



Bridge Academy Trust



Notley High School
& Braintree Sixth Form

**NOTLEY HIGH SCHOOL AND
BRAINTREE SIXTH FORM**

**ADMISSIONS POLICY
2025-26**

Last consultation date <i>(consultation to be held every 7 years unless changes in-between)</i>	19/12/2023	30/01/2024
Consultation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Trustees Committee Reviewing Document:	Full Board of Trustees	
Date of Board of Trustees Meeting at which Policy Approved (if required)	10/10/2023 – Subject to consultation	
Reviewer	Governance Professional CEO	
Advice From	DfE Admissions Code	

Summary of Changes

Reduction of PAN from 250 to 217

Trustees agreed that if there was the need the school would admit over PAN.

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

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ADMISSIONS TO NOTLEY HIGH SCHOOL AND BRAINTREE SIXTH FORM

- 1.1 Students will be admitted to Notley High School and Braintree Sixth Form at age 11 without reference to ability or aptitude.
- 1.2 Parents wishing to apply for one of the places listed above should acquire a further application form from the school.
- 1.3 The intended number of admissions for September 2025 is 217. In the event of oversubscription, places will be allocated using the following criteria in the order given:
- 1.3.1 Looked after children and children who were previously looked after *.
 - 1.3.2 Children of staff members where:
 - a) the member of staff has been employed at 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.
 - 1.3.3 Children living in the outlying priority admission area of the school with a sibling** attending the school;
 - 1.3.4 Children living in the outlying priority admission area of the school;
 - 1.3.5 Children living in the town priority admission area of the school with a sibling attending the school;
 - 1.3.6 Children living in the town priority admission area of the school;
 - 1.3.7 Children living outside of the school's priority admission area with a sibling** attending the school;
 - 1.3.8 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.

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.

- 1.4 Applications for places must be made through the Local Authority, by the closing date published in the [Secondary Education in Essex booklet](#).
- 1.5 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.

STRAIGHT LINE DISTANCE

- 1.6 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.
- 1.7 In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered in the following way: Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number will be used to allocate the place – the lowest number is given priority. If two applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place.

HOME ADDRESS

- 1.8 Applications will normally be processed on the basis of the home address for the child at the time of application and determination.
- 1.9 The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident', including overnight. This is generally the address of the parent/carer.
- 1.10 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 will be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and formal 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. Where there is an eligibility for child benefit, evidence that the adult with whom the child is 'ordinarily resident' receives the child benefit may be requested. If the adult(s) with whom the child is 'ordinarily resident' is not in receipt of the child benefit, further enquiries may be made and evidence requested to confirm that the child is 'ordinarily resident' at the stated address, for example, GP/health registration address evidence.
- 1.11 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.

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.

MID-YEAR APPLICATIONS

- 2.3 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

- 2.4 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.

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

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| 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.

ADMISSIONS TO THE SIXTH FORM

- 5.1 The school is proposing to admit 150 students each year to Braintree Sixth Form, including at least 50 external applicants.
- 5.2 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