

December 2016

## **Determined Admission Arrangements for September 2018**

In accordance with the requirements of current legislation the Admission Arrangements and Admission Criteria which this School will apply to applications for admission in September 2018 are detailed below.

Applications must be made in accordance with the co-ordinated admission scheme operated by the child's home Local Authority. 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 must be received by the National Closing Date – 31<sup>st</sup> October. Mid-year applications should be made to the school using the Application Form provided by Essex County Council. The school attracts children from a wide geographical area.

### **ADMISSION CRITERIA**

The Appleton School is an 11-18 mixed comprehensive school which has been designated by the DfE as a Business and Enterprise Specialist College. Where applications for admission exceed the number of places available, the following criteria will be applied, to decide which children to admit:

#### **Published Admission Number: 270**

1. Looked after children (see definition) will be given first priority.

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).

2. Residency within the catchment area. A copy of the catchment area map is available to view at The Appleton School and is available on request.
3. Where the child has, at the time of application, a brother or sister currently attending the school. \*
4. Up to 27 children in each year group who have an aptitude for Languages. Parents wishing their child to take the aptitude test are required to complete a Supplementary Information Form (SIF), obtainable from the school (the closing date for the return of the SIFs is Friday 15<sup>th</sup> September, 2017). The test will be held on Friday 22<sup>nd</sup> September, 2017 and Wednesday 27<sup>th</sup> September, 2017 at The Appleton School. Test results

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will be posted to parents within two weeks of sitting the test. Places are allocated in rank order. In the event of a tie on score, this will lead to the straight line distance rule applying.

5. Children of staff at The Appleton School :-
  - (a) Where 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
6. Proximity of the child's home to the school, on the basis of straight line distance, with those living nearest being accorded the higher priority.
  - A maximum of 270 children will be admitted in accordance with the above criteria.

In the event of over-subscription arising under criterion 1 – 3 and 5, the distance criterion defined in 6 will apply. Distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the distance from the home address to the school.

Successful applicants will be required to accept or decline the offer of a place by a specified date. If parents fail to respond, it will be assumed that they do not wish to take up the place.

Issues relating to unsuccessful applicants and those on the waiting list will be managed in accordance with the LEA's scheme for coordinated admission and will be ranked in the order of The Appleton School's Admission Criteria. Unsuccessful applicants will have the right of appeal to an Independent Appeals Committee as specified in the Code of Practice, which will meet on a specified date. The waiting list will be held until the end of the Autumn Term.

Applications received after the National Closing Date will be handled in accordance with the co-ordinated admissions scheme published by the child's home Local Authority. For children resident in Essex this is published in the Secondary Education in Essex booklet.

\* Siblings are defined as children with a brother or sister (or a step-brother/sister) living at the same address at the time the application is submitted. The older sibling must be attending the school at the time the application for the younger child is submitted and there must be a reasonable expectation that the older child will still be at the school at the time the younger child is admitted.

The Governing Body will apply the admission arrangements in accordance with the coordinated scheme for Essex. With the exception of the September Year 7 intake, prior to all student admissions the parent/guardian and student will be required to attend a meeting at the school with the Deputy Headteacher and the Director of Curriculum Support. A child will not be added to the school's roll until this meeting has taken place and a start date agreed.