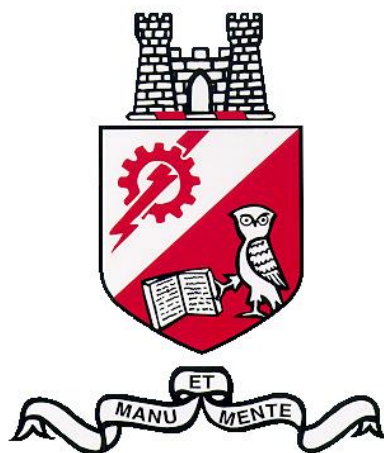


WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

Admissions Policy

Policy reviewed
Date of Next review

December 2012
December 2013

Signed

Mr John Haley, Chairman of
the Admissions Committee

ADMISSIONS POLICY

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 LA albeit in accordance with the West Hatch admissions criteria for mid-year applications. These criteria are also set by the Admissions Committee. From September 2013, Mid-year applications will be administered by the school in line with 2.21 and 2.22 of the School Admissions Code (Feb 2012).

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. An eight week period of consultation is mandated if changes are made, and consultations made every three years even if no changes have been made. The consultation process must be complete not later than 1 March of the following year.
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 – Evidence of Address Form 2014/15

APPENDIX 2 – Independent Appeals Process & Timeline

APPENDIX 3 – Terms of Reference

Independent Appeals Process & Timeline

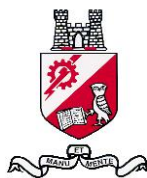
The School Admission Appeals Code changed on the 1st February 2012 and in line with these changes the School ceased to use the Statutory Appeals Office to organise its Year 7 and mid-year appeals and engaged an Independent Appeals Clerk, Mr S Marshall, of Marshall Whittaker Clerking & School Appeal Service (“Marshalls”) instead.

Marshalls service includes advising the Admissions Committee of the Governing Body of West Hatch High School; booking Independent Appeal Panel members; advising Appeals Panel members; pre-hearing administration; appointment letters to appellants; attendance at and facilitation of appeal hearings; post hearing administration including decision letters to Parents, the School and Local Authorities.

The new Code allows the School to hold the appeals on site which considerably cuts costs to the school.

The Process & Timeline

1.	March to May <i>The School MUST publish its Appeals Timetable on its website <u>by 28th Feb</u></i>	Parents receive notification letters from their local authority on the 1st March. If they have not been successful in gaining a place at the school they may contact the Admissions Secretary and request an appeal form. Parents are given 20 school days from the date of the letter from their LA in which to appeal.
2.		Once completed the form is returned to the Admissions Secretary. Copies are made and put together with the school's case and distance maps etc. These are sent to Marshalls and the Panel members. Appellants should receive at least 10 school days' notice of the date of their appeal.
3.	May/June	One or two dates are set for the hearings depending on the number of appeals. Prior to individual appeals being heard the school must make its case to the Panel. It decides if the school has done so sufficiently. Decision letters should be sent out by the Clerk within 5 school days of the hearings.



WEST HATCH HIGH SCHOOL

EVIDENCE OF ADDRESS FORM FOR ENTRY IN YEAR 7 - SEPTEMBER 2014

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:

HOME TELEPHONE:

2. Do you rent this property? If yes, please provide a copy of your tenancy agreement and a recent statement

Yes / No (please circle)

Tenancy Agreement: From (date)

To (date)

Please also provide the following recent:

Original Council Tax Bill ☐ Original Birth Certificate ☐ Two Original utility bills ☐
(e.g. gas, electric, water or landline phone)

3. Parent (Full Name): (Mr/Mrs/Ms/Miss/Other).....

Home Telephone:

Work Number:

Mobile Number:

Email Address:

4a. Sibling Name(s): The names of any brothers/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	Form / Class

4b. 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)

.....
.....

FORM CONTINUES OVERLEAF

5. **Name of Primary School currently attended:**
- Telephone of Primary School currently attended:**
6. **Local Authority serving address of child's main residence: Epping Forest / Redbridge**
(please circle)
7. I have read the Prospectus of West Hatch High School and agree to the rules and regulations outlined therein.
8. I enclose an **Original Birth Certificate** for the applicant, a recent **Council Tax Form** and **Two recent Original Utility bills** covering a period within the last six months and will provide any further documentation the Admissions Committee may request.
9. I DECLARE THE ABOVE FACTS TO BE TRUE. I UNDERSTAND AND ACCEPT THE ADMISSION ARRANGEMENTS AS OUTLINED IN THE SCHOOL'S PROSPECTUS AND THAT THE ADMISSIONS COMMITTEE RESERVES THE RIGHT TO DEEM AN APPLICATION INVALID OR TO WITHDRAW A PLACE OFFERED IF ANY INFORMATION PROVIDED IN THIS APPLICATION PROVES TO BE INACCURATE.

Signed Parent:

Print Name:

Date:

CLOSING DATE: The closing date for receipt of your completed Evidence of Address form with supporting documents is the **7th November 2013**. Your completed form and original documents should be sent by post, preferably via Recorded Delivery, or brought into the school in person addressed to:

ADMISSIONS SECRETARY, WEST HATCH HIGH SCHOOL, HIGH ROAD, CHIGWELL, ESSEX IG7 5BT

Your original documents will be photocopied and returned to you and will be acknowledged by letter with a reference number.

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

You can obtain your Local Authority Common Application Form by contacting either:

Essex County Council (ECC)
Planning & Admissions
County Hall
Chelmsford, Essex CM1 1GS
Telephone: 01245-430656 / 0845-603 2200
Website www.essex.gov.uk
CAF TO BE SUBMITTED TO ECC BY 31/10/2013

London Borough of Redbridge(LBR)
Education Department
Lynton House, 255-259 High Road
Ilford, Essex IG1 1NY
Telephone: 020 8708-3139 / 020 8478 3020
website www.redbridge.gov.uk
CAF TO BE SUBMITTED TO LBR BY 31/10/13

For Office Use Only

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

S	A	B	C
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WEST HATCH HIGH SCHOOL

Date Acknowledged:

D

E

F

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WEST HATCH HIGH SCHOOL

ADMISSIONS COMMITTEE

Terms of Reference - 13th December 2012

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 (date) ...13 December 2013

Signed..... (Chair of Governing Body)

Date to be reviewedDecember 2013