



## **THE RAMSEY ACADEMY, HALSTEAD**

### **ADMISSION POLICY FOR ENTRY SEPTEMBER 2023 - 2024**

- This policy is formulated in line with the requirements of the Schools Standard and Framework Act of 1998 and follows the guidelines set out in the Code of Practice on School Admissions.
- The School's intended number to admit will be 150 in Years 7 - 11.
- The school serves the local community and offers places to students regardless of ability or aptitude, however, the school does not offer a catchment guarantee.
- Except where stated otherwise in this policy, all applications should be submitted to the Essex County Council, School Admissions, PO Box 4261, Chelmsford, CM1 1GS.

### **Procedure for Admission of Year 7 Students**

- a) Admission will be by online application through the co-ordinated Secondary Admission Scheme, arranged by the Essex County Council, School Admissions and Transport.
- b) Essex County Council arranges the procedures to be followed each year.
- c) Parents will be notified of allocation of places during the Spring Term prior to the September admission.
- d) In the case of unsuccessful applications parents wishing to appeal against the decision must do so within 20 days of the date on the letter notifying them that their application was unsuccessful. Appeals are dealt with directly by Essex County Council.

Applications for admissions to Year 7 received after the first week of the new academic year should follow the same procedure as admissions to Years 8 – 11.

### **Admission Number**

Published admission number September 2023: 150

### **Over-subscription Criteria**

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;
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 attend 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).

A map of the 'priority admission area' can be viewed on the Academy website or at Main Reception.

The priority admission area has no relevance to eligibility for home to school transport. Details of Essex County Council Transport Policy are available on the website:  
<http://www.essex.gov.uk/Education-Schools/Travel-School>

### **Operation of waiting lists**

Subject to any provisions regarding waiting lists in the co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first school term. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

### **Late applications**

Are dealt with after all the on time applications are received. Please refer to the Secondary Education in Essex Booklet available online.

### **Admissions to Years 8 – 11**

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

The Ramsey Academy  
 Colne Road  
 Halstead  
 Essex  
 CO9 2HR

Telephone number: 01787 472481  
 Email: [office@ramseyacademy.com](mailto:office@ramseyacademy.com)

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



Children with an Educational Health Care Plan that name a school in the statement are required to be admitted to the school that is named.

### **Fair Access Protocols**

The Academy works in accordance with the in-year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the Academy, they will take precedence over any child on the waiting list.

### **Tie breaker**

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line distance as defined later in this policy.

### **Admissions Appeals**

Where applicants are refused a place at the school, parents have a statutory right to appeal against the decision. They should indicate their wish to do so by lodging their appeal within 20 days of that refusal. Parents/Carers may only submit one application for an academic year unless there are significant material changes of circumstances relevant to the application. Appeals are dealt with directly by Essex County Council via their website <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Appeals.aspx>

### **Definitions**

#### **Sibling**

Sibling is defined as 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 the Academy in any year group excluding the final year. Biological siblings who attend the Academy 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.

#### **Brothers and Sisters**

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

#### **Children with a statement of Special Education Needs or an Education, Health and Care Plan**

Any child with a statement of Special Educational Needs or an Education, Health and Care Plan ("EHC") is required to be admitted. This gives such children overall priority for admission to the named academy. This is not an over-subscription criterion.

#### **Looked after child**

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

(1) 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) at the time of making an application to a school.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See 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).

### **Adoption Order**

An adoption order is an order under Section 46 of the Adoption and Children Act 2002.

### **Residence Order**

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a „special guardianship order“ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

### **Residence/resident**

Residence is defined as the normal family address where the child resides. The qualifications date is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

### **Straight Line Distance**

All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. 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 admission authority not involved in admissions.

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