



Admissions Policy and Criteria for Academic Year 2023/24

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*The PAN was determined on 25 January 2023 by the Office of the Schools Adjudicator (OSA) and represents a temporary increase to the previously published PAN.

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1. Introduction

This is Chase High School's (CHS) admissions policy and criteria for Year 7 and Year 12 admissions for the academic year commencing in September 2023.

The School's Published Admission Number (PAN) for September 2023 admissions to Year 7 is 256.

The CHS Sixth Form Year 12 capacity is 150. All Year 11 students, who meet the academic entry requirements, are offered a Year 12 place. The PAN for the Sixth Form is 30 and the Sixth Form will admit external applicants, who meet the academic entry requirements up to the capacity figure of 150.

Education, Health and Care Plan (EHCP)

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

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

If, at the closing date for applications, there are not enough places for all those, who have expressed a wish to have their child admitted to the School, places are allocated using the admission criteria as below.

As detailed above, this does not apply to children with an EHCP as the EHCP names the school and, therefore, the child must be admitted to CHS if it is named on the EHCP.

2. Admissions Criteria

The CHS admissions criteria are listed below with explanatory notes following:

- i. Students in public care and children, who were previously in public care (including those children, who appear (to the Admission Authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted).
- ii. Students, who have a sibling attending the School.
- iii. Students, who live in the catchment area*.
- iv. Students, who live outside of the catchment area* served by the School.

*The catchment area map for CHS is available at:

<https://www.southend.gov.uk/downloads/file/5621/secondary-school-catchment-map>.

Please refer to explanatory notes and additional information below.

i. Looked After Children and Previously Looked After Children

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

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

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

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

Child Arrangements Orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child Arrangements Orders replace Residence Orders, and any Residence Order, in force prior to 22 April 2014, is deemed to be a Child Arrangements Order. Refer to Section 14A of the Children Act 1989, which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

ii. Siblings

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

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

3. Distance

In the case of over subscription in any one category, "straight line" distance is used to measure the distance between the pupil's home (including flats) and the nearest pupil entrance to the School.

If the pupil's home is a flat, the distance is measured to the main external entrance of the building.

Tie Break

In the unlikely event of two, or more, children living the same distance from the School, places are allocated by the drawing of lots by any two randomly selected members of School staff, who are not involved in the admissions process.

Distance where Parents have Separated

The distance is measured in the same way for all applications. Only one application per child can be received. The School or LA should not have details of both parents, or know of the marital status of the parents. If more than one application is received from parents, applications are placed on hold until such time that:

- An application is made that both parents agree to; or
- Written agreement is provided from both parents; or
- A court order is obtained confirming which parent's application takes precedence.

In all cases, the use of any particular address to determine allocation would be on the basis of the child's normal place of residence during the majority of the school week. If it is claimed

that a child spends an equal amount of time at separate addresses during the school week, the address where the child is registered with a GP will be considered. “

4. Waiting List

In accordance with the School Admissions Code 2021, if CHS is over-subscribed, students are automatically placed on the waiting list for the School if they have been refused a place for the main round to Year 7. Any application received after the National Offer Day is slotted into the waiting list in the appropriate position (according to the Admissions Criteria referred to in Section 2 above) once the initial offers of places have been made. Waiting lists are held by the School for the academic year, and cease on the last day of the academic year. Parents, who wish for their child to remain on the waiting list for the following year, must reapply.

5. Arrangements for Appeals for all Year Groups, including Sixth Form

Parents/carers, and Sixth Form students, have the right of appeal to an Independent Appeal Panel against the decision to refuse a place at the School. The School Admission Appeals Code 2022 sets out a strict timeline for the hearing of appeals.

Details of the appeals process are available from the CHS website. Alternatively, paper copies can be forwarded to parents/carers by the School upon request.

6. In-Year Admissions (Years 7-11)

Parents can apply for a place at any time; application forms for in-year admissions are available from the CHS website, and, upon completion, should be sent directly to the School. Paper copies of the application form can be sent to a parent, upon request.

On receipt of an application, parents are notified of the outcome, in writing, within 15 school days. Where the School is dealing with multiple in-year admissions and does not have sufficient places for every child, who has applied, the allocation of places is based on the oversubscription criteria referenced in Section 2 above.

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

For admissions into Year 7, an applicant is under-age if they are under 11 years of age on 31 August immediately prior to admission in September.

In accordance with the published Coordinated Admission Scheme, the LA (Southend-on-Sea City Council) only accepts applications from under-age applicants, who have been registered in Year 6 of their primary schools from the first day of the school year in which they apply for a secondary school place.

This effectively requires that the decision to promote the child to the Year Group above their chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place.

Confirmation of this is likely to be sought from the Headteacher of the primary school concerned by Southend-on-Sea City Council.

An applicant is over-age if they are 12 years of age or over on 31 August immediately prior to admission in September.

Southend-on-Sea City Council does not accept over-age applicants for Year 7 admissions unless there are verified exceptional circumstances for a child to repeat one of the primary school years, for example, extended illness.

Southend-on-Sea City Council seeks verification from the Headteacher of the primary school concerned that an over-age applicant has medically certifiable reasons or some other exceptional reason for being an over-age applicant.

Southend-on-Sea City Council investigates, especially thoroughly, the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the Consortium of Selective Schools in Essex (CSSE) selection tests for a second time. Medical evidence is required for such applicants. This includes documenting and providing to the School the following:

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

The views of the Headteacher must also be considered.

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

When informing the parent of the decision on the Year Group that the child should be admitted to, the School clearly details the reasons for the decision.

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

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

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

To request admission out of normal age group in-year

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

8. Sixth Form Admissions

Prospective Sixth Form students are encouraged to visit the School in the autumn term. Details of Sixth Form open evenings and the application form are available on the CHS website.

The Sixth Form PAN is 30. This means that a minimum of 30 external applicants, who meet the course entry requirements will be admitted to the Sixth Form. The School will admit external applicants up to the Sixth Form limit of 300, where places are available, after all Year 11 students in this School, who achieve the course entry requirements, have been offered a place.

Level of Course	Course Equivalent to	Length of Course	Entry Requirements
2	GCSE Grades 9-4	One Year	Two GCSEs at Grade 3 or above
3	A-Levels at Grades A-E	Two Years	Five GCSEs at Grades 9-4 (including English AND maths Grades 9-4)
3	BTEC Level 3 D*-P	Two Years	Five GCSEs at Grades 9-4 (including English OR maths Grades 9-4)

In the case of over-subscription, the criteria referenced above apply. The Sixth Form does not give priority to applications from students enrolled at particular schools.

Application forms are available on the CHS website. Alternatively, paper copies can be forwarded by the School, upon request. The closing date for applications is 30 April, although late applicants can be considered any time up to 30 September.

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