



ADMISSIONS POLICY FOR ENTRY FROM SEPTEMBER 2023

This is the school's policy for Year 7 admissions in September 2023:

The school's number intended to admit is 250. All September 2023 applications, must be made in accordance with the co-ordinated admission scheme operated by the child's home Local Authority. All mid-term application should be made directly to Notley High School & Braintree Sixth form. For children resident in Essex this is published by Essex County Council in the Secondary Education in Essex booklet. Applications for admission to Year 7 in September 2023 must be received by the National Closing Date – 31st October 2022. For each criterion children will be ranked in distance order for admission. Distance is calculated in accordance with the distance definition set out in the Secondary Education in Essex booklet (P13), available to view on the website essex.gov.uk/admissions

Children with an Educational Health Care Plan that name a school are required to be admitted to that school, this will be done before any other admissions are granted.

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

1. Looked after children and previously looked after children;
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). A previously looked after child is a child that immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria, in accordance with the School Admissions Code (Dec 2014).
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).

Mid Year Admissions

All in year applications must be submitted directly to the school using the schools application form which can be found here: <https://www.notleyhigh.com/admissions-policy>, and are processed in line with the above criteria. Further information is available on the website www.essex.gov.uk/admissions, and also included in the Secondary Education in Essex booklet, also available to view on this website.

Sibling

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 Notley High School & Braintree Sixth Form in any year group. A sibling link will be taken to exist where the sibling will be attending Notley High School and Braintree Sixth Form in the academic year 2021-22. 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. (p14 of Secondary Education in Essex booklet)

Waiting List

A waiting list will be kept by the Local Authority for the first week of the Autumn Term only and the school will maintain this waiting list for the remainder of the year. A waiting list for mid-year admissions is held by the school all through the academic year.

Right of Appeal

Applicants who cannot be offered a place will be offered the right of appeal to an independent appeals panel.

ADMISSIONS TO BRAINTREE SIXTH FORM

The school is proposing to admit 150 students each year to 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