



# West Hatch High School

## ADMISSIONS POLICY 2018-19

### **INTRODUCTION**

West Hatch High School is an Academy school, and therefore is its own admissions authority, independent of the Local Authority (LA), in this case, Essex. Although formal responsibility for admissions lies with the school's Governing Body, the Governing Body has appointed an Admissions Committee to administer the process of admissions to the school on its behalf. The Governing Body has given the Admissions Committee full delegated authority to do this, and to also set admissions criteria for the school. This authority covers applications for entry at Year 7 and Year 12. Mid-year applications are currently administered by the school, in line with 2.21 and 2.22 of the School Admissions Code (Dec 2014) and the West Hatch admissions criteria for mid-year applications. These criteria are also set by the Admissions Committee.

### **CONSTITUTION AND ORGANISATION OF THE ADMISSIONS COMMITTEE**

1. The Committee consists of three or more members of the Governing Body, always including the Head Teacher (but who may not act as its Chairman).
2. Since the Committee is not quorate unless three Governors of the Committee are in attendance, vacancies are filled as soon as possible from remaining members of the Governing Body.
3. New members are appointed to the Committee by the Chairman of the Governing Body and then ratified by the Governing Body.
4. The Chairman of the Admissions Committee is elected or re-elected at the start of each academic year.
5. The Committee may co-opt other members of the Governing Body or the staff of the school, to advise and contribute to committee considerations, albeit without voting rights.
6. Although the Committee aims to reach a consensus on each and every issue and decision, the Chairman of the Committee has the ultimate decision if the other two members are split.
7. The Committee has a full time clerk whose duties include the administration of individual applications for committee consideration, and the taking and producing of Committee Minutes.

### **POLICIES OF THE ADMISSIONS COMMITTEE**

1. The Committee shall review annually, in December of each year, the admissions criteria of West Hatch High School, and ensure they are in accordance with, and consistent with the extant Department for Education (DfE) Admissions Code. A six week period of consultation is mandated if changes are made, and consultations should be made every seven years even if no changes have been made.

The consultation process must take place between 1<sup>st</sup> October and 31<sup>st</sup> January of the school year before the new arrangements apply.

2. The admissions criteria and supporting instructions shall be published annually in the school Prospectus, and in any other document, published by the LA or otherwise, as required.
3. The Committee shall at all times consider Year 7 applications for the school in accordance with the admissions criteria in force at the proposed time of entry for the applicant. (The Committee does not consider Year 12 applications since these are predicated on a comparison of examination results against offered grades.)
4. The Committee shall consider all applications fairly and scrupulously, without regard to the race, religion, academic ability and parental circumstances of applicants.
5. The Committee shall at its last meeting of the academic year produce a draft schedule for the following year consistent with the demands of the following year's admissions round. Members of the Committee shall undertake to make themselves available at scheduled meetings, the next of which shall be confirmed at the end of the previous one, and shall advise the Clerk at the earliest opportunity if their attendance is no longer possible, so that meetings may be quickly rearranged.

### **POLICY REVIEW**

The Admissions Committee has full delegated authority from the Governing Body to determine this policy on its behalf.

This policy shall be reconsidered at least annually, in December of each year, at the same time as the admissions criteria.

#### **APPENDIX 1 – Admissions Criteria 2018/19**

#### **APPENDIX 2 – Evidence of Address Form 2018**

#### **APPENDIX 3 – Independent Appeals Process & Timeline**

#### **APPENDIX 4 – Terms of Reference**



## WEST HATCH HIGH SCHOOL

### ADMISSIONS CRITERIA 2018-19

The admission oversubscription policy is as follows:

**Published Admission Number: 249 for Year 7 September 2018 entry**

**Published Admissions Number (PAN) for Years 8 – 11 will remain at 189**

Year of Entry	Year Group	PAN	Year Group	PAN
September 2019	7 and 8	249	Year 9, 10 and 11	189
September 2020	7, 8 and 9	249	Year 10 and 11	189
September 2021	7, 8, 9 and 10	249	Year 11	189
September 2022	All Years	249	-	-

**Where the number of applications for admission is greater than 249 for 2018, applications will be considered against the following order of criteria set out below:-**

1. **Looked after children and previously looked after children**  
 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).  
  
 A previously looked after child is a child that immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria, in accordance with the School Admissions Code (Dec 2014).
2. **Siblings**  
 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 West Hatch High School in any year group, irrespective of place of residence. A sibling link to a child in Year 11, or Year 12, will only be taken to exist at the time of application and determination where the brother or sister has completed their statutory education at West Hatch High School and where there is an intention that the Year 11 child will be returning to the school for a post 16 course of study.  
  
 Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.  
  
 In the case of twins or triplets etc, both or all will be offered places.

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| 3. Children of Staff  | Children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage.  |
| 4. Children living in the Priority Admissions Area<br><br>(map available on the school's website) | <p>West Hatch operates a Priority Admissions Area. Within this criterion, children will be ranked in distance order for admission by straight line distance within the Priority Admissions Area. Those living nearer will have a higher priority, starting with the nearest first.</p> <p>All straight line distances are calculated electronically by the local authority using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and the school. Distances are reported in miles to three decimal places.</p> <p>In the unlikely event of applicants with an identical distance competing for a single place at a school, the place will be offered to one applicant on the basis of lots drawn by a member of school staff not involved in admissions, with the exception of twins, triplets etc.</p> |
| 5. Remaining applications   | <p>In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from the home to school, with those living nearest having highest priority.</p> <p>In the event of undersubscription within any of the above criteria, priority will be determined by straight line distance from the home to the school, with those living nearest having the highest priority, and without regard to the Priority Admission Area.</p>  |
| 6. Waiting List   | A waiting list will be kept by the Local Authority for the first week of the Autumn Term only and the school will maintain this waiting list for the remainder of the year.  |

*Exceptional medical or special circumstances may override the above if fully supported by professional documentation.*

*Children with an Education, Health & Care Plan will normally be admitted to the school providing the school can meet the child's needs.*

*Unsuccessful applicants have the right to an independent appeal using the form provided by the school.*

*All New Year 7 applications should be made via your Local Authority in the first instance using the online facility on their website. A second form (Evidence of Address Form) must be completed and sent directly to the school. See attached.*

Review Date: Annually

Last Consultation: January 2015

Consultation: Every 7 Years (due 2022)

# WEST HATCH HIGH SCHOOL

## EVIDENCE OF ADDRESS FORM FOR ENTRY IN YEAR 7 - SEPTEMBER 2018

Please ensure you have completed your Local Authority Common Application Form

1. **CHILD'S FORENAMES (in full):** ..... **DATE OF BIRTH:** .....  
**SURNAME:** ..... **GENDER: Male / Female**  
(please circle)  
**ADDRESS:** .....  
 (Child's main residence as defined in the School Prospectus)  
 ..... **POSTCODE:** .....
2. **Local Authority serving address of child's main residence: Epping Forest / Redbridge** (please circle)
3. **Do you rent this property?** Yes / No (please circle)  
 If yes, please provide a copy of your tenancy agreement/recent statement  
**Tenancy Agreement:** From (date) ..... To (date) .....  
**Please provide the following most current/recent within the last six months:**  
**Original Council Tax Bill** ☐ **Two Original utility bills** ☐ **Child's Original Birth Certificate** ☐  
 (e.g. Gas, Electric, Water, TV licence)
4. **Name of Primary School currently attended:** .....  
**Telephone Number of Primary School:** .....
5. **Parent (Full Name):** (Mr/Mrs/Ms/Miss/Other) .....  
**Home Telephone:** .....  
**Mobile Number:** .....  
**Email Address:** .....
6. **Sibling Name(s):** The names of any brothers or sisters who are currently in Year 7-11, or Year 12, where the brother or sister completed their statutory education at this school:

Sibling Name	Relationship	Date of Entry	Year / House / Form

**Form continues overleaf**

7. **Exceptional individual medical/family circumstances:** Any other information relating to your application **must be stated here** (the Admissions Committee may consider an application which does not meet the normal criteria outlined in our Prospectus and on our website at [www.westhatch.essex.sch.uk](http://www.westhatch.essex.sch.uk))

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8. **DECLARATION:** I enclose the documents requested for my son/daughter, including a recent **Original Council Tax Bill** and **Two recent Original Utility bills** covering a period within the last six months. I declare the above facts to be true and understand and accept the admissions arrangements as outlined in the school's prospectus. I will provide any further documentation that the Governors of the Admissions Committee may request and understand that the Committee reserves the right to deem this application invalid, or to withdraw a place offered, if any information provided in this application proves to be inaccurate.

**Signed (Parent):** ..... **Print Name:** .....

**Date:** .....

**OUR CLOSING DATE IS FRIDAY 10th NOVEMBER 2017:** Your completed form and original documents should be sent by post, preferably via Recorded Delivery, or brought into the school in person by this date. Your original documents will be photocopied and returned to you and will be acknowledged by letter with a reference number.

**Contact: Admissions Secretary, West Hatch High School, High Road, Chigwell, Essex IG7 5BT**

**PLEASE NOTE**

This is not an application form; however, **you must complete this form if you name West Hatch High School as one of your preferences** on your Local Authority Common Application Form

**To apply to your Local Authority go online to:**

Essex County Council Residents  
Website: [www.essex.gov.uk](http://www.essex.gov.uk)

London Borough of Redbridge Residents  
Website: [www.redbridge.gov.uk](http://www.redbridge.gov.uk)

The deadline is 31/10/2017

The deadline is 31/10/17

**For Office Use Only**

Internal Form No:	
Date Received:	
CT/BC/UBs Checked:	
Date Acknowledged:	

<b>PAA</b>	
<b>Yes</b>	
<b>No</b>	

<b>S</b>	<b>A</b>	<b>B</b>	<b>C1</b>	<b>C2</b>	<b>D1</b>	<b>D2</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>O</b>

## Independent Appeals Process & Timeline

The School has bought into the Statutory Appeals Panel service to organise its Year 7 and mid-year appeals. This is an independent appeals office which is not connected with School Admissions. Appellants complete the Notice of Appeal form and send it directly to:

Statutory Appeals Panel  
PO Box 11  
Chelmsford  
Essex CM1 1LX

Appellants can download the Notice of Appeal form from Essex County Council's website at [http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Documents/Secondary\\_Appeal\\_Form.pdf](http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Documents/Secondary_Appeal_Form.pdf)

### **Timeline**

Year 7 entry Appeals must be lodged within 20 school days of being notified that your application was unsuccessful.

Mid-Year Appeals resulting from in year or immediate entry admission applications outside of the normal round of entry will be heard within 30 school days of the appeal being lodged.

### **Year 7, September 2018 entry**

Appeals resulting from Year 7 applications for admission in September 2018 will be heard according to the following timetable:

<b>Offer</b>	<b>Appeals lodged by</b>	<b>Appeals to be heard by</b>
1 March 2018	30 March 2018	5 <sup>th</sup> June 2018

### **Late Applications**

Appeals arising from late applications must be lodged within 20 school days of being notified that the application was unsuccessful.

In these circumstances appeals will be heard within 40 school days of the deadline for lodging appeals, where possible, or within 30 school days of the appeal being lodged.

### **Late Appeals**

Appeals lodged after the relevant time, set out above, will be heard within 40 school days of the appeal being lodged.

### **All Appeals**

Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.

Appellants will be sent a copy of the school's case at least 7 clear working days in advance of the hearing.

All papers relating to an appeal will usually be sent to Appeal Panel members at least 5 clear working days prior to the date of the appeal hearing.

*Definitions: 'School days' excludes school holiday periods. 'Working days' includes Monday to Friday during school holiday periods.*

### **Supporting Documents**

When submitting an appeal, appellants should include any documentation on which they wish to rely on for their appeal.

If an appellant wishes to submit further evidence which was not included with their initial appeal form they must make sure that it is received at least three clear working days prior to the Appeal Hearing date. Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether any material not submitted by the specified deadline is to be considered, taking into account its significance and the effect of a possible need to adjourn the hearing.

Decision letters following an appeal will be sent within 5 school days of the appeal hearing wherever possible.

February 2017



# WEST HATCH HIGH SCHOOL

## ADMISSIONS COMMITTEE

### TERMS OF REFERENCE

#### **Composition**

At least three named members of the Governing Body one of whom must be the Head Teacher

#### **Quorum**

At least three members of the committee who are also governors

#### **Activities**

(1) To determine applications for the admission of a child as a registered pupil at the school, in accordance with the school's admissions arrangements as approved by the Secretary of State, and in accordance with relevant legislation and the DfE Code of Practice ( School Admissions )

(2) To review and make recommendations annually to the Governing Body, concerning arrangements for admission of pupils to the school

(3) To determine the offers that shall be made against the criteria for admission to the first year entry

(4) To confirm any decision taken by the Chair of the Committee and Head Teacher, with respect to groups other than first year entry, where it has not been reasonable to convene a meeting of the committee

#### **Meetings**

Committee meetings will be held frequently in the spring term and as required in the autumn and summer terms.

The Admissions Secretary will make a record of all proceedings at each meeting and will send draft minutes to the Chair of the Committee within fifteen school days, for approval. Approved minutes will be circulated to all members as soon as possible thereafter and will be presented with the agenda for the next Governing Body meeting.

The Chair of the committee will report to each meeting of the Governing Body

Terms of Reference approved: November 2016

Date to be reviewed: December 2017