



# CECIL JONES

## ACADEMY

### **Admissions Policy**

September 2017/18

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Applicable to	All Staff
Author	BW
Checked by	Governors
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**Admission limit:** As set out in Appendix One

**Admission Criteria Year 7:**

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area served by the Academy and who have an older sibling attending the Academy.
3. Up to 10% (currently 20 students) of the published admission numbers under the preferred admissions criteria
4. Pupils who live in the catchment area served by the Academy.
5. Pupils who live outside the catchment area served by the Academy and have a sibling attending the Academy.
6. Pupils who live outside the catchment area served by the Academy.

Pupils are considered to be siblings if:

- a) They are full or half brother or sister living together at the same address.
- b) They are an adoptive brother or sister living at the same address.

There are no special conditions that apply to twins or triplets other than to say that we would wish to keep these youngsters together. When determining the 'home' address we check the information provided by the applicant with the Local Authority data and the primary schools record where concerns exist.

In the case of over subscription in any one category, the shortest walking distance using public highways will be used to measure the distance between the student's home (including flats) and the student entrance at the front of the Academy, as measured by the Local Authority's computerised measuring system, with those living the closest by given priority.

The Preferred Admissions places will be allocated according to the results of a test of general ability measured by tests to be determined by the Governing Body, those scoring higher, subject to agreed minimum scores being awarded priority of entry.

**Looked after children and Previously looked after children** – Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking for all schools.

**Statement of Special Educational Need (SEN) and Education Health and Care**

## **Plan**

**(EHCP)** – A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory.

### **Admission Arrangements:**

Prospectuses are available from the Academy. The application form used relating to entry to the Academy is the Single Application Form used across the local Authority. Parents wishing for their child to be considered for entry to Cecil Jones Academy must name the Academy as one of their preferences on the form, which will be returned to the Local authority by the advertised closing date. The Local Authority follows the process as detailed in the approved admission scheme, published on the Southend Borough Council website and will make offers of places on the National Offer Day, 1

March 2017. Appeals are held in May and June. Information on admission to the Academy will also be available from the Borough of Southend annual publication to parents on Secondary School Admissions.

Applications for admission to the Academy other than for beginning Year 7 should be made directly to the Academy using the application form available on the website.

### **Admission at age 16:**

Prospective Sixth form students are encouraged to attend an Open Evening held at the Academy in the Autumn term. Application details, including a prospectus and more specific course and curriculum information is available on this night and via the Academy website after our Open Evening.

Prospective students will be invited to attend an Induction/Course Taster programme in the Summer term.

We welcome applications from external students. That is, students currently attending institutions other than Cecil Jones Academy.

Students will be admitted to the Academy by appropriate prior academic qualifications and subject to our admission criteria.

Students should complete the application form and return it to the Academy. All external applicants will be invited in for a discussion on their subject application.

At present, we have a maximum of 300 students in Post 16, although some practical subjects have upper limits based on access to technical equipment. We will endeavour to run additional classes in the most popular subjects to assure choice.

Places on Level 3 courses are offered to applicants who meet the minimum entry requirements. In addition to the overall entry requirement, there are specific GCSE entry requirements for many subjects. Information regarding these can be found in the Post 16

Course guide within the prospectus.

For Level 3 students, progression into Year 13 is based on the successful completion of Year 12 studies and an analysis of attendance and progress data.

The Academy reserves the right to alter the curriculum and withdraw courses depending on student numbers and staff changes. We guarantee, however, courses run in Year 12 will be continued in to Year 13.

In the case of oversubscription the following criteria will apply:

- a) Looked after children and previously looked after children.
- b) Current year 11 Cecil Jones students.
- c) Distance from the Academy measured using shortest walking distance using public highways between the students home (including flats) and the student entrance at the front of the Academy, as measured by the Local Authority's computerised measuring system, who those living the closest being given priority.
- d) Should the student live in a family with two residences due to a relationship breakdown or divorce, then the closest of the two homes will be considered.

Please consult our separate Appeals booklet and Mid-Term Admissions booklet for further guidance.

## **Appendix One**

### *Preamble*

The Academy is committed to providing the highest standards of education to a growing number of students. It seeks to manage its published admission numbers in line with this goal and to expand in a controlled way in line with its ability to offer appropriate educational choices to its students.

The Admission numbers for 2017-2018 are therefore as follows:

Year 7	200
Year 8	200
Year 9	180
Year 10	180
Year 11	180

In future years the Academys ambition will be to increase the published admissions numbers in Year 9 to 200 in 2018-2019, with similar changes in Year 10 in 2019-2020 and Year 11 in 2020-2021.