Bridge Academy Trust

THE RAMSEY ACADEMY, HALSTEAD

ADMISSIONS POLICY
2024-25

CHECKLIST

Please put an x in the box when done

Set up draft policy with watermark	☒
Ensure footer says draft	☒
Date on front and footer is date the policy comes into action	☒
Committee taking to – include date	☒
Summary of changes – to be brief	☒
When updated save in DRAFT AWAITING FORMATTING	☒
Email Clerk when updated	☒

DOCUMENT FORMATTING

Please send to Clerk to format

Front page margins – Top & bottom 1.7, left & right 2	☒
Front page title – Arial 26, space under then date	☒
Headings – Arial 18, bold, capitals, border (thin line top, thick line bottom)	☒
Subheadings – Arial 14, bold, border (single thin)	☒
Font - Arial 11	☒
Margins – Front page – Top & bottom 1.7, L&R 2	☒
Margins – Main Policy – Top 2, Bottom 2.54, L&R 2	☒
Main Number Margins – 0.00, 1.25	☒
Bullet Points Margin – 1.75, 2.5	☒
Sub-numbers Margin – 1.75, 3 (9pt)	☒
Bullet Points & Sub-numbers – paragraph 6pt	☒
Footer – Arial 10	☒
When formatted save in Draft for HT MEETING	☒

Agenda

To add a brief explanation:

Complete re-write will require a complete review	☐
Minor changes (spelling/ process etc.)	☐
No changes	☒

When a policy is ready for committee:

Consultation with Headteacher Group/ Trustees	☐

Once approved:

Remove reference to Draft watermark/ footer	☒
Ensure correct date – front and footer	☒
Save in to CURRENT under Clerk	☒
Add to website as appropriate	☒
To go on newsletter (liaise with Chief Officer PA) “Following the recent Policy Review Committee these policies were approved and can be found on ‘staff portal’/ BAT website”	☒
SharePoint - Archive old policy! N/A New Policy	☒

Ensure the following key wording:

Employees
Head of School
Students

Date of Draft Policy:	November 2022	
Date Last Reviewed by LGC and Trustees Frequency of Review	December 2021 Annually	
Consultation	Yes ☒	No ☐
Last consultation date *(consultation to be held every 7 years unless changes in-between)*	19 December 2022	30 January 2023
Trustees Committee Reviewing Document:	Full Board of Trustees	
Date of Board of Trustees Meeting at which Policy Approved (if required)	13/12/2022 – Pending consultation 21/02/2023 – Following consultation	
Date of Adoption of Policy	01/09/2024	
Date Policy available on Central Area/www (if appropriate)	01/09/2023	
Reviewer	Governance Professional	
Advice From	DfE Admissions Code	

Summary of changes since last review – December 2022

1.2.2 – the school amended to Bridge Academy Trust

1.2.6 – Removal of reference to exceptional medical circumstances

1.7 – Added

Summary of changes following consultation

There was no feedback received therefore no changes were made

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ADMISSIONS TO THE RAMSEY ACADEMY

1.1 Students will be admitted to The Ramsey Academy at age 11 without reference to ability or aptitude.

1.2 The intended number of admissions for September 2024 is 150. In the event of oversubscription, places will be allocated using the following criteria in the order given:

1.2.1 Looked after children and children who were previously looked after *.

1.2.2 Children of staff members where:

a) the member of staff has been employed at The Bridge Academy Trust for a minimum of two years at the date of application for admission and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

1.2.3 Children living in the priority admission area with a sibling** attending the school;

1.2.4 Other children living in the priority admission area***;

1.2.5 Children living outside of the school's priority admission area with a sibling** attending the school;

1.2.6 Remaining applications

* 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).

** LA sibling definition applies: A sibling is determined as a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household. Biological siblings will 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.

*** A map of the priority admission area can be viewed on the Academy website or at the 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

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.

1.5 Applications for places must be made through the Local Authority, by the closing date published in the Secondary Education in Essex booklet.

1.7 We will ensure that any child in public care is sensitively supported and that confidentiality is maintained. We have high aspirations for the educational and personal achievements of children in public care and will ensure that they have equal access to the curriculum, additional educational support and all areas of school life. We will provide a supportive climate in school to enable them to achieve stability. A copy of our Policy for the Education of Children in Public Care can be found on our website.

HOW TO APPLY

2.1 Applications for admission in Year 7 must be made direct to the Local Authority by the closing date published in the Secondary Education in Essex booklet. For further details visit www.essex.gov.uk/admissions.

LATE APPLICATIONS

2.2 All applications received by the academy after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applications, the school is oversubscribed, parents may request that their child is placed on the academy's waiting list.

2.3 In the event that places become available, applicants will be admitted according to the over subscription criteria.

MID-YEAR APPLICATIONS

2.4 Please ensure the mid-year application form is completed. This can be found here: https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx

WAITING LISTS

2.5 The school maintains the end of phase transition waiting list until October half term. At this point for GDPR we write to parents and ask if they would like to remain on the waiting list- non response means they are removed.

2.6 The waiting lists for Years 7-11 will be dissolved at the end of each academic year.

APPEALS

3.1 All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with The School Admission Appeals Code.

3.2 Should you wish to appeal the decision please contact Essex County Council: www.essex.gov.uk/after-your-school-offer/appeals

APPEALS TIMETABLE

National Offer Day	Parents informed of outcome of application
20 School days after National Offer Day	Deadline by when appeals should have been lodged
Summer Term:	Appeals heard for those lodged by deadline and where possible for late appeals
September onwards:	Appeals heard for any appeals not heard before end of academic year

3.3 Appeals for mid-year admissions cases should be lodged within 20 days of receipt of the

letter refusing a place at the school. All other arrangements regarding a hearing will follow the same process and a similar timeframe as those outlined above.

3.4 The school will publish details of admissions and of the appeals procedures each year. It will establish independent arrangements for appeals, currently administered by Essex County Council against non-admission. Applicants cannot normally apply for a place more than once in an academic year except where exceptional circumstances exist.

MONITORING AND REVIEW

4.1 This policy will be monitored by the Local Governing Committee and Board of Trustees, who will always take due note of the guidance provided by the Local Admissions Forum.

4.2 The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our school or in the local area.