



Bridge Academy Trust



Notley High School
& Braintree Sixth Form

**NOTLEY HIGH SCHOOL AND
BRAINTREE SIXTH FORM**

**DRAFT
ADMISSIONS POLICY
2024-25**

CHECKLIST

Please put an x in the box when done

Set up draft policy with watermark	<input checked="" type="checkbox"/>
Ensure footer says draft	<input checked="" type="checkbox"/>
Date on front and footer is date the policy comes into action	<input checked="" type="checkbox"/>
Committee taking to – include date	<input checked="" type="checkbox"/>
Summary of changes – to be brief	<input checked="" type="checkbox"/>
When updated save in DRAFT AWAITING FORMATTING	<input checked="" type="checkbox"/>
Email Clerk when updated	<input checked="" type="checkbox"/>

DOCUMENT FORMATTING

Please send to Clerk to format

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

Agenda

To add a brief explanation:

Complete re-write will require a complete review	<input type="checkbox"/>
Minor changes (spelling/ process etc.)	<input type="checkbox"/>
No changes	<input checked="" type="checkbox"/>

When a policy is ready for committee:

Consultation with Headteacher Group/ Trustees	<input type="checkbox"/>
---	--------------------------

Once approved:

Remove reference to Draft watermark/ footer	<input type="checkbox"/>
Ensure correct date – front and footer	<input type="checkbox"/>
Save in to CURRENT under Clerk	<input type="checkbox"/>
Add to website as appropriate	<input type="checkbox"/>
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”	<input type="checkbox"/>
SharePoint - Archive old policy! N/A New Policy	<input type="checkbox"/>

Ensure the following key wording:

Employees
Head of School
Students

Date of Draft Policy:	November 2021	
Consultation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Date of Consultation	19 December 2022 to 30 January 2023	
Last consultation date <i>(consultation to be held every 7 years unless changes in-between)</i>	N/A	N/A
Trustees Committee Reviewing Document:	Full Board of Trustees	
Date of Board of Trustees Meeting at which Policy Approved (if required)	13 December 2022 – subject to consultation	
Date of Adoption of Policy	1 September 2024	
Reviewer	A Jeffries	
Advice From	DfE Admissions Code	

Contents

ADMISSIONS TO NOTLEY HIGH SCHOOL AND BRAINTREE SIXTH FORM.....	1
LATE APPLICATIONS	2
MID-YEAR APPLICATIONS.....	2
WAITING LISTS.....	2
APPEALS	2
APPEALS TIMETABLE	3
MONITORING AND REVIEW.....	3
ADMISSIONS TO THE SIXTH FORM.....	3

DRAFT

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 2024 is 250. 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 ~~the school for~~ Bridge Academy Trust for a minimum of two or more years at the ~~time at which the date of~~ 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.
 - 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. Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other than looked after children and previously looked after children).

- 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.

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

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