

Applicants with 4.8, 4.9 or 5.0 average points will be considered individually using the following criteria: medical factors; other special circumstances; subject the applicant wishes to study; the subjects in which the applicant has achieved at least GCSE grade B.

In the unlikely event of two, or more, students meeting the entrance requirements to the Sixth Form distance criteria will be applied and if the students are living the same distance from the school places will be allocated by “the drawing of lots”.

Explanatory notes:
a) The point system of Grade G=1, Grade F=2, Grade E=3, Grade D=4, Grade C=5, Grade B=6, Grade A=7 and Grade A*=8 will be used rather than the official GCSE point score as this is simpler to both understand and apply. GCSE Short Course results will count at half these values.
The Appleton School

Croft Road, South Benfleet SS7 5RN
Telephone: (01268) 794215
Email: info@theappletonschool.org
Website: www.theappletonschool.org
Headteacher: Mrs K Kerridge
Academy (Co-educational)
Business & Enterprise Specialist College
11–18
School Number: 881-5418

Published admission number Sept 2016: 270
Applications received (all preferences) Sept 2015: 801
Number on roll Jan 2015: 1287
In 2015 the last child was admitted under criterion 6

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, to decide which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Residency within the catchment area. A copy of the catchment area map is available to view at The Appleton School and is available on request;
3. Where the child has, at the time of application, a brother or sister# currently attending the school;
4. Up to 27 children who have an aptitude for languages. Parents wishing their child to take the aptitude test are required to complete a Supplementary Information Form (SIF), obtainable from the school (the closing date for the return of SIFs is Friday 18 September, 2015). The test will be held at The Appleton School on Friday 25 September 2015 and Wednesday 30 September, 2015. Test results will be posted to parents within two weeks of sitting the test. Places are allocated in rank order. In the event of a tie on score, this will lead to straight line distance rule applying;
5. Children of staff at The Appleton School:
   (a) where the 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 and/or
   (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
6. proximity of home to school by straight line distance, those living nearest being accorded higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

In the event of oversubscription in criteria 1–3 and 5 the distance criterion defined in 6 will apply.

# Siblings are defined as children with a brother or sister (or step-brother/sister) living at the same address at the time the application is submitted. The older child must be attending the school at the time the application is submitted and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted.

To be considered for a place under the aptitude criterion you need to complete and return the school’s Supplementary Information Form by 18 September 2015.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The number of external students joining The Appleton School sixth form will be 20 or until 150 places have been offered in Year 12. Admission Forms should be returned to the school by the due date. Successful applicants will sign an agreed working contract.

Admission to the sixth form will be determined in accordance with the following criteria :-

1. The student must have attained the entry requirements for their course which are published in the sixth form prospectus. The minimum GCSE Average point score of 40 from the student’s best 8 GCSE results, with at least grade B in English and grade C in Maths, are required for Advanced Level entry. An average of 35 points are required to follow Foundation Level Programmes.
   To work out your average GCSE point score, add together the number of points awarded to your best eight GCSE results and divide by eight. A*-58, A–52, B–46, C–40, D–34, E–28, F–22, G–16. Note GCSE short courses are included as half of the above.
2. The student has demonstrated a commitment to their studies pre-16 which is evidenced by their school or their school reference.
   In the event of over subscription the following will apply :
   1. Looked after children (see definition on pages 13-14);
   2. Proximity of the child’s home to the school, on the basis of straight line distance, with those living nearest being accorded the higher priority;
   3. Children of staff at The Appleton School:
      (a) Where the 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 and/or
      (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
Admissions Policy

In the event of oversubscription the following criteria in the order given, will be applied:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children with a sibling‡ currently at the school with a reasonable expectation that the sibling will still be attending at the time of admission;
3. 10% of the published admissions limit (24 students) may be allocated according to the aptitude in Modern Languages as measured by aptitude assessment to be determined by the Governing Body. Students scoring higher will be awarded priority for entry under this category. When student scores are the same then criterion 4 will be applied;
4. proximity of home to school by straight line distance, those living nearest being accorded higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

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 the highest priority.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.
Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied to decide which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the priority admission area of The Deanes School (map available from the school office);
3. children with a sibling attending the school at the time of application with a reasonable expectation that the sibling will still be attending at the time of admission. The definition of a “sibling” includes a child living in the same family unit, in the same family household and address. This includes brothers and sisters and stepbrothers and sisters. Biological siblings will be treated as “siblings” irrespective of residence;
4. up to 10% of the published admissions limit (12 children in total) who demonstrate an aptitude for Sport, Performing Arts or Music may be allocated according to the aptitude assessment results. 6 places will be allocated to P.E., 2 to Music, 2 to Dance and 2 to Drama. The Sport aptitude assessment and Performing Arts and Music auditions will take place on Friday 9 October 2015. Places will be allocated in rank order of aptitude scored in the assessment. Children must achieve a minimum score. In the event of a tie on score, this will lead to the straight line distance rule applying.
   Those wishing to apply for a selective Music or Performing Arts place will be invited to perform to members of the Sport and Performance Faculty and a judgement will be made on their aptitude according to one or more of the following criteria:
   i) He/she has tuition in a musical instrument;
   ii) He/she is a member of a school, Church or similar choir, or of a Dance/Drama organisation;
   iii) He/she has had no formal training but would like to pursue the subject further;
   iv) He/she has been successful in Music, Dance or Drama examinations;
5. children of members of staff employed by the school (applicable to children of a member of school staff who has been employed for a minimum of 2 years at the time of application or where a member of staff is recruited to fill a vacancy for which there is a demonstrable skill shortage);
6. remaining applications.

In the event of over-subscription in criteria 1, 2, 3, 5 and 6 and in the event of a tie on score in criterion 4, priority will be determined by straight line distance from home to school, those living closest being given the higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

If a child lives at more than one address, it is the address of the parent / guardian that is in receipt of child benefit for the child that is considered as the home address. Verification may be required.

To be considered for a place under criterion 4 you need to complete the school's Supplementary Information Form which must be returned to the school by 2 October 2015.

Waiting list held until: end of autumn term.
CASTLE POINT

The King John School

Shipwrights Drive, Thundersley, Benfleet SS7 1RQ
Telephone: (01702) 558284
Email: kjs@thekjs.com
Website: www.thekjs.essex.sch.uk
Headteacher: Dr M Wilson
Academy (Co-educational)
Specialist Maths & Computing College
11–18
School Number: 881-5403

Published admission number Sept 2016: **350**
Applications received (all preferences) Sept 2015: **998**
Number on roll Jan 2015: **1993**
In 2015 the last child was admitted under criterion 6

**Admissions Policy**

Where the number of applications for admission exceeds the published admissions limit (i.e. the number of places available), places will be allocated by the Governing Body in accordance with the co-ordinated admission arrangements and following criteria in the following numbered order of priority:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children with a sibling# attending the school at the time of application;
3. children living in the school’s priority admission area^;
4. children of staff employed by the school (any member of staff who has been employed for a minimum of 2 years, or to fulfil a vacancy in an area which is difficult to recruit);

Should the School reach its admission limit within any of the preceding criteria, then the places within that criterion will be allocated according to the distance from the child’s home address to the school+.

Where, after applying the above criteria, there remain unfilled places, those places will be allocated in accordance with the following criteria:

5. up to 15 per cent of the published admission number may be allocated according to the results of a test of general ability, those scoring higher being awarded priority of entry. In the event of there being two or more children with tied scores being considered for the final selected place or places, then the child or children living nearest to the school will be offered the place(s). Children taking the entry test may later be offered a place according to the distance criterion. If so, they will enter under this category because it is the main and overriding criterion;

6. any remaining places will be allocated according to the distance from the child’s home address to the school+.

^ Living in the area should mean ‘main place of permanent residence of the child and family both at the time of application and admission and for the foreseeable future’. The school reserves the right to seek proof of residence at the given address.

# A sibling is defined as a brother or sister (or a step-brother/sister) living at the same address at the time the application is submitted.

+ Distance from the child’s home address to the school’s address on Shipwrights Drive will be measured by the shortest walking distance (calculated electronically using a computerised measurement system which conforms to the Ordnance Survey through the National Mapping Agency data) along recognised roads and footpaths, with those living nearer being accorded the higher priority.

In the event of a tie-break for the exact distance criteria, the Governors Admission Committee will use the principle of drawing names out of a hat.

Entry Test date: **Saturday 3 October 2015.**
Deadline for return of Entry Test Application Forms (SIF) (see important note below): **16 September 2015.**

♦ This school requires a Supplementary Information Form to be completed for those applying under criterion 5. It is the responsibility of the parent or carer to ensure that the Supplementary Information Form (SIF) is received at The King John School no later than 16 September 2015. **Late SIFs will not be accepted under any circumstance.**

Waiting list held until: end of autumn term.

**Admissions to Sixth Form**

The number of external students to admit is 80 or until 250 places have been offered in Year 12. The school requires all students to make a formal application for entry in September 2016 by 1 December 2015.

Admission to the Sixth Form will be determined by the Governing Body in accordance with the following criteria in the order set out below. All students, including those already enrolled at King John School, must meet the criteria below:

(i) that the student has attained the specific academic requirements for entry to the courses, which are published on the Sixth Form Preference Forms;
(ii) that there is a suitable course available with a vacancy; group size will normally be capped at 25 but may vary depending on the nature of the subject and availability of resources;

(iii) that the student has demonstrated a commitment to their studies pre 16 evidenced by their school and/or progress report and their school reference.

Should this limit be reached then admission will be determined in accordance with the following additional criteria in the order set out below:

If a subject is oversubscribed or the number of applications exceeds the capacity of the sixth form the following criteria will be used:

(iv) that criteria (i) to (iii) have been met;
(v) then that looked-after students (children in public care) are first to be admitted;
(vi) finally, the distance the student lives from the main entrance of the College on Shipwrights Drive will be measured by the shortest walking distance along recognised roads and footpaths.

Should the admissions limit be exceeded in any previous criterion, then the distance criterion will be applied in that category.

With regard to the efficient use of resources, learning provision and capacity in the local area, the school reserves the right to exceed its capacity of 80 external students where a particular high performing subject has places in the particular class/or subject area and when the individual student can demonstrate their aptitude/ability in this subject area.
Admissions to Sixth Form

The Boswells Sixth Form is available for all existing students and applications from external students are most welcome. All applicants must meet the minimum entry requirements for their chosen course of study. In addition, students must meet subject specific requirements. Full details are published in The Boswells Sixth Form Prospectus, which is available from the school or can be downloaded from our website.

Admissions Policy

There is no guarantee of a place for children living within the priority admissions area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Where the child has a sibling* attending the school at the time of application, except those in Year 13. With regard to the sibling link to a child in Year 11 and 12 at the time of application, a determination will be taken as to whether there is a reasonable expectation that the child will be returning to the school for a post 16 course of study;
3. Where the child’s habitual home is in the priority admission area (a map can be viewed at the school);
4. All remaining applications.

In the event of oversubscription in any criterion, priority will be given to those living closest to the school by straight-line distance. Straight line distances are calculated by the LA as described on pages 12-13. In the event of a tie for a place this will be drawn by a lottery.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.
Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order given, to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Where the child has a sibling currently attending the school at the time of admission. A sibling is defined as a child living in the same family unit. This includes biological as well as step brothers and sisters and children of partners living at the same address;
3. Where a child attends one of the following primary schools that have a relationship with Chelmer Valley High School as part of the River Chelmer Partnership:
   - Boreham Primary School
   - Broomfield Primary School
   - Ford End County Primary School
   - Great Leighs County Primary School
   - Great Waltham C of E Primary School
   - Little Waltham C of E Primary School
   - Newlands Spring Primary School
   - Parkwood Academy
   - St Pius X Catholic Primary School;
4. Applicants living within the priority admissions area;
5. 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 higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

Waiting list held until: end of academic year.

Admissions to Sixth Form

Students will be admitted into the Sixth Form at age 16, where the school agrees it is able to offer and resource for the student a programme of study from which he or she will benefit. Applicants will meet with senior staff to discuss an appropriate career progression. As a general rule, applicants for A2/AS level courses should have a minimum of 5 GCSE grades A*-C including English and Maths with at least a grade B in the subjects they wish to study. The Sixth Form prospectus will indicate requirements in each subject. The School reserve the right to admit a student to the Sixth Form where the entrance requirement has not been met due to extenuating circumstances. To continue with a course in Year 13 students will normally need to achieve a grade D or above at AS level unless there are particular exceptional circumstances. Applicants will sign an agreed working contract. The number of external places intended to admit to Chelmer Valley High School Sixth Form is 20.

Where applications for admission exceed the 200 places available, the following criteria will be applied, in the order given, to determine which children to admit:

1. students currently attending the school;
2. students living in the priority admission area;
3. proximity of the student's home to school, with those living nearer being accorded the higher priority (as measured by straight line distance from home to school).
Only children whose parents decide that they will take the test and who attain the required standard in the prescribed arrangements for selection by reference to ability (and who make a formal application through their home local authority) will be eligible to be considered for admission.

The test is normally available to girls in Essex and from outside the County aged at least eleven years and under twelve years on 31 August whose parents have registered for them to sit the test with the school by the relevant closing date. Parents seeking a place at the school must also make a formal application to their home Local Authority (LA) by the LA's published closing date of 31 October each year. No children who will be younger than eleven years of age on 31 August following the taking of the test will be eligible for admission unless they fulfil the LA’s criteria for early entry – i.e. they are following the full Year 6 curriculum in the year in which they take the test. No children who will be twelve years of age or over on 1 September following the test date will normally be allowed to take the test and gain admission to Year 7 at the school.

The selection process will be by tests. Parents seeking a place for their child in Year 7 for September 2016 must submit their registration with the school by the deadline for registrations which is Monday 29 June 2015 (4pm). Late applications will not be accepted. Full details of how to register and the test date are available via the school website www.cchs.co.uk/admissions.

Only one address can be used for the application. In applying these admission arrangements ‘permanent home address’ will be defined as the permanent place of residence of the parent with whom the pupil spends the majority of the school week (Sunday to Thursday nights inclusive) at the time of registration for the CCHS Entrance Test. The exception to this is if the family are returning from abroad to a previous home within the priority area (documentary evidence will be required), are members of the Diplomatic Service or Armed Forces.

Permanent residency is defined as owner occupancy or long-term letting contract of a residential property (evidence will be required in the form of a UK driving licence, council tax notification and two utility bills dated within the last six months (one of which must be the electricity bill). If in rented accommodation, a copy of a signed valid long term tenancy agreement must be provided covering the period from the time of registration for the CCHS Entrance Test to the start of term in September 2016. The Governing Body may refuse to base an allocation on an address which might be considered only a temporary address.

In the case of a recent change of address, additional evidence will be required in the form of proof of exchange of contracts or a signed valid long term tenancy agreement, as defined above. This is in addition to the UK driving licence, council tax notification and two utility bills dated within the last six months (one of which must be the electricity bill).

Proof of residence can be requested at any time. If it is subsequently discovered that an application contains a falsely claimed or dated address, then any offer of a place will be withdrawn. Where there is reasonable doubt as to the validity of a permanent home address, the school reserves the right to undertake additional checking measures in relation to both current and any previous addresses and any primary school(s) attended.

Any information that is subsequently proven to have been provided fraudulently will potentially invalidate that application.

The student must be able to show to the school’s satisfaction that she has a right to reside in the United Kingdom and is entitled to state education. Overseas applicants must hold a full British or EU passport.

Places will be allocated in descending score order from the Ranked List of Applicants (who have not already been offered a place at a higher preference school) until all 150 places are filled.

Where applications for admission exceed the number of places available in Year 7, places will be awarded in
rank order until the Published Admission Number is reached using the following geographical divisions.

The first 80% of places (120) will be allocated in order from the Ranked List of Applicants (i.e. rank by academic score) following the School’s Entrance test, to girls living at a permanent address within a 12.5 miles radius (measured in a straight line) of the School. Straight line distances are calculated by the LA as described on pages 12-13.

The offer of a place is conditional upon the pupil being continuously resident within the priority area as their permanent home address at the time of registration for the CCHS Entrance Test and the date commencing the start of term in September 2016. Notification of a change of address received after this period will always be investigated.

The next 20% of places (30) will be allocated in order from the Ranked List of Applicants (i.e. rank by academic score) to girls irrespective of distance to the School.

Parents will have 21 days from the date of the letter of offer to accept or decline the offer in writing. Where an offer has been either declined or not taken up within the 21 day period the LA will offer the place to the next eligible girl on the Ranked List of Applicants (using the geographical divisions above).

Where there is a tie for the last available place, due to applicants achieving identical standardised aggregate test scores, preference will first of all be given to any applicants who are ‘looked after’ or have previously been looked after by a local authority and second to any applicant in receipt of pupil premium. Following this, preference will be given to siblings. Should there be no siblings, or should there be more applicants with siblings at the school than there are places available, then preference will be given to the student(s) who live closest to the school by straight line measurement from the school to the permanent residence address (as detailed by the Residency Clause above).

This school requires a Supplementary Information Form to be completed and returned by 4pm on 29 June 2015. This form is available from:
Website: www.cchs.co.uk/admissions
Telephone: (01245) 245740
Email: admissions@cchs.essex.sch.uk

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The school has approximately 150 places in Year 12. The GCSE criteria below apply equally to internal and external applicants. Admission to the Sixth Form is based on GCSE/IGCSE grades attained in full courses. Students with non standard qualifications will be assessed separately and the equivalency of other qualifications obtained will be taken into consideration.

The following are our minimum requirements for entry into the Sixth Form:

- All candidates are required to have grade B or higher in GCSE/IGCSE English Language and Mathematics and grade C or higher in a Modern Foreign Language at GCSE.
- All candidates must achieve an average of at least 6.625 over their best eight GCSE grades, including English Language and Mathematics. This average should be calculated by converting the grades for English Language, Mathematics and the six highest GCSE results as follows: A*=8 points, A=7 points, B=6 points, C=5 points.
- Short or half courses will not be considered in the above calculation.
- The only dual awards to be considered will be dual award Science and dual award Engineering.
- Dual awards will be counted as one GCSE and, where applicable, the grade used in the calculation will be the one scored in the higher paper. e.g. the additional science grade.
- Only two qualifications per subject will be accepted e.g. the grades for GCSE Maths and GCSE Statistics could be included in the average grade calculation but a third Maths result would not be included.
- In addition to the above entry requirements, students are generally expected to achieve an A or A* at GCSE in the subjects they intend to study at IB Higher Level or at A level. Requirements for individual subjects are shown in the IB and A level Subjects Booklets.

The deadline for submitting applications for provisional Sixth Form places will be 12 February 2016. In the event of oversubscription, places will be offered first to all internal applicants then to external applicants. Each individual applicant must meet the same admission criteria, and places will be offered in descending rank order of their average GCSE points score across their best eight GCSE/IGCSE qualifications as outlined above. Students are admitted based on the availability of places in the teaching sets for each subject. In the case of a tie, the results in GCSEs beyond the eighth subject will be taken into account.
Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order given, to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children with a sibling‡ attending the school at the point of application;
3. Children living in the priority admission area plus children attending St. Andrew's Junior School, Hatfield Peverel;
4. Up to 24 children in each year group who are either gifted or talented in sport♦;
5. Children of staff at the school where the member of staff has been employed for a minimum of two years at the time of application or where a member of staff is recruited to fill a vacancy for which there is a demonstrable skill shortage;
6. Proximity of home to school by straight line distance, those living nearest being accorded the higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

♦ To be considered for a place under the aptitude criterion you need to complete the school’s Supplementary Information Form. The SIF must be returned to Mrs C Mowle at Great Baddow High School by NO LATER THAN FRIDAY 2 OCTOBER 2015. The selection day will take place on Saturday 10 October 2015, starting at 9.00 am and finishing at 3.00 pm.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The Sixth Form is available to all existing GBHS students and external candidates subject to them fulfilling the individual requirements of suitable courses.

In order to study at A-level, students have to achieve a minimum 42 points from eight GCSE grades: A*=8 points, A=7 points, B=6 points and C=5 points. In calculating this point score, BTEC/OCR courses contribute one grade at the equivalent point score. For the Level 3 BTEC courses in Art, Business and Sport an aptitude for the subject is required along with a C grade pass in either English or Mathematics. Students will also have demonstrated, through their attitude and behaviour, that it is appropriate to progress into the Sixth Form.

In Year 12, most students following an A-level programme study 4 AS courses, Level 3 BTEC students are also encouraged to study another subject. Students choosing to follow an A Level programme with BTEC Level 3 courses will need C in English and GCSE results that demonstrate the ability to undertake A Level work. At the end of the first year, an AS qualification will be awarded and then students can continue into Year 13 to A level if they have achieved the equivalent of three D grades (not including General Studies).
Hylands School

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Telephone: (01245) 266766
Email: hylandsoffice@hylands-tkat.org
Website: www.hylands-tkat.org
Headteacher: Mr N Dunn
Academy (Co-educational)
Specialist Science College
11–18
School Number: 881-5455

Published admission number Sept 2016: 180
Applications received (all preferences) Sept 2015: 296
Number on roll Jan 2015: 682
In 2015 the last child was admitted under criterion 6

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. where the child has a brother or sister currently attending the school at time of application and admission;
3. where there are medical grounds (supported by medical evidence);
4. where the child’s home lies within the school’s priority admission area and the child attends one of the following schools:
   • Barnes Farm Junior School
   • Chancellor Park Primary School
   • Highwood Primary School
   • Kings Road Primary School
   • Lawford Mead Primary School
   • Moulsham Junior School
   • Roxwell CE (VC) Primary School
   • Trinity Road Primary School
   • Westlands Primary School
   • Writtle Junior School;
5. 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 higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

Waiting list held until: end of academic year.

Admissions to Sixth Form

The number intended to admit for September 2016 is 110. Where the sixth form is oversubscribed the main criteria listed above will be applied to applications. Candidates must also possess the appropriate qualifications to allow access to their chosen sixth form course.
Admissions Policy

Applications must be made by parents to their home local authority. The closing date for applications is 31 October each year. Supplementary Information Forms are available from the CSSE via the website www.csse.org.uk. Parents must complete both the CSSE registration form and submit this to the CSSE by its closing date as well as submitting a formal Common Application Form to their home local authority.

Only boys who have been entered for the test, are of the appropriate age and who attain the required standard in the prescribed arrangements for selection by reference to ability and aptitude will be eligible to be considered for admission to King Edward VI Grammar School in the September of Year 7. The test is available to pupils in Essex and from outside the County.

a) Where applications for admission exceed the number of places available in Year 7 places will be awarded in rank order from the tests as follows:

i) Firstly, to the top 120 boys in the selection test who made this school one of their preferences and who live within the priority area i.e. within a distance of 12.5 miles from the school (see section 5 below) at the time of the closing date for applications (31st October prior to entry into Year 7), unless they have been offered a place at a school for which they expressed a higher preference.

ii) Secondly, to the top 30 boys in the selection test out of the remaining candidates who made this school one of their preferences, regardless of where they live.

b) The offer of a place made under a(i) is conditional upon the pupil being continuously resident within the priority area (at their permanent home address) between 31st October prior to entry into Year 7, and the date of commencing the start of Year 7 at KEGS.

c) Only one address can be used for application. In applying these admission arrangements ‘permanent home address’ will be defined as the permanent place of residence of the parent with whom the pupil spends the majority of the school week (Sunday to Thursday nights inclusive) at the date of application. Permanent residency is defined as owner occupancy or long-term letting contract of a residential property. Evidence of residence at the address may be required (see below).

d) Children of returning UK service personnel and crown servants (or who are posted to the priority area) will be treated as meeting the residency requirement in b above.

e) Where selected pupils drop out between the time of publication of offers of places and the start of the following academic year places will be offered to the next pupil(s) in rank order who expressed a preference for this school, unless they have already been offered a place at a school for which they expressed a higher preference, but subject to the fact that any pupil from category a(i) above (i.e. who lives within 12.5 miles of the school) who drops out must be replaced by a pupil who lives within 12.5 miles of the school (and this replacement pupil is then deemed to have been offered a place under category a(i) above). If a pupil who was originally selected under category a(ii) above drops out, his replacement will be selected in strict rank order irrespective of where that pupil lives.

f) Where there are a number of pupils with equal scores competing for the last available place, due to applicants achieving identical aggregate test scores, preference will first of all be given to “looked after” children (see definition on pages 13-14), and then to siblings‡. Should there be no siblings‡, or should there be more applicants with siblings‡ at the school than there are places available, the preference will be given to the pupil(s) who live closest to the school by straight line measurement. In the unlikely event of two applicants with an identical distance competing for a single place, the place will be offered to one applicant on the basis of lots drawn by an independent person (usually a Governor).
Straight line distances are calculated electronically by the LA as described on pages 12-13.

The school may ask applicants to provide proof of their home address. This must be a copy of the following:

- UK driving licence
- Council tax notification
- Two utility bills dates within the last six months (gas, electricity, water or landline telephone)

**Fraudulent / Misleading Applications**

Regrettably, on occasion some parents give false information about their home address to get a place at a particular school. This is unacceptable and has the effect of denying a place to a child with a more genuine claim. The school expects that all applications are made in good faith, giving the correct information.

Where there is reasonable doubt as to the validity of a home address, the school reserves the right to undertake additional checking measures, including in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, the school reserves the right to withdraw the place and will exercise that right in relevant cases.

‡ LA sibling definition applies (see page 13).

¶ This school requires a Supplementary Information Form to be completed and returned by 31 July 2015. This form is available online at www.csse.org.uk

Waiting list held until: end of academic year.

Details of the Admission Policy for Years 7 to 11 entry are available in the school prospectus and in the school's full admission policy which can be seen by selecting the school at www.essex.gov.uk/admissions.

**Admissions to Sixth Form**

a) External applicants for Sixth Form places comprise both males and females without bias. The Priority Area criterion does not apply to the Sixth Form, i.e. admission is based solely on GCSE results as outlined below.

b) All applicants will be asked to specify their intended subject choices, upon which the school will determine the projected number of teaching groups for each subject. Interviewing applicants or their families for entry to Year 12 will not take place, although meetings can be held to provide advice on options and entry requirements for particular courses.

c) Admission by any applicant to the Sixth Form is based on GCSE or IGCSE grades in full courses and AS levels or FSMQ Additional Mathematics at grades A and B only. The equivalency of other qualifications obtained will be taken into consideration.

d) The minimum number of external applicants likely to be admitted is 48. The upper limit of Year 12 external applicants will be based, not on total Year 12 numbers projected for the following academic year, but on the projected size of the teaching groups. Taking into account choices for A Level study, applications will be refused where the school considers the size of teaching sets to be detrimental to the education of the group and where it is not financially or educationally desirable for the Governors to alter the balance of the school’s staffing or to appoint additional staff.

e) The requirements for admission into Year 12 are:

1. an average GCSE/IGCSE points score of at least 6.625 across the best eight subjects (A*=8 points, A=7 points, B=6 points, etc.; AS B grade or above =8 points and FSMQ Additional Mathematics B grade or above =8 points);
2. grade B’s or higher must be achieved in GCSE Mathematics and English (whether or not these subjects are being followed to A Level);
3. a suitably high GCSE grade, usually A or better, in each chosen subject of study;
4. grade C or higher must be achieved at GCSE in a modern foreign language;
5. available places in the teaching sets for each subject;
6. Only two qualifications per subject accepted eg FSMQ Additional Maths (of B or above) + Maths GCSE but not GCSE Statistics + GCSE Maths + FSMQ Additional Maths.

In cases of over subscription, places will be offered first to all internal applicants then to external applicants. Each individual applicant must meet the same admission criteria, and places will be offered in descending rank order of their average points score across eight GCSE / IGCSE / AS qualifications. (The school will also strive to maximize the viability of each pre-published A Level course running).

**Transport**

Information about transport to this school is available on the Consortium for Selective Schools in Essex website www.csse.org.uk.
**Moulsham High School**

Brian Close, Chelmsford CM2 9ES  
Telephone: (01245) 260101  
Email: admin@moulshamhigh.org  
Website: www.moulshamhigh.org  
Headteacher: Mr M Farmer  
Academy (Co-educational)  
Specialist in English and Humanities  
11–18  
School Number: 881-4480

Published admission number Sept 2016: **252**  
Applications received (all preferences) Sept 2015: **889**  
Number on roll Jan 2015: **1514**  
In 2015 the last child was admitted under criterion 3

**Admissions Policy**

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children with a sibling‡ attending the school, including the Sixth Form at the point of making the application;
3. Straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the LA as described on pages 12-13.

Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children and previously looked after children).

For applications made in the normal admission round, if the last child to be offered a place is a twin and his/her sibling does not initially receive a similar offer, the school will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can initially be offered a place, the school will offer places to the remaining children.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.

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**Admissions to Sixth Form**

The total number of places available for Year 12 students is 180. Students will be admitted into the Sixth Form at age 16 where the school agrees it is able to offer, and resource for the student, a programme of study from which he or she will benefit.

To study AS Levels and BTECs students must have a minimum points score from their best eight GCSE results (including English and Maths) and meet the entry requirements for the sixth form and of the subjects they wish to study. The entry requirements are set annually in the school’s Sixth Form prospectus.

To continue with a course during Year 13, students will normally need to achieve a ‘D’ grade or above at AS Level, unless there are exceptional circumstances.

Further details of all courses offered in the Sixth Form and their respective entry requirements will be available in the Sixth Form course guide 2016/2017.

All applicants will be required to sign an agreed working contract.

Applicants will be rank ordered according to their average GCSE point score in their best 8 GCSE results (including English and Maths). Offers will then be made according to places available in the relevant teaching groups using the following criteria:

a. Looked after children and children who were previously looked after* and meet the minimum entry criteria for the course that they wish to follow;

b. Students currently attending Moulsham High School and meeting the minimum entry criteria for the course that they wish to follow;

c. Any other applicant meeting the minimum entry requirement for the course that he/she wishes to follow, with those living nearer, measured by straight-line distance, being accorded the higher priority.

* LA sibling definition applies (see page 13).
The Sandon School

Molrams Lane, Sandon, Chelmsford CM2 7AQ
Telephone: (01245) 473611
Email: info@sandon.essex.sch.uk
Website: www.sandon.essex.sch.uk
Headteacher: Mr J C Wincott
Academy (Co-educational)
Specialist in Maths & Computing
11–18
School Number: 881-5463

Published admission number Sept 2016: 216
Applications received (all preferences) Sept 2015: 914
Number on roll Jan 2015: 1259
In 2015 the last child was admitted under criterion 5

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order given, to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Where there are exceptional medical reasons (supported by an independent medical report). If the person or persons to provide the medical report cannot be agreed by the parties involved, this will be determined by the Chair of Governors;
3. Where the child has a sibling‡ at the time of application and determination in any year group excluding the final year unless in that final year there is a reasonable expectation that the sibling will return to the school;
4. where the child attends one of the following primary schools:
   • Danbury Park Community Primary School
   • St John's School, Danbury
   • Priory School, Bicknacre
   • East Hanningfield Primary School
   • St Peter's C of E Primary School, West Hanningfield
5. proximity of home to school by straight line distance, those living nearest being accorded the higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

Waiting list held until: 31 December 2016.

Admissions to Sixth Form

Students will be admitted into the Sandon School Sixth Form from the age of 16 if a total point score from the student’s highest eight full GCSE Grades (or equivalent) including English and Maths is 42 points or more, using the following point system:

<table>
<thead>
<tr>
<th>Full GCSE grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>8</td>
</tr>
<tr>
<td>A</td>
<td>7</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
</tr>
<tr>
<td>C</td>
<td>5</td>
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<td>D</td>
<td>4</td>
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<td>E</td>
<td>3</td>
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<tr>
<td>F</td>
<td>2</td>
</tr>
<tr>
<td>G</td>
<td>1</td>
</tr>
<tr>
<td>U</td>
<td>0</td>
</tr>
</tbody>
</table>

Students may also be required to obtain subject specific GCSE grades in order to be admitted to particular courses. The Governors reserve the right to admit a student to The Sandon School Sixth Form where they do not achieve 42 points due to extenuating circumstances previously made known to the school, and where their predicted point score was in excess of 42 points. The number to admit to Year 12 should not exceed 100.

In the event of over subscription to the sixth form, priority will be given to students currently attending The Sandon School, thereafter the admissions criteria 1, 2, 3 and 5 above will apply.
Admissions Policy

Where there are more applications than the number of places available, places will be offered in the following order of priority:

1. Catholic† Looked After Children and previously looked after children# in a non-Catholic family or Looked After Children and previously looked after children# of a Catholic† family resident in the parishes of Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow (south of the A120 and east of the River Roding), Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham;
2. baptised Catholic† children of practising^ Catholic families resident in the parishes of Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow (south of the A120 and east of the River Roding), Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham;
3. other baptised Catholics†;
4. other Looked After Children and previously looked after children#;
5. Christians of other denominations whose application is supported by a reference from a minister of religion or other religious leader;
6. children of other faiths whose application is supported by a reference from a minister of religion or other religious leader;
7. any other applicants.

Within each criteria priority will be given using the following rules in the order shown:

1. children with a sibling~ at the school at the time of admission;
2. straight line distance between home and school with those closest being given priority. Straight line distances are calculated by the LA as described on pages 12-13;
3. catechumens (defined as a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of reception into the order of catechumens) and members of an Eastern Christian Church (including Orthodox Churches and evidenced by a Certificate of baptism or reception from the authorities of that Church) will be given priority in category 5.

~ A sibling is a child who has a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address who attends SJP in any year group at the time of application. Biological siblings who attend SJP in any year group will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

# See definition on pages 13-14.

† ‘Catholic’ means a baptised member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a Certificate of reception into the full communion of the Catholic Church.

^ ‘Practising Catholic’ is hereby defined as confirmed by the parish Priest’s Reference Form.

This school requires a Supplementary Information Form to be completed.

Waiting list held until: end of spring term, longer by request.

Admissions to Sixth Form

The sixth-form is available for all existing pupils, subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the sixth-form of the school will be distributed to external applicants in accordance with the oversubscription criteria, subject to applicants fulfilling the individual eligibility requirements of suitable courses. A maximum of 18 places in year 12 will be made available for external applicants up to and including the agreed limit of 130 places.
William de Ferrers School

Trinity Square, South Woodham Ferrers CM3 5JU
Telephone: (01245) 326326
Email: mainoffice@williamdeferrers.essex.sch.uk
Website: www.williamdeferrers.essex.sch.uk
Headteacher: Mr N McGowan
Academy (Co-educational)
11–18
School Number: 881-5427

Published admission number Sept 2016: 270
Applications received (all preferences) Sept 2015: 398
Number on roll Jan 2015: 1756
In 2015 the last child was admitted under criterion 6

Admissions Policy

In the event of oversubscription, the following criteria in the order given will be used to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. students attending:
   - Cold Norton Primary School
   - Collingwood Primary School
   - Elmwood Primary School
   - St Joseph’s Catholic Primary
   - St Mary’s CE (VA) Primary School, Woodham Ferrers
   - Trinity St Mary’s CE (VA) Primary School
   - Woodville Primary School
   by the closing date for applications;
3. students living in South Woodham Ferrers and those with a Woodham Ferrers postal address;
4. students with siblings† already attending the school in any year excluding the final year (Year 13);
5. children of staff in both of the following circumstances:
   a) where the 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; and/or
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
6. 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 as described on pages 12-13.

† LA sibling definition applies (see page 13).

The school operates a rolling waiting list.

Admissions to Sixth Form

Students will be admitted into the Sixth Form at age 16 where the school agrees it is able to offer and resource for the student a programme of study from which he or she will benefit. Key Stage 5 courses chosen by students and their GCSE results will be discussed individually with each student prior to a place being confirmed at the commencement of the relevant academic year. Successful applicants will sign an agreed working contract.

Entry requirements:

- Minimum GCSE average points score of 40 and a C grade in both English and mathematics to follow an AS Level programme of study or a programme of study combining AS Levels and Level Three BTEC courses.
- A minimum GCSE average points score of 36 to follow Level Three BTEC courses.
- Students must meet the specific subject requirements as published in the Sixth Form Prospectus available from the school.

The maximum capacity of the Sixth Form is a total of 436; with a maximum of 230 in Year 12. In the event of oversubscription applicants will be ranked according to their average GCSE point score in their best 8 GCSE results (including English and Maths). Offers will be made according to places available in the relevant teaching groups. Where this does not provide sufficient differentiation between students for the final places preference will be given:

I. To students ‘looked after’ by the local authority (see definition on pages 13-14);
II. To students with younger siblings already within the school at the time of admission;
III. To the student(s) who live(s) closest to the school by straight line measurement;
IV. To children of staff (see 5 above).
Colchester Academy

Hawthorn Avenue, Colchester, CO4 3JL
Telephone: (01206) 861217
Email: general@colchesteracademy.com
Website: www.colchesteracademy.com
Executive Principal: Ms L Bamford
Principal: Ms F Pierson
Academy (Co-educational)
11–16
School Number: 881-6911

Published admission number Sept 2016: 240
Applications received (all preferences) Sept 2015: 212
Number on roll Jan 2015: 649
In 2015 the last child was admitted under criterion 4

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children who have a sibling‡, currently attending the Academy in Years 7-10;
3. children attending the following main feeder primary schools:
   - Fingringhoe CE (VA) Primary School
   - Friars Grove Primary School
   - Hazelmere Junior School
   - Parsons Heath CE (VC) Primary School
   - Roach Vale Primary School
   - St Andrew’s Junior School
   - St John's CE (VC) Primary School
   - St Lawrence CE Primary School, Rowhedge
   - Willow Brook Primary School;
4. all other applications.

In the case of oversubscription places will be determined by proximity of the child's home to the Academy. The closest to the Academy will have highest priority as measured in a straight line. Straight line distances are calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.
Admissions Policy

To enter for the test a Supplementary Information Form (SIF) must be obtained from, completed and returned to The Secretary to the CSSE. Applications may also be made online.

Only girls who have been entered for the test, are of the appropriate age, and who attain the required standard in the prescribed arrangements for selection by reference to ability will be eligible to be considered for entry to the school in the September of Year 7. The test is available to students in Essex and from outside the county. All will be given equal consideration.

The CSSE deadline date for submitting the SIF is 31 July 2015.

The test is normally available to girls in Essex and from outside the county aged at least eleven years and under twelve years on 31 August following the taking of the test, who make application via the CSSE by the published cut-off date. No students who will be younger than eleven years of age or on 31 August following the taking of the test will be eligible for admission unless they fulfil the LA’s criteria for early entry – i.e. they are following the full Year 6 curriculum in the year in which they take the test. No student who will be twelve years of age or over on 1 September following the test date will be allowed to take the test and gain admission to Year 7 at Colchester County High School for Girls, unless there are verified exceptional circumstances.

The main test date for entry in 2015 will be Saturday 19 September 2015. Following the tests, parents will be sent the test results for their daughter and information regarding the lowest cut off score for admission in previous years. However these scores are not a final indicator of applicant admission success as they may vary from year to year. Application for a place should then be made to the LA.

Where applications for admission exceed the number of places available in Year 7, places will be awarded in rank order until the PAN is reached. In the event of there being a number of girls with equal aggregated test scores competing for the last available places, priority will be given to a girl:

(i) who is ‘looked after’ or was previously looked after (see definition on pages 13-14);
(ii) who is on free school meals;
(iii) who lives closest to the school by straight line measurement.

This school requires a Supplementary Information Form to be completed and returned by 31 July 2015. The form is available online at www.csse.org.uk.

Waiting list held until: end of autumn term.

For full details of the Admissions Policy for Years 7 to 11 and the Sixth Form please apply to the school for a prospectus or see the school website.

Admissions to Sixth Form

The deadline for submitting applications for sixth form places will be 18 January 2016. If an applicant is considered to be suitable in terms of academic ability and attitude to study and if the subjects she wishes to study at A Level are available, an applicant will be offered a provisional place. Offers of provisional places will be made after the closing application date. The school will determine the projected number of teaching groups based on the applicant subject choices.

The minimum entry requirement is AAAABB at GCSE including English Language and Mathematics. Students will be expected to achieve at least a Grade A in a GCSE subject they wish to continue to A Level. Those students wishing to take A Level Music will also require Associated Board Grade 5 Music Theory and Associated Board Grade 5 Music Practical in addition to the GCSE grade requirements outlined above. Students are required to achieve a Grade A in GCSE English if they wish to study either A Level Classical Civilisation, Economics or Psychology.

In addition to the GCSE requirements set out, where a candidate’s first language is not English, the school may require her to demonstrate sufficient fluency in
English, both orally and in writing, to participate successfully in the Sixth Form. The candidate must also be able to show to the school's satisfaction that she has a right to reside in the United Kingdom and is entitled to State Education. The school will refuse admission to any candidate who fails to provide authentic, valid and bona fide documentation in support of her application. Students must be under 17 years of age on 31 August of the calendar year of admission. Our first priority is to admit CCHS students who have met the entry requirements.

In 2014 the Governing Body admitted 49 students who joined the Sixth Form from other schools, having met the entry requirements. An academic report will be sought from the applicant's present school. Applicants who have been offered a provisional place will be invited to meet senior staff for advice on the suitability of the A Level courses applied for.

Places in the Sixth Form will be confirmed as soon as possible after GCSE results day. GCSE results will be verified on results day for both internal and external applicants; external candidates will be required to bring their results to the school on results day. Places in the Sixth Form and course choices are confirmed on the basis of GCSE results, availability of courses, teaching staff and group sizes.

In the case of over-subscription, places will be confirmed to internal applicants first and then to students applying to join the school. Places will be confirmed in descending rank order of students average GCSE points score across their highest grades for their best eight full course GCSE subjects. If there is a tie then GCSEs in addition to the eighth subject will be taken into account. An applicant considering joining from another school would not be offered a place if the school considered that her addition to a teaching group (or groups) would increase the size of it (or them) to the detriment of the group (or groups) as a whole and it is not financially or educationally desirable for the Governors to alter the balance of the school's staffing or appoint additional staff to create additional groups.

Progression into Year 13 following AS or internal end of Year 12 examinations is not automatic and is dependent on a satisfactory performance in these examinations, and an acceptable level of attendance.

A minimum of Grade C in the subjects to be studied in Year 13 is the expectation.

**Transport**

Information about transport to this school is available on the Consortium for Selective Schools in Essex website [www.csse.org.uk](http://www.csse.org.uk)
Admissions Policy

Admission is determined by a pupil's position within the selection procedure organised by the CSSE. This position is decided on the basis of the pupil’s standardized score in the selection tests. The selection procedure is open equally to pupils in Essex and those who live outside the county. Testing now takes place before application, and applicants to CRGS must register with the CSSE to take the selection tests by the official registration deadline. The selection tests will be held in September 2015. Applications must be submitted to the pupil's home LA by the published deadline of 31st October 2015. In the case of oversubscription places will be offered to the 120 boys scoring highest in the selection tests who have named CRGS as a preferred school and who qualify to be offered a place at the school under the co-ordinated admissions arrangements. Application to CRGS is open to boys registered in Year 6 and under twelve years of age on the following 31st August, immediately prior to admission in September.

If there are applicants with an equal ranking competing for the last available place, preference will be given:

(i) to a ‘looked after’ child or a previously looked after child (see definition on pages 13-14):
(ii) to the applicant living closest to the school. Straight line distances are calculated by the LA as described on pages 12-13.

Occasionally vacancies occur in other years, for example due to family relocation. In addition, the school is normally able to admit a small number of external students (4) into Year 9 each year if they are of the required academic standard. Selection tests take place in the March or April preceding the September of entry. Applications should reach the school by 1 February 2016. Where vacancies occur, a recent report is sought on all pupils who have applied for a place. Those who apply are tested in the school on the set date. The tests seek to establish whether the applicant can sustain the pace of the school’s classroom education and has sufficient knowledge and understanding to undertake the relevant year group's existing programmes of study. The tests are in English, Mathematics and Science.

Places will be allocated on the basis of performance in the tests. The school reserves the right not to fill a place if the candidates are not judged to be of the required academic standard. If a number of applicants are tested at the same time for a single place and the results show that it is not possible to discriminate between them, preference is given to a ‘looked after’ or previously looked after child. If this does not resolve the matter, preference is given to the applicant living closest to the school, as defined above.

Admissions to Sixth Form

A number of external day students (60) are admitted into Year 12 each year. Up to 15 additional places are reserved for boarders each year. The school admits a number of girls as day students into the sixth form (circa 25% of the sixth form Year Group), and the academic criteria for selection are the same as for male applicants, as set out below.

Offers of places are made subject to satisfactory performance at GCSE or equivalent examination. The minimum grade requirement for entry into the Sixth Form is AAAAB; A*/A grades are required in the subjects to be studied at A-level. This is also the requirement for internal students.

External students must complete and submit the school's official application form. Predicted GCSE grades will be requested from the applicants' schools. Where predicted grades are not provided by the school, performance in trial examinations will be considered instead of the predicted grades, and the professional judgement of the CRGS staff will be used to make an assessment of the data provided. Applicants who are predicted high grades at GCSE or in equivalent single subject examinations (e.g. IGCSE) will be invited to the school to discuss their subject choices, although this meeting will not form part of the selection process. Where some GCSE grades have already been achieved,
the actual grades will be taken into account.

Students from overseas who do not follow the British curriculum are admitted on the basis of their academic performance in their current school and, where appropriate, their performance in the school's entrance tests. The professional judgement of the CRGS staff will be used to compare this information with the information provided on other applicants.

In cases of oversubscription, first preference will be given to looked-after or previously looked-after children (see definition on pages 13-14) who meet the minimum grade requirement.

Conditional places will then be offered to those students with the highest number of A*s predicted in their best 10 GCSEs or equivalents. Where a student takes fewer than 10 GCSEs or equivalents, the percentage of A*s predicted or achieved will be used in the calculation. If students have an equal number of A*, the number of A grades predicted or achieved will be used to differentiate between candidates if necessary.

If further discrimination is necessary, preference will be given to applicants living closest to the school as defined above.

Decisions will be made in the Spring Term. Late applications will be considered after the first tranche of offers to on-time applicants have been made. Any vacancies arising in the Summer Term will be filled in August on the basis of the actual GCSE results achieved, and places will be given to those applicants with the best GCSE grades (number or percentage of A*s as outlined above) and where places are available in the subjects chosen.

In the case of boarding applicants an interview will be held to seek to establish whether the applicant is suitable for a boarding place.

Overseas applicants must hold a full British or EU passport or have residency rights in the UK.

All applications to the Sixth Form should be submitted to the school by 1 December 2015.

This school requires a Supplementary Information Form to be completed. The form is available online at www.csse.org.uk

Transport

Information about transport to this school is available on the Consortium for Selective Schools in Essex website www.csse.org.uk.

Waiting list held until: end of autumn term.
The Gilberd School

Brinkley Lane, Highwoods, Colchester CO4 9PU
Telephone: (01206) 842211
Email: admissions@gilberd.com
Website: www.gilberd.com
Headteacher: Mrs L Exley
Academy (Co-educational)
Specialist Maths & Computing College
11–16
School Number: 881-5441

Published admission number Sept 2016: 300
Applications received (all preferences) Sept 2015: 740
Number on roll Jan 2015: 1343
In 2015 the last child was admitted under criterion 3

Admissions Policy

Where applications exceed the number of places available, the following criteria will apply in the order set out below, to decide which child to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Where a student’s sibling‡, who lives within the same household, attends the Gilberd School in Years 7 to Year 10 at the date of application;
3. Students living within the school’s priority admission area at the date of application (a map defining the priority admission area can be viewed at the school or on the school website);
4. Any other applications.

In the case of exceptional medical circumstances*, the governors will consider such applications.

In the event of oversubscription, within any of the above criteria, priority will be determined by straight line distance from home to the school, with those living closest at the date of application being given the highest priority. Straight line distances are calculated by the LA as described on pages 12-13.

* Exceptional Medical Grounds – applications made on these grounds must be supported by medical evidence at the time of application. The relevant medical reasons may be in relation to either the child or one or both parents. You must provide evidence from a doctor or other registered health professional setting out why the preferred school is the most suitable as a result of the medical circumstances, and the difficulties that would be caused if the child had to attend and travel to another school. Applications made under this criterion will be considered by the governing body to consider whether there are exceptional medical reasons that merit inclusion under this criterion.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term, longer by request.
Admissions to Sixth Form

For students applying for admission who are not currently studying at the school offers of admission will be made on the basis of availability of the course required by the applicant who must satisfy the entry requirements of a proposed course of study (as detailed in the Philip Morant College Prospectus) and on overall academic suitability based on references from the applicant’s previous school, which will include information on anticipated performance at GCSE.

The following criteria will apply, in the order set out below, to determine which students to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. students who attend one of the following schools:
   • Gosbecks Primary School
   • Hamilton Primary School
   • Home Farm Primary School
   • Lexden Primary School
   • Prettygate Junior School
3. students who have a sibling‡ attending at the time of application in any year group except 13 who is still expected to be on roll at the time of proposed admission;
4. children of teaching and non-teaching staff:
   (a) who have been employed at the school for two or more years at the time of application for the school place;
   (b) where the member of staff is recruited to fill vacant posts for which there is a demonstrable skill shortage;

Parents of children applying under this criterion must inform the Admissions Manager at the school in writing by 27 November 2015.

5. children residing closest to The Philip Morant School as measured by straight-line distance from home to school, those residing nearer to the school being given higher priority.

If any of the criteria are oversubscribed priority will be given to those students living nearer to the School, measured by straight line distance from home to School, those residing nearer to the school being given higher priority. Straight line distances are calculated by the LA as described on pages 12-13.
St Benedict’s Catholic College
Norman Way, Colchester CO3 3US
Telephone: (01206) 549222
Email: admin@stbenedicts.essex.sch.uk
Website: www.stbenedicts.essex.sch.uk
Principal: Mrs J Santinelli
Comprehensive Voluntary Aided (Co-educational)
Specialist Business & Enterprise and Languages College
11–16 Roman Catholic
School Number: 881-5466
Published admission number Sept 2016: 168
Applications received (all preferences) Sept 2015: 508
Number on roll Jan 2015: 823
In 2015 the last child was admitted under criterion 9

Admissions Policy*
Where applications for admission exceed the number of places available, the following criteria will then be applied, in the order set out below, to decide which students to admit:

1. baptised Catholic* Looked After Children and previously looked after children (see definition on pages 13-14);
2. baptised children who are stated by their Parish Priest to be practising# Catholics*, and for whom St Benedict's College is their nearest available Catholic school;
3. children who are stated by their Parish Priest to be baptised Catholics* and for whom St Benedict’s is their nearest available Catholic school;
4. other children who are stated by their Parish Priest to be baptised Catholics*;
5. other Looked After Children and previously looked after children (see definition on pages 13-14);
6. children who are stated by their Parish Priest to be catechumens;
7. members of Eastern Christian Churches who are stated by their Minister of Religion to be regular churchgoers, defined as at least once monthly attendance at Church services and who wish to receive their education in a Christian environment;
8. practising Christians who are stated by their Minister of Religion to be regular churchgoers defined as at least once monthly attendance at church services and who wish to receive their education in a Christian environment;
9. any other applicants.

In each of the above categories a prior preference will be given to those children who, at the time of application, have an older brother or sister attending the college in Years 7 to 10. Sibling is defined as children who live as brother or sister, including natural brothers or sisters, adopted siblings, step-brothers or sisters and foster brothers and sisters irrespective of place of residence.

Shortest straight line distance from the College to the home address will be used as a tie-break when determining priority within any single category. Straight line distances are calculated by the LA as described on pages 12-13.

*Catholic denotes a member of any Catholic Church that is in full communion with the See of Rome. When you present the Priest Reference Form you will be required by your Parish Priest to provide a Baptismal Certificate. St Benedict's is the nearest available Catholic school if the straight line distance from the home address to the College is shorter than that distance to any other Catholic secondary school.

# ‘Practising Catholic’ is defined as attendance at Sunday Mass weekly and on Holy days and includes the vigil Mass of Saturday.

This school requires a Supplementary Information Form to be completed by the closing date for applications.

Waiting list held until: end of autumn term.
St Helena School
Sheepen Road, Colchester CO3 3LE
Telephone: (01206) 572253
Email: contact@st-helena.essex.sch.uk
Website: www.st-helena.essex.sch.uk
Executive Headteacher: Miss Z King
Academy (Co-educational)
Specialist Arts College
11–16
School Number: 881-5448

Published admission number Sept 2016: 200
Applications received (all preferences) Sept 2015: 495
Number on roll Jan 2015: 824
In 2015 the last child was admitted under criterion 5

Admissions Policy
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 (see definition on pages 13-14);
2. where the child lives in the priority admission area (a map is available from the school office on request);
3. where the child has a sibling‡ attending the school at the time of admission;
4. where there are exceptional medical grounds* supported by medical evidence;
5. proximity of the child's home to the school, with those living nearer being accorded the higher priority.

* Exceptional Medical Grounds – applications made on these grounds must be supported by medical evidence at the time of application. The relevant medical reasons may be in relation to either the child or one or both parents. You must provide evidence from a doctor or other registered health professional setting out why the preferred school is the most suitable as a result of the medical circumstances, and the difficulties that would be caused if the child had to attend and travel to another school. Applications made under this criterion will be considered by the governing body to consider whether there are exceptional medical reasons that merit inclusion under this criterion.

If there is oversubscription in any particular category, distance is measured by straight line. Straight line distances are calculated by the LA as described on pages 12-13. In the unlikely event of two applicants with an identical distance competing for a single place at the School the place will be offered to one applicant on the basis of lots drawn by a School Governor not involved in admissions (supervised by an independent scrutineer), with the exception of twins, triplets etc.

‡ LA sibling definition applies (see page 13).
Waiting list held until: end of autumn term.
Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children who have a sibling‡ attending the school in Years 7 to 10 at the time of application and the date of proposed admission;
3. children who live within the priority admission area (a map is available at the school) and who attend the following main feeder primary schools: Birch Primary, Chappel Primary, Copford Primary, Fordham All Saints Primary, Great Tey Primary, Heathlands Primary West Bergholt, Holy Trinity Primary (Eight Ash Green & Aldham), Layer-De-La-Haye Primary, St Andrew’s Primary Marks Tey, Stanway Primary and Stanway Fiveways Primary schools;
4. children residing outside the priority admission area who attend a feeder primary school;
5. children residing within the priority admission area who do not attend a feeder primary school;
6. all other applications.

In the case of oversubscriptions when any of the above criteria are applied, the places will be allocated according to the proximity of the child’s home to school, as measured by a straight line, with those living closest being accorded the higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term, longer by request.
Thurstable School

Maypole Road, Tiptree, Colchester CO5 0EW
Telephone: (01621) 816526
Email:thurstable@thurstable.essex.sch.uk
Website: www.thurstable.essex.sch.uk
Headteacher: Mr M Bacon
Academy (Co-educational)
Specialist Sports College
11–18
School Number: 881-5413

Published admission number Sept 2016: 210
Applications received (all preferences) Sept 2015: 355
Number on roll Jan 2015: 1023
In 2015 the last child was admitted under criterion 7

Admissions Policy*

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. exceptional medical reasons*;
3. children with a sibling‡ in Years 7–12 at the time of application and date of proposed admission;
4. children attending traditional feeder primary schools listed below:
   - Baynards Primary
   - Birch CE (VA) Primary School (where Thurstable is the nearest school by straight line distance)
   - Great Totham Primary
   - Mersea Island Primary
   - Messing-Cum-Inworth Primary
   - Milldene Primary
   - Tiptree Heath Primary
   - Tiptree St Luke’s CE (VC) Primary
   - Tolleshunt D’Arcy St Nicholas CE VA Primary
   - Tollesbury School;
5. children living in the priority admission area (a map is available from the school office);
6. children identified by Colchester United Football Club as showing aptitude in football. (Priority will be given to a maximum of 15 students on the basis of aptitude in football);
7. other children.

* Applications made on these grounds must be supported by medical evidence at the time of application. The relevant medical reasons may be in relation to either the child or one or both of the parents. You must provide evidence from a doctor or other registered health professional setting out why the preferred school is the most suitable as a result of the medical circumstances, and the difficulties that would be caused if the child had to attend and travel to another school. Applications made under this criterion will be considered by the governing body.

In the event of oversubscription within any individual criterion, straight line distance will be used with priority given to those children living nearest the school. Straight line distances are calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

For applications under criterion 6 this school requires a Supplementary Information Form to be completed.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The school is proposing to admit 140 students in Year 12. 40 of these places are available for external applicants, including applicants from the Colchester United Football Academy.

Year 12 Students will only be admitted to an advanced course if they meet the requirements of 40 points calculated from their top 8 GCSE scores including English and Maths. In addition students must meet specific subject requirements detailed in the prospectus, available from the school.

In the event of oversubscription applications will be prioritised in accordance with the above admissions policy.
Admissions Policy

Applications will be considered on the basis of a parent’s commitment to the Christian or Jewish faith. All applications will be graded according to frequency and length of attendance at a place of worship, with the best attendance over the last 7 years of either the father or the mother or the legal guardian counting. Each application is given an attendance score which is calculated by awarding:

- 20 points for each year of confirmed weekly attendance
- 10 points for each year of confirmed fortnightly attendance
- 5 points for each year of confirmed monthly attendance and
- 1 point for each year of confirmed occasional attendance.

The list of applications will be ranked in order of attendance score.

In the event of oversubscription the following criteria will be applied in the order set out below:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children of parents committed to the Christian or Jewish faith, determined by attendance at a place of mainstream Christian† or Jewish worship by at least one parent or legal guardian. Preference will be given to the greater number of years attended and frequency of attendance during the last seven years, as confirmed by referees. Where applicants have the same record of attendance, places will be allocated in the following order:

   - (a) children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage;
   - (b) children with siblings‡ in the school who will still be in the school at the time of proposed admission;
   - (c) children living nearest to the school measured in a straight line to the main gate of the school*.

The Admissions Committee may, in exceptional individual family circumstances which are fully supported by independent evidence provided at the time of application, consider an application which does not meet the criteria set out above. Paperwork in this regard must be clearly marked ‘Consider under Clause 11’.

† A place of mainstream Christian worship in the United Kingdom is defined as one which is a member of, or affiliated to, Churches Together in Britain and Ireland, the Evangelical Alliance or Affinity. Referees will be asked to confirm, on the form which is sent to them, that the place of worship satisfies this definition.

‡ LA sibling definition applies (see page 13).

* Straight line distances are calculated by the LA as described on pages 12-13.

Since residency is relevant to an application for a place at the school, applicants will be required to provide proof of their home address when they return their Supplementary Information Form. This must be a copy of each of the following:
• council tax notification
• child benefit statement or child tax credits or medical card/letter
• two utility bills dated within the previous three months.

Where there is reasonable doubt as to the validity of a home address the school reserves the right to take additional checking measures. If a place is secured through false information regarding a home address, the offer of a place may be withdrawn.

This school requires a Supplementary Information Form to be completed. This must be obtained from either the school or the ECC website.

Waiting list held until: end of autumn term, longer by request.

Admissions to the Sixth Form

1. The admission number for entry at Year 12 by students not previously on the school roll is 80. The school will accordingly admit at least 80 students in addition to those existing school students wishing to enter Year 12.

2. The school will publish a prospectus for admission to Year 12 during the preceding Autumn term and will hold an open evening in November when would-be applicants can view the school.

3. In the event of oversubscription for the 80 places, applicants will be assessed on their suitability for the courses offered, commitment to the school's Christian ethos and their likely involvement in the extensive extra-curricular programme.
Debden Park High School

Students will be admitted into the Sixth Form at age 16 where the consortium agrees it is able to offer and resource, for the student, a programme of study from which he or she will benefit. Subject choices and GCSE results will be discussed individually with students to ensure they are undertaking an appropriate course of study, prior to a place being confirmed.

Applications will be accepted from external students but will be only offered if sufficient spaces are available after all 'home' students have been considered and allocated a place.

To study A Levels, students must have a minimum of 42 points from their best eight GCSE results. A grade C qualification in both GCSE English and Mathematics is also required. Students must achieve a minimum of a B grade in the subject they wish to study and meet any additional subject specific requirements as published in the Sixth Form Prospectus.

In the event of over subscription applicants will be rank ordered according to their best 8 GCSE results (including English and Maths). Offers will be made according to places available in the ‘Home school' and then across the consortium.

Where this does not provide sufficient differentiation between students for the final places preferences will be given:

1. To 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 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).
2. To students with younger siblings already within the home school at time of admissions.
3. To other students living in the priority admissions area.
4. To other students living outside the priority admissions area with a sibling attending at the time of application and admission.
5. To remaining applicants.

Admissions Policy

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the priority admission area* with a sibling‡ attending the school at the time of application and admission;
3. other children living in the priority admission area*;
4. children living outside the priority admission area* with a sibling‡ attending the school at the time of application and admission;
5. 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 as described on pages 12-13.

Exceptional medical circumstances (supported by medical evidence) may override the above (other than Looked After Children and previously looked after children).

‡ LA sibling definition applies (see page 13).

* A map of the priority admission area is available from the school.

Waiting list held until: end of academic year.

Sixth Form

Debden Park High School are planning to admit 80 students into their Sixth Form in 2015.
Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription any remaining places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the priority admission area with a sibling‡ attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling‡ attending the school;
5. 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 as described on pages 12-13.

‡ For sibling definition see page 13.

Waiting list held until: 31 December, 2016.

Sixth Form

Epping St. John’s School are planning to admit 64 students into the Sixth Form in 2015 and 2016.

Applicants will be accepted from external students but will be only offered if sufficient spaces are available after all ‘home’ students have been considered and allocated a place.

To study A Levels, students must have a minimum of 42 points from their best eight GCSE results. A grade C qualification in both GCSE English and Mathematics is also required. Students must achieve a minimum of a B grade in the subject they wish to study and meet any additional subject specific requirements as published in the Sixth Form Prospectus.

In the event of over subscription applicants will be rank ordered according to their best 8 GCSE results (including English and Maths). Offers will be made according to places available in the ‘Home school’ and then across the consortium.

Where this does not provide sufficient differentiation between students for the final places preferences will be given:

1. To 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 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).
2. To students with younger siblings already within the home school at time of admissions.
3. To other students living in the priority admissions area.
4. To other students living outside the priority admissions area with a sibling attending at the time of application and admission.
5. To remaining applicants.
**Admissions Policy**

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the priority admissions area with a sibling‡ attending the school at the time of application and admission;
3. other children living in the priority admissions area;
4. children living outside the priority admissions area with a sibling‡ attending the school at the time of application and admission;
5. 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 having the highest priority. Straight line distances are calculated by the LA as described on pages 12-13.

Exceptional medical circumstances (supported by medical evidence) may override the above (other than Looked After Children and previously looked after children).

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of academic year.
Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription any remaining places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the priority admission area with a sibling‡ attending the school;
3. other children living in the priority admission area;
4. children living in the priority admission areas of Buckhurst Hill Community Primary, Chigwell Primary and Limes Farm Junior schools with a sibling‡ attending the school;
5. other children living in the priority admission areas of Buckhurst Hill Community Primary, Chigwell Primary and Limes Farm Junior schools;
6. children living outside the priority admission area with a sibling‡ attending the school;
7. 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 as described on pages 12-13.

‡ For sibling definition see page 13.

Waiting list held until: 31 December, 2016.

Sixth Form

Roding Valley are planning to admit 65 students into our Sixth Form in 2015 and 70 in 2016.

Students will be admitted into the Sixth Form at age 16 where the consortium agrees it is able to offer and resource, for the student, a programme of study from which he or she will benefit. Subject choices and GCSE results will be discussed individually with students to ensure they are undertaking an appropriate course of study, prior to a place being confirmed.

Applications will be accepted from external students but will be only offered if sufficient spaces are available after all 'home' students have been considered and allocated a place.

To study A Levels, students must have a minimum of 42 points from their best eight GCSE results. A grade C qualification in both GCSE English and Mathematics is also required. Students must achieve a minimum of a B grade in the subject they wish to study and meet any additional subject specific requirements as published in the Sixth Form Prospectus.

In the event of over subscription applicants will be rank ordered according to their best 8 GCSE results (including English and Maths). Offers will be made according to places available in the ‘Home school' and then across the consortium.

Where this does not provide sufficient differentiation between students for the final places preferences will be given:

1. To 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 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).

2. To students with younger siblings already within the home school at time of admissions.

3. To other students living in the priority admissions area.

4. To other students living outside the priority admissions area with a sibling attending at the time of application and admission.

5. To remaining applicants.
Admissions Policy

Where applications received exceed the number of places available, the following criteria will be applied, in the order set out below, to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Where the child is a sibling# of a current pupil of the school;
3. Children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage;
4. West Hatch operates a Priority Admissions Area. Within this criterion, children will be ranked in distance order for admission by straight line distance within the Priority Admissions Area. Those living nearer will have a higher priority, starting with the nearest first. Straight line distances are calculated by the LA as described on pages 12-13.
5. Remaining applicants by straight line distance.

Exceptional medical or special circumstances may override the above if fully supported by professional documentation.

# A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends West Hatch High School in any year group, irrespective of place of residence. A sibling link to a child in Year 11, or Year 12, will only be taken to exist at the time of application and determination where the brother or sister has completed their statutory education at West Hatch High School and where there is an intention that the Year 11 child will be returning to the school for a post 16 course of study. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. In the case of twins or triplets etc, both or all will be offered places.

The deadline for receipt of the Evidence of address form is 6th November 2015. The form and original documents should be sent by post, preferably via Recorded Delivery, or brought into the school in person by the above date. Original documents will be photocopied and returned and will be acknowledged by letter with a reference number. The original of the child’s Birth Certificate, an original recent Council Tax Bill, two original utility bills (e.g. gas, electric, water or TV licence) covering a period within the last six months and, if applicable, a tenancy agreement and a tenancy statement must be provided.

Waiting list held until: end of academic year.

Admissions to Sixth Form

West Hatch will admit a minimum of 189 students in Year 12. The school has set a maximum Sixth Form size of 378.

The school will admit students to the Sixth Form where it is able to offer a programme from which they will benefit and for which they are suitably qualified.

The school will give priority to pupils currently attending West Hatch High School who have achieved the required grades.

In the event of over-subscription those living nearest the school will be given higher priority.

For more information and guidance on all courses offered please refer to our Sixth Form Prospectus, which can be found on our Website at www.westhatch.essex.sch.uk or contact the Sixth Form Admissions Secretary on 0208 504 8216.
Burnt Mill Academy

First Avenue, Harlow CM20 2NR
Telephone: (01279) 300555
Email: office@burntmill.essex.sch.uk
Website: www.burntmill.essex.sch.uk
Headteacher: Mr J Blaney
Academy (Co-educational)
Specialist Performing Arts College
11–16
School Number: 881-4333

Published admission number Sept 2016: 210
Applications received (all preferences) Sept 2015: 709
Number on roll Jan 2015: 1180
In 2015 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following area criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children living within the defined geographical area of Harlow* with a sibling attending the academy. A sibling is a child who has a brother, sister, adopted brother or sister or step-brother or step-sister living in the same family unit in the same family household and address who is on roll at Burnt Mill Academy. Biological siblings who are on roll at Burnt Mill Academy will also be treated as siblings irrespective of place of residence;
3. Children of teaching and associate staff will be considered by the Academy’s Local Advisory Board (formerly known as the governing body) who:
   a) have been employed at the academy for more than two years at the time of application;
   b) have been recruited as staff to fill a vacancy for which there is a demonstrable skill shortage;
4. Children attending one of the following primary schools that are part of the Burnt Mill Academy Trust - BMAT (in alphabetical order):
   - Cooks Spinney Primary School
   - Freshwaters Primary Academy
   - Little Parndon Primary School
   - Roydon Primary School
   Straight line distance between the home and the academy will be the determining factor in the ranking of applicants from the BMAT primaries;
5. Other children living in the defined geographical area of Harlow*;
6. Remaining applications.

Straight line distance between the home and the academy will be used as a tie breaker, with those living closest to the Academy having highest priority. Straight line distances are calculated by the LA as described on pages 12-13. Please note: proof of address will be requested from applicants.

* A map showing the defined geographical area of Harlow is available at the academy.

Waiting list held until: end of autumn term.
Admissions Policy

If there are more applicants than places for the academy, places will be offered in the following order of priority:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Siblings (defined as ‘Children living permanently at the same address as a child attending the academy at the time of their admission’);
3. other children by distance from the academy, with priority for admission given to children who live nearest to the academy. Straight line distances are calculated by the LA as described on pages 12-13.

Where a child lives with parents that have shared responsibility for the child, the “address” shall be considered as the home which the child resides for the majority of the school week.

If following the application of oversubscription criteria two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place; except in the case where the applicants that cannot be separated live at the same address, in which case the academy should admit them all. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

Waiting list held until: end of autumn term.
Admissions Policy

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria below in the order in which they are set out:

1. Looked After Children and previously looked after children (see definition on pages 13-14):
2. Priority will be given to siblings; ie brothers or sisters of existing pupils with common parent(s) or step-siblings sharing the same home address. Applications from sets of twins or other children from multiple births will be treated as individual applicants, this may result in one child being allocated a place under random allocation and another not:
3. Up to 50% of remaining places allocated to applicants from postcodes CM17, CM18, CM19, and CM20 (“the Catchment”). If there are more Catchment applicants than the 50% places available, the places will be allocated by random allocation which will be independently verified:
4. Pupils living outside the Catchment, with those living closest to the UTC (as the crow flies) being prioritised. Straight line distances are calculated by the LA as described on pages 12-13.

If places remain unfilled after 4, then they will be re-allocated to pupils living within the Catchment by independently verified random allocation.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

125 places overall will be available in year 12 for its own pupils progressing from year 11. It will not admit external applicants to its sixth form unless undersubscribed by pupils progressing from its own year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy and, if there are more applications from external applicants than places available, places will be allocated in line with the oversubscription criteria above.

The minimum entry requirements into the Sixth Form for all pupils will be 8 GCSEs (or equivalent) at Grade C or above including English, mathematics and science. Grade B or above will be required to study A-Levels. This will apply to both internal and external pupils.
Admissions to Sixth Form
Further details can be obtained from the school.

St Mark’s West Essex Catholic School

Tripton Road, Harlow CM18 6AA
Telephone: (01279) 421267
Email: admin@st-marks.essex.sch.uk
Website: www.st-marks.essex.sch.uk
Headteacher: Miss E Heaphy
Academy (Co-educational)
11–18 Roman Catholic
School Number: 881-5458

Published admission number Sept 2016: 172
Applications received (all preferences) Sept 2015: 383
Number on roll Jan 2015: 973
In 2015 the last child was admitted under criterion 6

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Catholic children attending a Catholic or non-Catholic primary school in the catchment area†, with those living closest being accorded the highest priority*;
3. Catholic children from elsewhere who cannot reasonably attend another Catholic school nearer their home, with priority given to those who have the furthest to travel to the nearest alternative Catholic school;
4. other children attending a Catholic primary school in the catchment area†, with those living closest being accorded the highest priority*;
5. children of committed Christians of other traditions or committed adherents of other faiths whose application is supported by a minister or religious leader, with those living closest to the school being accorded the highest priority*;
6. children whose parents wish them to continue their education in a Catholic secondary environment, with those living closest to the school being accorded the highest priority*.

Preference is given in each category to those who have a brother or sister (this includes adopted or step-children) in the school at the time of admission.

† ‘Catchment area’ includes the six Catholic Parishes of Harlow and Epping.

* Straight line distances are calculated by the LA as described on pages 12-13.

This school requires a Supplementary Information Form to be completed.
Waiting list held until: end of autumn term.
Stewards Academy

Parnall Road, Harlow CM18 7NQ
Telephone: (01279) 421951
Email: admin@stewardsacademy.org
Website: www.stewardsacademy.org
Headteacher: Ms R Murthar
Academy (Co-educational)
Specialist Science College
11–16
School Number: 881-4343
Published admission number Sept 2016: 210
Applications received (all preferences) Sept 2015: 480
Number on roll Jan 2015: 1045
In 2015 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the area served by Nazeing Primary School (this includes children living within the priority admissions area of Nazeing Primary and children where Nazeing Primary is the closest school to the home address*);
3. children living within the defined geographical area of Harlow* with a sibling‡ attending the school;
4. other children living in the defined geographical area of Harlow*;
5. children living outside the defined geographical area of Harlow* with a sibling‡ attending the school;
6. 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 as described on pages 12-13.

Exceptional medical circumstances (supported by medical evidence) may override the above criteria if, in the view of the Governing Body, Stewards Academy is the only local school that can meet the needs of the child (other than Looked After Children and previously looked after children).

‡ LA sibling definition applies (see page 13).

* Please note an offer of a school place does not guarantee free school transport even if you live over three miles away from the school you have been offered. Essex County Council, in accordance with its statutory duty, will provide free home to school transport for children of compulsory school age to the nearest available school to their home address who meet the ‘qualifying distance’ criteria. More information can be obtained by visiting the website www.essex.gov.uk/schooltransport.

Waiting list held until: end of autumn term.

* A map of the area served by Nazeing Primary School and the defined Geographical area of Harlow is available at the school and from Essex CC.
Ormiston Rivers Academy

Southminster Road, Burnham-on-Crouch CM0 8QB
Telephone: (01621) 782377
Email: info@ormistonriversacademy.co.uk
Website: www.ormistonriversacademy.co.uk
Principal: Ms J Costello
Academy (Co-educational)
11–18
School Number: 881-4004

Published admission number Sept 2016: **165**
Applications received (all preferences) Sept 2015: **207**
Number on roll Jan 2015: **826**
In 2015 the last child was admitted under criterion 5

Admissions Policy

There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription any remaining places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children living in the priority admission area with a sibling# attending the school;
3. other children living in the priority admission area;
4. children living outside the priority admission area with a sibling# attending the school;
5. 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. Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than Looked After Children and previously looked after children).

# Siblings are defined as children with a brother or sister (or a step-brother / sister) living at the same address at the time the application is submitted and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

Applications to the Sixth Form must be made on the school’s application form. The closing date will be published on the school’s website. Entry requirements vary according to the course of study. Full details are available in the school’s Sixth Form Brochure.
Plume School

Fambridge Road, Maldon CM9 6AB
Telephone: (01621) 854681
Email: admin@plume.essex.sch.uk
Website: www.plume.essex.sch.uk
Principal: Mr C Wakefield
Academy (Co-educational) 11–18
School Number: 881-5402

Published admission number Sept 2016: 295
Applications received (all preferences) Sept 2015: 450
Number on roll Jan 2015: 1756
In 2015 the last child was admitted under criterion 6

Admissions Policy

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. children residing in the priority admission area* with a sibling# attending the school at the time of application and determination with a reasonable expectation that the sibling# will still be attending at the time of the new academic year;
3. children of staff who have been employed for a period of two years or more at the time of application, or those filling a recognised skills shortage area;
4. children residing in the priority admission area*;
5. children residing outside the priority admission area* with a sibling# attending the school at the time of application and determination with a reasonable expectation that the sibling# will still be attending at the time of the new academic year;
6. children residing outside the priority admission area*.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to the Fambridge Road site of the Plume School, those living closest being given highest priority. Straight line distances are calculated by the LA as described on pages 12-13.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

Applications are welcome from current Plume students and external students. Applications should be made on the application form, available to download from the school website or from the College office. The closing date is 19 December 2015

Entry requirements vary according to the course of study and students must meet the specific subject requirements published in the college prospectus and on the school website.

* The admission area map is available on the school website or for viewing at the school.

# A sibling is a child living at the same address who has one or both parents in common or who is related by a parent's marriage or whose parents are living as partners at the same address. It also includes siblings who are adopted.
The FitzWimarc School

Hockley Road, Rayleigh SS6 8EB
Telephone: (01268) 743884
Email: info@fitzwimarc.essex.sch.uk
Website: www.fitzwimarc.essex.sch.uk
Headteacher: Mr R Harris
Academy (Co-educational)
Designated Mathematics and Computing College
11–16
School Number: 881-5422

Published admission number Sept 2016: 270
Applications received (all preferences) Sept 2015: 878
Number on roll Jan 2015: 1347
In 2015 the last child was admitted under criterion 7

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied in order of priority:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Where a child lives within the existing priority admissions area (see map available from our school office);
3. When, though living outside the priority admissions area, the child has a sibling# already attending FitzWimarc;
4. Where there are medical grounds for admitting the child (provided that the child’s needs can be met by existing provision). Exceptional medical reasons require a letter from a health authority representative or a hospital. The information will need to explain specifically the medical reasons why the child would need to attend the FitzWimarc School;
5. Where the child lives outside the priority admissions area but attends one of the partner primary schools (Edward Francis Primary, Grove Wood Primary, Rayleigh Primary, Wyburns Primary);
6. Children of members of staff:
   a) where the 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; and/or
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

Where, after applying the above criteria, there remain unfilled places, those places will be allocated by the Governing Body in accordance with the following criteria:

7. Where the child’s home is close to the FitzWimarc School, with those living nearer being accorded the higher priority. The home address is considered to be the address at which the child resides on a permanent basis. If the child lives at more than one address, it is the address of the parent/guardian who is in receipt of child benefit for that child that is considered as the home address. Verification may be required. Straight line distances are calculated by the LA as described on pages 12-13.

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 awarded the highest priority.

# A sibling is defined as a brother or sister (or a step-brother/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 proposed admission.

Waiting list held until: end of autumn term, longer by request.
Admissions Policy

Where applications for admission exceed the number of places available the following criteria will be applied:

1. Looked After Children and previously looked after children (see definition on pages 13-14);

2. Where the child has a brother or sister‡ currently attending the Academy at the closing date for applications, with a reasonable expectation that the older child will still be at the Academy at the time the younger child is admitted. (The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on to the Sixth Form);

3. Where the child attends one of the following partner primary schools: Ashingdon Primary Academy, Hockley Primary School, Plumberow Primary Academy or Westerings Primary Academy;

4. Children of staff in either or both of the following circumstances:
   a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

5. By proximity of the child’s home as the crow flies to the Academy, with those living nearer being accorded the higher priority*. This principle will also be used as a tie-breaker when the planned admission number is reached within one of the earlier criteria. In the event of a tie-break for the distance criteria, names will be drawn out of a hat.

‡ LA sibling definition applies (see page 13).

* Straight line distances are calculated by the LA as described on pages 12-13.
The King Edmund School

Vaughan Close, Rochford SS4 1TL
Telephone: (01702) 545771
Email: adminoffice@kes.essex.sch.uk
Website: www.kes.essex.sch.uk
Headteacher: Mr J Osborn
Academy (Co-educational)
Specialist Status in Business & Enterprise and Applied Learning
11–18
School Number: 881-5421

Published admission number Sept 2016: 270
Applications received (all preferences) Sept 2015: 547
Number on roll Jan 2015: 1561
In 2015 the last child was admitted under criterion 6

Admissions Policy

In the event of oversubscription the following criteria will be applied in the order set out:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children attending the following Rochford Cluster primary schools:
   - Barling Magna Primary School
   - Canewdon Endowed Primary School
   - Great Wakering Primary School
   - Holt Farm Junior School
   - Rochford Primary School
   - St Teresa’s Catholic Primary School (Hawkwell)
   - Stambridge Primary School
   - Waterman Primary School
   and children attending Ashingdon School;
3. Children with a sibling attending the school at the time of application, with a reasonable expectation that the sibling will still be attending at the time of admission. A sibling is defined as a brother or sister, or a step-brother/sister, permanently living at the same address for more than 4 nights each week;
4. Children living within the catchment area of one of the named primary schools but not attending that school. The address must be the child’s primary residence and the child must reside at the address for more than 4 nights each week;
5. Children of staff who have been on a permanent contract for two years or more and children of a teacher whose appointment would fill a vacancy in an area where it is difficult to recruit;
6. Other children.

In the event of oversubscription within any of the above criteria, priority will be determined by the proximity of home to school by straight line distance, those living nearer being accorded higher priority. Straight line distances are calculated by the LA as described on pages 12-13.

Waiting list held until: end of autumn term, longer by request.

Admissions to Sixth Form

Students will be admitted to the Sixth Form by reference to their academic ability to cope with the courses they wish to study. Details can be found in the school’s Sixth Form prospectus. The admission limit for Year 12 entry in September 2016 for external applicants will be 40, or until 200 places have been offered.
The Sweyne Park School

Sir Walter Raleigh Drive, Rayleigh SS6 9BZ
Telephone: (01268) 784721
Email: admin@sweynepark.com
Website: www.sweynepark.com
Headteacher: Mr A Hodgkinson
Academy (Co-educational)
11–18
School Number: 881-4011
Published admission number Sept 2016: 248
Applications received (all preferences) Sept 2015: 875
Number on roll Jan 2015: 1373
In 2015 the last child was admitted under criterion 5

Admissions Policy

When applications exceed the number of places we have available, and after the admission of pupils with Statements of Special Educational Needs/Education Health Care Plans where Sweyne Park is named in the Statement, the following criteria will be applied in ranked order:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children living in the priority admission area with a sibling‡ attending the school;
3. Other children living in the priority admission area;
4. Children living outside the priority admission area with a sibling‡ attending the school;
5. Children of teaching and non-teaching staff who have been:
   • employed at the school for two or more years at the time of application for the school place; or
   • recruited to fill a vacant post for which there is a demonstrable skill shortage;
6. 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 nearest being given highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above (other than Looked After Children and previously looked after children).

Up to five places in each year group are allocated for pupils with hearing impairments who are placed at the school due to its enhanced provision.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The number of external students joining the Sweyne Park Sixth Form will be 15 or until 140 places have been offered in Year 12. Application forms should be returned to the school by 4 December, 2015.

All applicants must have attained the minimum entry requirements for their chosen route of study. Full details will be published in the Sixth Form prospectus.

In the event of over-subscription, the following (in addition to the above) will apply:

1. Looked After Children and previously looked after children (see definition on pages 13-14) will be given first priority;
2. Proximity of the child’s home to the school, on the basis of straight line distance, with those living nearest being accorded the higher priority.
When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available the criteria for over-subscription will be applied as above.

Waiting list held until: end of autumn term.

**Admissions Policy**

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Pupils whose siblings currently attend the school and who will continue to do so on the date of admission;
3. Where the child lives in the catchment area of the following partner primary schools: Frobisher Primary School and St Osyth CE Primary School;
4. Where the child lives in the priority admissions area;
5. Proximity to the Academy using straight line measurement from the main entrance to the child's home. This principle will also be used as a tie-breaker when the planned admissions number is reached within one of the earlier criteria.

Exceptional medical or social reasons may override the criteria listed above (other than Looked After Children and previously looked after children).

**Admissions to Sixth Form**

The admission number for the sixth form will be 200, with 100 places in year 12. We will apply the same academic entry requirements as we do to pupils already on roll in the Academy. If a tie-break is necessary to determine who is admitted, we will apply the oversubscription criteria below.

Clacton Coastal Academy follows the admissions criteria of the Clacton Consortium which are published annually with the Consortium Prospectus. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.
Admissions to Sixth Form
The published admission number for Year 12 in 2016/17 will be 250.
The School operates an open admissions policy into the Sixth Form although there are specific entry requirements for admission to types of courses and to individual courses.

Admissions Policy
Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children living in the priority admission area with siblings‡ on roll on the date of admission. A map of the admission area can be found on our website www.countyhigh.org.uk or by request from the school;
3. Children living in the priority admission area;
4. Children not living in the priority admission area with siblings‡ who will still be on roll at the date of admission;
5. Children who attend the following schools: Great Clacton CE Junior, Holland Haven Primary and Holland Park Primary schools;
6. Children of staff - where a member of staff has been employed for two or more years at the time of the application and/or a member of staff is recruited to fill a vacancy for which there is a demonstrable skills shortage;
7. Proximity of the home to school with those living nearer being accorded higher priority.

Straight line distance between home and school will be used as a tie-breaker with those living closest to the school having highest priority. Straight line distances are calculated by the LA as described on pages 12-13.

Exceptional medical circumstances (supported by medical evidence) may override the above.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.
Church Road, Brightlingsea, Colchester CO7 0QL
Telephone: (01206) 303511
Email: mail@colne.essex.sch.uk
Website: www.colne.essex.sch.uk
Executive Principal: Mr N Sharma
Academy (Co-educational)
Specialist College for Sports
11–18
School Number: 881-5460

Published admission number Sept 2016: 248
Applications received (all preferences) Sept 2015: 394
Number on roll Jan 2015: 1357
In 2015 the last child was admitted under criterion 6

Admissions Policy

Where applications exceed the number of places available, the following criteria will be applied in priority order:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children attending one of the following named primary schools:
   - Alresford Primary School
   - Brightlingsea Junior School
   - Broomgrove Junior School
   - Elmstead Primary School
   - Great Bentley Primary School
   - Millfields Primary School;
3. Children with a sibling‡ attending the school at the time of application and determination;
4. Other children, with priority to those living nearest to the school as measured by the shortest travelling distance by road (using www.bing.com/maps - shortest distance);
5. Children of staff at the school - priority may be given: a) where the 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, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

In the case of there being more children within any category than there are places available, priority will be accorded to those children who live nearest to the school as measured by road distance.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of academic year.
Harwich and Dovercourt High School

Hall Lane, Dovercourt, Harwich, CO12 3TG
Telephone: (01255) 245460
Email: admin@hdhs.org.uk
Website: www.hdhs.org.uk
Headteacher: Mr R Garrett
Academy (Co-educational)
Specialist Humanities College
11–18
School Number: 881-5453

Published admission number Sept 2016: 260
Applications received (all preferences) Sept 2015: 232
Number on roll Jan 2015: 1102
In 2015 the last child was admitted under criterion 4

Admissions Policy

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Where the child has a sibling# attending the school at the time of admission to the school;
3. Where there are medical grounds (supported by medical evidence) for admitting a child;
4. Proximity of the child’s home to the school, measured by straight line distance, with those living nearer being accorded the higher priority.

#The term ‘sibling’ includes step siblings, foster siblings and adopted siblings who reside permanently at the same address.

Waiting list held until: end of autumn term.

Admissions to Sixth Form

Details about entry requirements for Sixth Form courses are available from the school.

Manningtree High School

Colchester Road, Lawford, Manningtree, CO11 2BW
Telephone: (01206) 392852
Email: school@manningtree.essex.sch.uk
Website: www.manningtree.essex.sch.uk
Headteacher: Mrs S Morris
Academy (Co-educational)
Specialist Science College
11–16
School Number: 881-5470

Published admission number Sept 2016: 174
Applications received (all preferences) Sept 2015: 320
Number on roll Jan 2015: 756
In 2015 the last child was admitted under criterion 4

Admissions Policy

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to determine which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Either students from the seven main feeder primary schools (listed below) or children whose habitual home is in the priority admission area*:
   - Ardleigh St Mary’s C of E Primary School
   - Bradfield Primary School
   - Dedham C of E Primary School
   - St George’s C of E Primary School, Great Bromley
   - Highfields Primary School, Lawford
   - Lawford C of E Aided Primary School
   - Mistley Norman C of E Primary School
3. Siblings‡ of students on roll at the date of entry;
4. Remaining applications.

In each of the above criteria priority will be decided on proximity of the child’s home to the school, with those living closest being accorded the highest priority. Straight line distances are calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

* A map of the priority admission area is available from the school.

Waiting list held until: end of academic year.
Parents of children applying under this criterion must inform the College in writing of this by the statutory national application closing date.

6. The remainder of places will be allocated by the proximity of the child’s home to the College. The closest to the College, as determined by straight line distance between the child’s address point and the Thorpe Campus address’ point will have the highest priority. Straight line distances are calculated by the LA as described on pages 12-13.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from the child’s home address point to the Thorpe Campus address point, those living closest being given highest priority. In the case of the ‘home’ being a flat, the distance will be measured to the single address point of the block. In the unlikely event of a tie the place will be offered on the basis of drawing lots.

Waiting list held until: end of autumn term, longer by request in writing each term.

Admissions Policy

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children who attend the following schools:
   - All Saints CE Primary School (Great Oakley)
   - Engaines Primary School
   - Frinton-on-Sea Primary School
   - Hamford Primary School
   - Kirby Primary School
   - Rolph CE Primary School
   - St Andrew’s CE Primary School (Weeley)
   - Tendring Primary School
   - Walton-on-the-Naze Primary School
   - Wix & Wrabness Primary School;
3. Children with a sibling (including step- and adopted brothers and sisters) attending the College in year groups 7–12 and who will still be on roll at the date of admission;
4. Children living in the priority admission area (an admissions area map can be seen by requesting it from the College);
5*. Children of staff at the College in either or both of the following -
   - member of staff has been employed for two or more years at the time the application is made;
   - member of staff is recruited to fill a vacancy for which there is a demonstrable skill shortage;

Admissions to Sixth Form

Students will be admitted to the Sixth Form providing they meet the College and subject criteria for their preferred courses. The admission limit for entry to Year 12 for external applicants will be 25. Further information is available from the College, the Sixth Form prospectus or via the school’s website: www.tendringtechnologycollege.org.
Forest Hall School
Forest Hall Road, Stansted Mountfitchet CM24 8TZ
Telephone: (01279) 813384
Email: reception@fhs.essex.sch.uk
Website: www.fhs.essex.sch.uk
Headteacher: Mr S Hehir
Academy (Co-educational)
11–16
School Number: 881-4015

Published admission number Sept 2016: **112**
Applications received (all preferences) Sept 2015: **188**
Number on roll Jan 2015: **321**
In 2015 the last child was admitted under criterion 5

**Admissions Policy**
There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription any remaining places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children living in the priority admission area with a sibling‡ attending the school;
3. Other children living in the priority admission area;
4. Children living outside the priority admission area with a sibling‡ attending the school;
5. 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 will be calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.
The Helena Romanes School
and Sixth Form Centre

Parsonage Downs, Dunmow, CM6 2AU
Telephone: (01371) 872560
Email: enquiries@hrs.education
Website: www.helena-romanes.essex.sch.uk
Headteacher: Mr S Knight
Academy (Co-educational)
Specialist Humanities College
11–18
School Number: 881-5457

Published admission number Sept 2016: 240
Applications received (all preferences) Sept 2015: 484
In 2015 the last child was admitted under criterion 5

Admissions Policy

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Children from the priority admission area (map available at the school);
3. Where the child has a brother or sister‡ at the school at the closing date and where this sibling‡ remains at the school when the child starts;
4. Children of staff 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 has been made, and/or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. Remaining applications.

Straight line distance between the home and school will be used as a tie-breaker with those living closest to the school having highest priority.

Straight line distances will be calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

Waiting list held until: end of autumn term.

Admissions to Sixth Form

The admissions number for Year 12 is 270. Admissions for Sixth Form are welcome from external applicants and the same minimum academic entry requirements will apply for both internal and external candidates.

In the event of oversubscription places will be given to those best suited academically to their chosen courses using predicted GCSE grades as the indicator. Any provisional offers made on this basis will be confirmed to those whose actual GCSE grades meet the requirements on their chosen courses. (Looked after children and previously looked after children who meet the academic entry criteria will retain first priority).

A full Sixth Form Centre prospectus, including current entry requirements, application guidance and application form, is available from the Sixth Form Office.
Joyce Frankland Academy, Newport

Bury Water Lane, Newport, Saffron Walden CB11 3TR
Telephone: (01799) 540237
Email: admin@jfan.org.uk
Website: www.jfan.org.uk
Principal: Mr G Farquhar
Academy (Co-educational) 11–18
School Number: 881-5436

Published admission number Sept 2016: **171**
Applications received (all preferences) Sept 2015: **451**
Number on roll Jan 2015: **895**
In 2015 the last child was admitted under criterion 6

Admissions Policy
Where applications for admission to Year 7 exceed the number of places available, the following criteria will be applied in the order of priority set out below to decide which children to admit:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Boys and girls whose home address* is in the Parish of Newport;
3. Boys and girls whose home address* is in the following parishes: Arkesden, Berden, Chrishall, Clavering, Debden, Elmdon, Langley, Quendon, Rickling, Wenden Lofts, Wicken Bonhunt, Widdington and Wimbish;
4. Brothers and sisters (siblings)# of present pupils who are expected to be attending the Academy at the time of admission;
5. Boys and girls of permanent members of teaching and support staff (this includes step children living at the permanent address of the member of staff) employed by the Academy (a) where the staff member has been employed at the Academy for 2 or more years when the application for admission is made, and/or (b) the staff member is recruited to fill a demonstrable skill shortage;
6. Boys and girls whose home address* is nearest to the main gates of the Academy, with distance determined by straight line measurement. Straight line distances are calculated by the LA as described on pages 12-13.

In the unlikely event that straight line measurements in applications under criterion 6 are identical, both children will be admitted.

The Governors reserve the right at their discretion to admit children of UK service personnel (UK armed forces) at any date even if this means exceeding the maximum number intended.

* The address at which the child resides on a permanent basis, or is ‘ordinarily resident’. Where parents share parental responsibility but live at different addresses, or where the child lives with another primary carer, the child will be deemed ordinarily resident when living at that address for the majority of the school week including overnight.

# A sibling is defined as a child who has a brother, sister, adopted brother or sister or step-brother or step-sister who attends the Academy.

Waiting list held until: end of academic year.

Admissions to Sixth Form
- No student will be admitted to the Sixth Form unless academic requirements, set out annually in the Academy's Sixth Form prospectus, have been met.
- The number of sufficiently qualified applicants which it is intended to admit into Year 12 from other educational institutions is 80.
- In the event of the number of such applicants exceeding 80, preference will be given first to those best suited academically to their chosen courses, using predicted GCSE grades as the indicator. Any provisional offers made on this basis will be confirmed to those whose actual GCSE grades meet the requirements referred to above.
Admissions Policy

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (see definition on pages 13-14);
2. Pupils with siblings‡ currently attending the school in Years 7–12 on the closing date;
3. The children of permanent members of the teaching and support staff employed by SWCHS:
   a) where 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;
4. Pupils who live* in the priority admission area for the school, which constitutes the following parishes: Ashdon, Great Chesterford, Great Sampford, Hadstock, Hempstead, Littlebury, Little Chesterford, Little Sampford, Radwinter, Saffron Walden (including Little Walden), Sewards End, Strethall, Wendens Ambo;
5. Pupils whose home address* makes Saffron Walden County High School the nearest secondary school, with distance determined by straight line measurement;
6. Pupils, not qualifying under (1) to (5) above, attending maintained primary schools situated in any of the parishes listed under (4). A list of maintained primary schools is available from the school office;
7. Other applicants.

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 the highest priority. Straight line distances are calculated by the LA as described on pages 12-13.

‡ LA sibling definition applies (see page 13).

* The Saffron Academy Trust reserves the right to seek verification of the stated home address.

The governors reserve the right to admit pupils, without a place at another local school, above the admission number at any date when their families move into the priority admissions area mid-year from another district or region, provided always that any such admission is not to the detriment of the efficient delivery of education to the relevant year group.

Waiting list held until: at least the end of the autumn term.

Admissions to Sixth Form

(i) No student will be admitted to the school at this stage unless academic requirements, set out annually in the school's Sixth Form prospectus, have been met and there are places available on chosen courses.

(ii) The number of sufficiently qualified external applicants which it is intended to admit each year is 100.

(iii) In the event of their being more applications than places available, preference will be given to those best suited academically to their chosen courses using predicted GCSE grades as the indicator. Any provisional offers made on this basis will be confirmed to those whose actual GCSE grades meet the requirements referred to in (i) above.
### A guide to information sources

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| **Essex County Council**  
Website: www.essex.gov.uk  
Tel: Contact Essex 0845 743 0430  
contact@essex.gov.uk  
08457 585592 (for those with hearing difficulties) | *Secondary Education in Essex* booklet  
Contact details of all primary and secondary schools in Essex  
Information about admissions |
| **Department for Education (DfE)**  
Website: www.gov.uk/government/organisations/department-for-education  
Tel: 0370 000 2288 | Information regarding national standards and curriculum  
Performance tables and research statistics  
Details of Local Authorities  
Various publications  
School inspection reports  
Details of Local Education Authorities  
Details of post 16 Education |
| **Ofsted**  
Website: www.gov.uk/government/organisations/ofsted  
Tel: 0300 123 4234 | Information about independent schools  
Various publications  
Information for parents e.g. fees and contact details |
| **Independent Schools Council – ISC**  
Website: www.isc.co.uk  
Tel: 020 7766 7070 | Parents and children’s guides to the selection process  
Dates of the selection test results  
Information about selective schools  
11+ queries/email correspondence  
Bus queries  
Information about appeals, exclusion and bullying  
General educational advice  
Various publications  
Links to other organisations |
| **The Consortium of Selective Schools in Essex – CSSE**  
Website: www.csse.org.uk  
Tel: 01245 348257  
admin@csse.org.uk  
transport@csse.org.uk |  
| **ACE Education**  
Website: www.ace-ed.org.uk |  

Exam results and statistical information are only one factor to be considered when deciding on a school for your child.  
A school visit is important before making your final decision.
Useful addresses and telephone numbers

Essex County Council
your local authority
www.essex.gov.uk

Who to contact

For school admissions enquiries

School Admissions
Essex County Council
PO Box 4261
Chelmsford CM1 1GS

Online admissions:
www.essex.gov.uk/admissions

Telephone: 0845 603 2200
Fax: 01245 436739
Email: admissions@essex.gov.uk

For school transport or free school meals enquiries
Please visit www.essex.gov.uk/schooltransport or www.essex.gov.uk/freeschoolmeals or contact the team:

Education Transport & Awards Team
Telephone: 0845 603 2200
Fax: 01245 434819
Email: EducationAwards@essex.gov.uk

If you are entitled to travel and have a question about the contract allocated or tickets
Passenger Transport Co-ordination Section
Essex County Council
County Hall
Chelmsford
CM1 1QH

Telephone: 0845 603 2200
(ask for Education Contracts Team)
Email: tcc@essex.gov.uk
Useful addresses and telephone numbers

**Education offices for Southend and Thurrock**

**Southend on Sea Borough Council**
Department of People  
School Admissions Team  
Civic Centre  
Victoria Avenue  
Southend on Sea SS2 6ER  
Telephone: 01702 215007  
admissions@southend.gov.uk

**Thurrock Council**
Admissions Team  
Learning and Universal Outcomes  
PO Box 118  
Civic Offices  
New Road  
Grays RM17 6GF  
Telephone: 01375 652883  
school.admissions@thurrock.gov.uk

**Education Offices of neighbouring local authorities**

**Cambridgeshire County Council**
Admissions Team  
OCT1221  
The Octagon  
Castle Hill  
Cambridge CB3 0AP  
Telephone: 0345 045 1370  
admissions@cambridgeshire.gov.uk

**Hertfordshire County Council**
Admissions and Transport Team CHR102  
County Hall  
Pegs Lane  
Hertford SG13 8DF  
Telephone: 0300 123 4043  
transfer.admissions@hertfordshire.gov.uk

**London Borough of Barking and Dagenham**
School Admissions Team  
Town Hall  
1 Town Square  
Barking  
IG11 7LU  
Telephone: 020 8215 3004  
3000direct@lbbd.gov.uk

**London Borough of Enfield**
Enfield Schools Admission Service  
PO Box 56  
Civic Centre  
Silver Street  
Enfield EN1 3XQ  
Telephone: 020 8379 5501  
enfield.school.admissions@enfield.gov.uk

**London Borough of Havering**
Admissions Team  
c/o Town Hall  
Main Road  
Romford RM1 3BD  
Telephone: 01708 434600  
schooladmissions@havering.gov.uk

**London Borough of Redbridge**
Admissions & Awards  
Lynton House  
255–259 High Road  
Ilford IG1 1NN  
Telephone: 0208 708 3562/3055  
admissionsandawards@redbridge.gov.uk

**London Borough of Waltham Forest**
School Admissions Service  
Harvey House  
1A Harvey Road  
London E11 3DB  
Telephone: 020 8496 3000  
secondary.admissions@walthamforest.gov.uk

**Suffolk County Council**
The Admissions Team  
Endeavour House  
8 Russell Road  
Ipswich IP1 2BX  
Telephone: 0345 600 0981  
admissions@suffolk.gov.uk
Notes
Section 1 - Pupil Details
- Pupil’s name – the names by which the child is legally known.
- Primary school – the name of the school your child currently attends.
- Gender – many names are unisex and we need to be able to record male or female on our database.

Section 2 - Home Address Details
Please give the home address for the child. See pages 11 and 12 of the Secondary Education in Essex 2016-17 booklet.

Section 3 - Parent/Carer’s Details
Please give the name and contact details of the parent/carer who lives at the address provided on the application form and their relationship to the child.

Section 4 - Moving House
If you are moving house please provide as much information as you can. If there are changes to your plans you must let us know immediately or your child’s offer of a place could be withdrawn. If you currently live outside the Essex LA area you should make your application for Essex schools via your home authority.

Section 5 - Other Details
- Special Educational Needs – please tell us if your child has a statement of special educational needs (or Education Health and Care Plan).
- Medical circumstances – you should check the relevant school’s admissions policy and send any supporting evidence to the school directly. If the school is in another local authority area, check with the school where to send any evidence.
- Looked After Children (LAC) – please tell us if your child is cared for by a Local Authority (or is a previously LAC) and the name of that LA. See definition on pages 13-14 of the Secondary Education in Essex 2016/17 booklet.

Section 6 - Preferences
Please list your preferred schools in priority order including any selective schools and preferred schools that are outside Essex. Whilst the law gives parents the right to express a preference it does not guarantee a place in a particular school.

The law requires admission authorities to consider any reasons you give for your choice of preferred school, but your application is required to be assessed against the admission criteria (such as sibling link or distance from school). Other reasons you may give cannot generally override this. Some schools give priority for admission to children of staff (check the policy of the school). Please tick the box next to the school name if this applies.

Section 7 - Siblings
- Siblings – please identify if you have an older child at any of your preferred schools.

Section 8 - Declaration
The form must be signed and dated by a person with parental responsibility for the child, confirming that they have read the booklet and notes of guidance. Unsigned forms cannot be accepted and will be returned.
HAVE YOU?

Considered which schools you prefer by:

visiting?

looking at their brochure and website?

Considered how your child will get to school and read all the Education Transport Policy information?

Completed your application form and returned it to School Admissions to be received in their office by 31 October 2015?

The date that School Admissions stamp on your application will be taken as the date of receipt. Therefore remember to leave 3 working days for post and 2 working days for hand delivering your application form to County Hall, Chelmsford.

Received your acknowledgement within 10 working days of sending your application form?

Received your offer letter by 9 March 2016? Note: offer letter will be sent by post on 1 March 2016.

Lodged any appeal you wish to make within 20 school days of receiving your offer letter? Note: Deadline 29 March 2016.

TICK HERE

To remind you of which schools you have applied for, list them here in order of preference:

1. 
2. 
3. 
4. 
5. 
6. 

Date application sent:
Secondary School Admission
2016 Common Application Form

Section 1  Pupil Details

Pupil Surname

First Name(s)

Date of Birth  __ / __ /20__  Male  □  Female  □

Current Primary School

If this child has been known by another name please enter it here

Section 2  Home Address

House Number  House Name

Street  Village (if applicable)

Post Town  Postcode

Section 3  Parent/Carer's Details

Mr/Mrs/Miss/Ms  Initial  □  Surname

Home Telephone No.  Work Telephone No.

Mobile Telephone No.  Relationship to child

Email address

Section 4  Moving House

Fill in this section if you are moving house. When are you moving?  __  __  __

What will your new address be?

House Number  House Name

Street  Village (if applicable)

Post Town  Postcode

You must inform us immediately if there are any changes to these plans.
You must provide evidence of your new address as soon as you have it.
If the move is due to a new posting as Service or Crown Servant Personnel
please tick here.  □ Please provide evidence of your posting with this form.

Section 5  Other Details

a) Does your child have a statement of Special Educational Needs
   (or Education Health and Care Plan)?  YES  □  NO  □

b) Are there any exceptional medical reasons why your child should
   specifically attend your preferred schools?  YES  □  NO  □

c) Is your child cared for by a Local Authority or is he/she a previously
   looked after child?  YES  □  NO  □

If yes, which Local Authority?

If your child is eligible for Free School Meals?  YES  □  NO  □

Essex County Council
Section 6  Preferences

Please list below all your preferred schools in priority order including any selective schools and schools outside Essex. We strongly recommend you use all your preferences. The ranking of your preferences is confidential to the relevant local authorities and will only be shared with schools in the event of appeals.

You are not required to give reasons for your preferences, but where you do they will be shared with that school. Any reasons you give should relate to the published admissions policy for the school.

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<th>Preferred School</th>
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<th>Reasons (optional)</th>
<th>Child of staff member</th>
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</tbody>
</table>

Remember to check whether you also need to complete a SIF (Supplementary Information Form) for any of your preferred schools.

Section 7  Siblings

Does your child have a sibling link for any of your preferred schools?

YES ☐ NO ☐ If YES please complete details below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Year Group</th>
<th>School Attending</th>
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Section 8  Declaration

I confirm that I have read the information in the “Secondary Education in Essex 2016/2017” booklet (available via www.essex.gov.uk/admissions) and the notes of guidance for the completion of this form. I also confirm that the information I have given on this form is true and that I am a parent of this child.

Signed ___________________________ Date ____________

The form MUST be received in the School Admissions office by 31 October 2015 at this address:
School Admissions, Essex County Council, P.O. Box 4261, Chelmsford CM1 1GS

DO NOT RETURN THIS FORM TO A SCHOOL

You should receive an acknowledgement letter within 10 working days of sending your application form. Please contact School Admissions if it does not arrive.

Data Protection Act 1998 – The personal information collected on this form will be used by Essex County Council for the administration of school admissions and transport where appropriate. This information will only be shared with schools and other public bodies for the purpose of applying their admissions policy and with the Department for Education. The Council may also use and share this data with other public bodies in connection with the prevention or detection of fraud or other crime. For more information on how Essex County Council processes personal data please see our website www.essex.gov.uk.
### Alphabetic index of schools

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This information is issued by
Essex County Council, School Admissions.
You can contact us in the following ways:

By email:
admissions@essex.gov.uk

Applications using the online system are welcome.
Visit our website:
essex.gov.uk/admissions

By telephone:
0845 603 2200

By post:
School Admissions, Essex County Council
PO Box 4261, Chelmsford CM1 1GS

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