



CECIL JONES

ACADEMY

Admissions Policy **September 2018/19**

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**Legra Academy Trust (LAT) for
CECIL JONES ACADEMY ADMISSIONS CRITERIA FOR SEPTEMBER 2019**

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Admission limit:

Year 7,8,9: 200

Year 10,11: 180

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the Academy; places will be allocated using the admission criteria as below. Admission Criteria apply for admission to all year groups for this year. Admission Criteria will not apply to children with statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below with explanatory notes following:

Admission Criteria:

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.
- (for all criteria please see explanatory notes below)

Siblings

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.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line

with the School Admissions Code, the additional student(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Distance and tie break

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.

Tie-Break to be used to decide between two applications that cannot otherwise be separated:

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council /governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

Distance where parents have separated

The distance is measured the same for all applications. Only one application can be received. The Academy not the LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- 'an application is made that both parents agree to; or
- 'written agreement is provided from both parents; or
- 'a court order is obtained confirming which parent's application takes precedence'

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Preferred Admissions

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.

Where the Academy is named in a child's statement of special

education needs or Education, Health & Care Plan (EHC) the Academy and the Local Authority have a duty to admit the child.

Waiting lists:

Children's names will automatically be on the waiting list if they did not receive an offer until the last day of the school year for which they applied, therefore - for year 7 it will be up to the end of the school year for year 7.

Over and Under age applications (children outside the usual age group):

For admissions into year 7, an applicant is under age if he or she will be under 11 years of age on 31st August immediately prior to admission in September. In accordance with the published Coordinated Admission Scheme, the LA (Southend-on-Sea Borough Council) will only accept applications from under age applicants who have been registered in year 6 of their primary schools from the first day of the school year in which they apply for a secondary school place.

This effectively requires that the decision to promote the child to the year group above his/her chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place. Confirmation of this is likely to be sought from the headteacher of the primary school concerned by SBC.

An applicant is over age if he or she is 12 years of age or over on 31st August immediately prior to admission in September. SBC will not accept over age applicants for year 7 admissions unless there are verified exceptional circumstances for a child to repeat one of the primary school years, for example, extended illness. SBC will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. SBC will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. Medical evidence will be required for such applicants.

This will include documenting the following and will be provided to the Academy:-

- of the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely

- They must also take into account the views of the head teacher of the school concerned.

The academy will support any over or under age application were the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

Appeals

Parents will also have the opportunity to appeal against the refusal. Parents can apply by submitting an appeal form which available on the Academy web site. Appeals for year 7 are heard according the published timetable and appeals for in-year admissions of 30 days.

In-year applications

Application for admission during year 7 and for years 8-11 must be made using the Academy application form on the website and submitted directly to the Academy.

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 2019. 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 Post 16 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.