



## **Admissions Criteria**

September 2021/22

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**Loxford School Trust (MAT) for  
CECIL JONES ACADEMY ADMISSIONS CRITERIA FOR SEPTEMBER 2020**

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**Admission limit:**

Year 7,8: 220

Year 9,10,11: 200

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 a sibling attending the academy
3. Pupils who live in the catchment area served by the academy.
4. Pupils of staff at the academy
5. Pupils who live outside the catchment area served by the academy and who 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)

**Admission Criteria Explanatory notes**

**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.

**Siblings:**

A sibling is a child who will have an older brother or sister still at the academy at the time of admission. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

**Pupils of staff at the school:**

Children will be ranked in admission criteria 4, if they are children of staff at the school in either or both of the following circumstances:

- a) Where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or Senco) has been employed at the school for two or more years at the time at which the application for admission to the academy is made; and/or
- b) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage

**Distance and Tie Break:**

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system for the main round and google maps for in-year admissions. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

**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 were 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.

**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 31<sup>st</sup> 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 31<sup>st</sup> 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.

### **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 2020. 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 the beginning of 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. Prospective students will be invited to attend an Induction/Course Taster Programme in the summer term.

We welcome applications from external students. The maximum admission limit for external students is 38. Students should complete the application form and return it to the academy. The application form can be found on the sixth form section of the school's website <https://www.ceciljonesacademy.net/welcome/applications-to-sixth-form/> . 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.

Further information regarding these can be found on our website: [www.ceciljonesacademy.net](http://www.ceciljonesacademy.net)

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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 is measured using the shortest walking distance using public highways 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 being given priority.

'A look up postcode list is always available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)'

