

Clacton County High School



Admissions Policy 2018-19



Higher Expectations, Raising Aspirations

Clacton County High School Admissions Policy **2018 – 2019**

- This policy is formulated in line with the requirements of 'The School Admissions' (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- The published Admission Number for Year 7 in 2018/19 will be 279.
- The School operates an open admissions policy into the Sixth Form, although there are specific entry requirements for admissions to types of courses and to individual courses.
- The School serves the local community and offers places to students regardless of ability or aptitude.
- Except where stated otherwise in this policy, all applications should be submitted online at www.essex.gov.uk/admissions or by post to the Essex County Council, School Admissions, FREEPOST, PO Box 4261, Chelmsford, CM1 1GS.
- The age of admission into Year 7 is 11 years.

Procedure for Admission of Year 7 Students

- (a) Admission will be by application through the co-ordinated Secondary Admission Scheme, arranged by the Essex County Council Planning and Admission Department.
- (b) Essex County Council arranges the procedures to be followed each year.
- (c) Parents will be notified of allocation of places during the spring term prior to the September admission.
- (d) In the case of unsuccessful applications, parents wishing to appeal against the decision must do so by writing to the Clerk of the Independent Appeal Panel, within 21 days of the date of the letter notifying them that their application was unsuccessful.
- (e) An ongoing waiting list will be kept of unsuccessful applicants for Year 7. Should any vacancies occur the criteria for admission will be applied as below.
- (f) Applications for admission to Year 7 received after 31st August should follow the same procedure for admissions to Years 8 – 11.

Criteria for Admission

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

1. Children in Care and previously looked after children.
"A Child in Care or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2014. 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 (as defined in Section 22(1) of the Children Act 1989)".

2. Children living in the priority admission area with siblings (*) on roll on the date of admission. On our School website www.countyhigh.org.uk there is a link to Essex County Council and the Priority Admissions Area page, where you enter a home post code and are notified of the schools whose catchment area your house falls within.
3. Children living in the priority admission area.
4. Children with a sibling (*) attending the School who will still be on roll at the date of admission, who do not live in the priority admission area.
5. Children who attend the following schools – Great Clacton C of E Junior School, Holland Haven Primary School and Holland Park Primary School.
6. Children of staff; where a member of staff has been employed for two or more years and at the time of the application and / or a member of staff is recruited to fill a vacancy for which there is a demonstrable skills shortage. This should be clearly marked on the application form.
7. Proximity of the home to school, with those living nearer being accorded the higher priority.

Straight-line distance between home and school will be used as a tie breaker with those living closest to the School having highest priority.

Exceptional medical circumstances (supported by medical evidence) may override the above.

Admission to Year 8 - 11

- For mid-year applications, please complete our application form, obtained from Reception at the School. You may download this from the School's website: www.countyhigh.org.uk , or request one by emailing: admin@countyhigh.co.uk . Alternatively, you may send a written request for the form to:

Clacton County High School
Walton Road
Clacton on Sea
Essex CO15 6DZ
Telephone: 01255 424 266

- An application for admission to these year groups will be refused if the intended year group of the applicant has already reached the published admission number.
- Parents/Carers will be asked if they would like their child's name to be added to a waiting list.
- In the event that places become available, applicants will be admitted according to the criteria for admissions.

Children with an Education Health Care Plan that name a specific school are required to be admitted to the School that is named.

Admission Appeals

Where applicants are refused a place at the School, parents have a statutory right to appeal against the decision. They should indicate their wish to do so by writing to the Clerk of the Appeal Panel, PO Box 11, Chelmsford, CM1 1LX within 14 days of that refusal. Parents/Carers may only submit one application for an academic year unless there are significant material changes of circumstances relevant to the application. Appeal forms may be obtained from the School.

Parents and prospective students are very welcome to visit the School at any time; however, this is not an offer of a placement. Please telephone the School to make an appointment.

Clarification of admission selection criteria

(*) The definition of a sibling will be the same as the Local Authority uses:

For applications made in the normal admissions round, and for mid-year admissions, a relevant sibling is *'a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also 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'*

All straight line distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address point between which straight line distance is measured and reported to three decimal places.