

WEST HATCH HIGH SCHOOL

PROSPECTUS FOR SEPTEMBER 2015

September 2014

Dear Parents

Welcome to West Hatch High School. We value and thank you for your interest.

We have a fine track record and a strong reputation that continues to grow. We are a caring, high achieving school and are extremely proud of our ability to produce pupils who are self-confident, articulate and ambitious young people. We are a Specialist Business and Enterprise School and more recently an Academy.

We believe at West Hatch that if the relationships and values are right, then all else will follow. Pupils are at their happiest working hard for teachers they like and respect, teachers who encourage and challenge them to do their best.

We are a forward looking school which still believes in the importance of traditional values. We expect good behaviour and high standards of dress.

There are many aspects of school life described in this brochure – do, however, come and see the school for yourself at our Open Evening which will be held on Thursday 16th October 2014 from 6.30pm. For further information, please visit our website at www.westhatch.essex.sch.uk.

I look forward to meeting you.

Yours sincerely



F A HOWARTH (Mrs)
Headteacher

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THE SCHOOL'S AIMS

- West Hatch has been designated as a “high achieving specialist school”. We have achieved national recognition on a number of fronts receiving awards for “Outstanding Partnerships with Parents”, “Investors in People”, International Schools Status Gold Award, Green Flag Eco Schools Award, The E-Safety Mark and Healthy Schools Status.
- Our vision statement is to be an OUTSTANDING school aspiring to create
 - successful learners;
 - confident individuals and
 - responsible citizens
- Our student body devised our school motto and the qualities needed to achieve it. To be “The Best that I can Be” I need to be determined and persevere. Be respectful. Be responsible. Be considerate. Be ready to achieve and Be proud.

ACCOMMODATION

The school, on a single site surrounded by fields and trees, is situated in Chigwell High Road, served by various bus routes to the gates and by Central Line trains at Chigwell Station. It is extremely well equipped with specialist accommodation for each subject.

We recently have had a new English Centre, a Maths, Dining and Drama Block and a Sixth Form Centre with purpose built library and extensive study area. Our Music Block boasts a performance hall, teaching spaces, recording studio and five practice rooms. We also have an attractive Business and Enterprise Centre.

We have a heated indoor swimming pool, a gymnasium, multi gym, extensive playing fields and hard court areas.

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THE CURRICULUM

Pupils study the following subjects during their first year at West Hatch High School. The school's teaching covers the requirements of the National Curriculum.

- ◆ Art
- ◆ Citizenship
- ◆ Drama
- ◆ Personal Social Education & Citizenship
- ◆ French/with tasters in German & Spanish
- ◆ Computer Science
- ◆ Mathematics
- ◆ Geography
- ◆ History
- ◆ English
- ◆ Music
- ◆ Physical Education
- ◆ Religious Education
- ◆ Science
- ◆ Technology
- ◆ Craft & Design
- ◆ Food & Textiles

Year 7 pupils will be taught in ability bands based on their KS2 teacher assessment and CAT's (Cognitive Ability Test) results. Core subjects, Maths, English, Science and MFL (French), Geography, History and Religious Studies will be set, where feasible, within the bands during the first year. All other subjects in the band are mixed ability. Some students are withdrawn from MFL for additional literacy and numeracy support.

In Year 8 & 9 the banding continues with setting in Maths, Languages, English and Science. During Year 9 students commence a number of core GCSE subjects and are given careful and constructive advice, fully involving both student and parents, about the choice of additional courses to be taken to GCSE during Years 10 & 11. The timetable is constructed with a compulsory core of English (Language and Literature), Mathematics, Science (Triple, Double, BTEC Science GCSE), PSEC and PE. Pupils then make option choices from a range of academic and vocational courses using our 'pathway' system which is designed to provide students with the best possible pathway for success. New subjects available in Year 10, in addition to all those studied at KS3, depending on the pathway, include Business Studies,

Media, Economics, Statistics and BTEC's in Sport, Travel & Tourism and ICT.

The school promotes literacy, numeracy skills and enterprise/personal learning and thinking skills across the Curriculum.

SPECIALISMS AT WEST HATCH

At West Hatch we aim to:

- Embrace a culture of enterprise to extend choice in the curriculum, making business and the spirit of enterprise integral to the learning experience.
- Provide more opportunities for the study of business and enterprise subjects, both academic and vocational.
- Enhance and widen the career aspirations of our pupils through enterprise activities and provide opportunities for pupils to experience business first hand through work experience programmes.

THE HOUSE SYSTEM

We have six Houses at West Hatch with around thirty students from each year group per House. Through the House system we seek to further foster our sense of school community and student's sense of loyalty. There are increased opportunities, not only for leadership but also responsibility and competition. Students are in mixed age forms, around four students from Years 7-13. Through this we hope to engender a real sense of accountability to each other as well as giving our students the skills to work successfully with people of all ages.

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HOMEWORK, MONITORING & REPORTING

The school sets great store by homework although the amount varies according to the age of the student and the type of course. Some homework tasks are set for a specific night but projects lasting a few weeks may also be given. Parents are informed termly of the arrangements for homework and are expected to oversee this work. We feel that co-operation on this matter is an important part of the home-school relationship and we set homework using an online system called 'Show My Homework' that you can view. Support is available to pupils, together with access to computers in subject areas.

In Year 7 two or three subjects of homework are set per night. Each homework subject should take about 30 minutes. Homework increases to about 2 – 2 ½ hours per night in Years 10 & 11.

There may be occasions, such as staff absence, when homework may not be set. We are continually monitoring homework and reviewing its quality. Where a pupil has no homework we recommend reading but contact with the school is a must if you have any concerns.

HOMEWORK DIARY

Each pupil is provided with a Homework Diary and students are able to use it to record all homework at the time it is set.

As we place all homework online it is not essential that students record homework in the diary. However, the diary also contains important information and the uniform card and must be carried by students at all times.

ASSESSMENT AND REPORTING

Assessment of progress is an integral part of our curriculum and supports pupils' learning. Each year parents have the opportunity to meet their child's teachers at an annual Parents' Evening. Parents receive regular six weekly progress checks. Where parents or the

school are concerned about a child, interim reports are gathered and meetings arranged. We value the pupil's total contribution within the school and pupils will be asked to self-evaluate their own progress each term and keep a record of their successes in their personal planner.

Under the National Curriculum, teacher assessment plays an increasing part in establishing levels of performance, especially as formal KS3 SATs have been abolished. Course outlines are available early in the Autumn term outlining how teachers assess in each subject. Formal external assessments are made during and at the end of Years 10 & 11. Several subjects have continual assessment but Years 7, 8 & 9 have formal assessment weeks and summer exams. The school offers a number of different opportunities for children to have their talents and successes rewarded. The school's policy is to enter all pupils for GCSE, unless there are exceptional circumstances.

CAREERS EDUCATION AND WORK EXPERIENCE

The Careers Education programme aims to prepare students first for the decisions re options choices and courses at Key Stage 4 and the Sixth Form, and then for the major decisions of higher and further education and the world of work. Key elements are two weeks of Work Experience in Year 10 and work shadowing opportunities for the Sixth Form. We are pleased to have close links with local colleges and businesses.

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HEALTHY SCHOOL STATUS

As a school we are fully committed to retaining our National Healthy School Status.

To this end:

- ◆ We have an environment and ethos that supports learning and promotes the health and wellbeing of all
- ◆ We have a PSEC (Personal & Social Education and Citizenship) programme that contributes significantly to all five outcomes for children:- being healthy, staying safe, enjoying and achieving, making a positive contribution and economic well being
- ◆ We develop in our pupils the confidence, skills and understanding to make healthy food choices, with healthy nutritious food and drink being available across the school day.
- ◆ We provide our pupils with a range of opportunities to be physically active. They understand how physical activity can help them to be healthier and can improve and be a part of their everyday life.
- ◆ Finally we promote positive emotional health and wellbeing to help pupils to understand and express their feelings and build their confidence, emotional resilience and capacity to learn.

HEALTH AND SEX EDUCATION

The Governors have a clearly stated policy on Health and Sex Education. The main provision is within the Personal and Social Education and Citizenship programme. The belief and aim is that all pupils should benefit from the programme and through the course prepare for responsible adulthood within a context which values family life.

The programme develops knowledge, understanding, skills and attitudes which will enable pupils to adopt healthy lifestyles, understand emotional and psychological changes in themselves and others and to understand the physical developments in adolescence

and beyond. In following these aims, contentious issues are dealt with such as relationships, personal crises, drug abuse, AIDS, sexually-transmitted diseases, alcohol and tobacco.

The approach taken shows respect for the culturally rich and diverse family backgrounds of the school community. Parents, who have a right to withdraw their child from sex education, are welcome to contact the school for further details.

LINKS WITH INDUSTRY

The school has many links with industry. All Year 10 pupils have a two week work placement. We also have members of the community who come and work alongside pupils on specific projects i.e. chefs, designers, jewellers, entrepreneurs. Recently several pupils have received national and regional recognition in a number of competitions for their work.

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

ICT is a subject of ever growing importance. Pupils at KS3 study computer and digital literacy covering functional ICT skills, data processing, spreadsheets, presentations, desk top publishing, digital literacy, E-safety, being a good digital citizen and computing. Students also learn computer programming language, algorithms, how a computer works and flow charts. At KS4 and KS5 (Sixth Form) we offer a range of IT courses including GCSE and A Level IT and Computer Science and BTEC vocational options.

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LEARNING SUPPORT

The school's aim to value and develop the potential of all pupils includes recognising and responding to special needs as they occur. These may be physical or emotional as well as learning needs, and range from mild or transitory to longer-term and more complex. Our policy aims to ensure that such needs are identified and a planned programme of support provided. This follows the national code of practice, and parents are fully involved as are appropriate support agencies. A range of strategies is employed so as to maximise access to all areas of the curriculum. Time is spent adapting teaching materials; some pupils have access to a Learning Support Assistant within lessons. Staff work with individual pupils and their parents. Senior colleagues, working with the SENCo (Special Educational Needs Co-ordinator), have specific responsibility to ensure that provision, whether via a Statement or otherwise, is made and that teaching and welfare staff are suitably trained and supported. They also report regularly to the Governing Body who has a member with specific responsibility for monitoring SEN provision. Our philosophy is to recognise the special needs some children have and to ensure that they too gain success from all aspects of school life. We offer literacy support on a withdrawal basis, both in small groups and one to one.

LEARNING SUPPORT CENTRE

We have a Learning Support Centre staffed throughout the week. Students have individualised programmes and the opportunity for one-to-one support and specialist help. The unit is also extremely successful in reintegrating students back into main-stream lessons, offering them targeted help, developing their confidence and self-esteem.

Information on arrangements for the admission of pupils with disabilities

Pupils with disabilities are identified through close liaison with primary schools prior to transfer. The Primary School should notify us with a detailed pupil profile outlining their strengths, weaknesses and

strategies to enable access to the school and the curriculum. This information is disseminated to staff.

Details to prevent disabled pupils being treated less favourably than other pupils

The Learning Support Department has a number of established clubs and programmes aimed specifically towards increasing access to the curriculum and the social life of the school. These include a mentoring programme, self-esteem and Smart Thinking, social skills group, homework club, and a lunchtime club for vulnerable students.

Details of existing facilities to assist access to the school by pupils with disabilities

The Accessibility Plan as required under the Disability and Discrimination Act covers future policies for increasing access to the school by pupils with disabilities.

This details strategies which increase the extent to which disabled pupils can participate in the school curriculum. Improving the physical environment of the school has been a recent priority. An environmental audit of pathway routes and access was completed to improve the physical environment. Tactile paving was laid around the school and the school showed its commitment to improving access to communal areas by purchasing portable ramps. The incorporation of visually explicit department signage has also been introduced.

In addition to the provision of clubs and programmes outlined above, West Hatch is committed to increasing access to the National Curriculum for all through quality teaching. Our Teaching and Learning policy covers issues such as differentiation, learning styles, inclusion of students with additional educational needs and behaviour management.

An effective target setting system exists within the whole school, further tracking and monitoring of pupils progress with additional needs is undertaken by the SENCo and Learning Support Department through

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the use of Pupil Passports. The SENCo uses Provision Mapping to ensure there is access of resources across the cohort.

The SENCo also analyses data, tracking progress of students with additional needs across the key stages to ensure West Hatch is providing a high quality education to all pupils. Any trends arising are targeted in the following year's SEN Evaluation and Development Plan and Departmental Improvement Plan.

The Governing Body's policy on pupils with SEN focuses on:

- the early identification of pupils with additional needs
- the availability of written material in alternative formats
- the ability of the school to produce large print transactions and symbol materials.

Each of these areas has been addressed and the school has met these targets. The use of symbol material is used with a small number of students who have failed to acquire basic literacy skills.

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ACCESSIBILITY PLAN 2014-2015

Increase the extent to which SEND (Special Educational Needs & Disabilities) pupils can participate in the school curriculum

Targets	Strategies	Outcome	Timeframe/ Responsibility	Goal Achieved
Identify disabled pupils at primary schools who will in time transfer to West Hatch	<p>Meetings with key staff in all the primary schools where pupils come to us.</p> <p>Contact partner special schools.</p>	Pupils identified with timescale of entry. Primary school to identify primary need and possible provision.	SENCo & Transition Manager Summer Term	List of potential pupils with provision requirements.
Ongoing training for teachers to ensure SEND pupils have their needs met.	<p>Audit skills and competencies of teaching staff.</p> <p>Identify teachers to benefit from a programme covering:</p> <ul style="list-style-type: none"> • Differentiation of the curriculum. • Provision of appropriate teaching resources. • Teaching and learning practices. • Further resources available from LA and other support services. (See local offer on website) 	Teachers enabled to apply appropriate teaching styles and provide opportunities to accommodate a range of learning opportunities, in particular to ensure we meet the needs of new entrants in Year 6.	SENCo & Team Throughout the year	Increased access to the National Curriculum for all through quality first teaching.
Training for teacher(s), and Learning Support Assistant(s) in areas of all needs for example: Hearing impairment Visual impairment Sensory impairment Autistic spectrum disorder Speech and language difficulties Specific learning difficulties	A mixture of internal and external courses attended. Parents invited three times a year to share their strategies.	Teacher(s), Learning Support staff/ Higher Level Teaching Assistants with specialist training/qualifications and liaison with parents	Three times per year as stated in the Code of Practise.	Quality specialist support in the classroom and within the Learning Support Centre.

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EXTRA CURRICULAR ACTIVITIES

SCHOOL VISITS

As a matter of policy the school promotes a wide range of day and residential trips. These include those closely connected with the curriculum, such as field study visits to France, Norfolk and Dorset. There are also visits to the battlefields in Northern France, and regular theatre trips to support the school's programme of Drama and English. Visits are also made to the Imperial War Museum, Holocaust Centre, Synagogues, The Science Museum, the Tate Modern and Art Galleries. The Languages Department's programme includes study trips to France.

School trips as such are not compulsory although we do recommend them as we feel the benefits for students are considerable. We are dependent upon the costing being met by voluntary parental contributions.

SPORTS AND GAMES

The school participates in Inter-school, District, Inter-County, as well as some National events. They obviously attract the very able, competent performer. We believe that competition is healthy at all levels and encourage all pupils to participate in our termly inter-form events. We have had successes in rugby, basketball, football, athletics, hockey, netball and cross country. We are county champions in basketball, rugby, football and netball. We have won the All English Schools Athletics Association Track & Field Cup in the past and have pupils representing England and the county in a number of sports. We have been awarded national recognition with SPORTS MARK status which recognises the quality of provision and opportunities available.

Sports Tours are a regular feature of life at West Hatch and have included Scotland, Ireland, Dubai and Lanzarote.

OTHER ACTIVITIES

We have a team building experience for all Year 7 pupils at Lambourne End, skiing trips to Europe, Canada and America and The Duke of Edinburgh's Award at Bronze and Gold Level. We have challenge/team building events in the Sixth Form and a Trips Week at the end of the summer term.

MUSIC

Students have recently performed at the Royal Festival Hall, The Guildhall and other high profile London events. Our samba band continues to flourish and we have several choirs, instrumental groups and bands at KS3, 4 and 5.

PUBLIC SPEAKING

Although pupils are given many opportunities to express their views, the formal skills of public speaking for competitions and performance are encouraged by in house debates and events. Pupils also represent the school in local events and have been very successful in winning awards. A team with representatives from West Hatch debated in the House of Commons.

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COMPETITIONS

With the development of the House system, the frequency of competitions has increased dramatically in school. Students are now able to access a competition from every department every year and gain points for their House and themselves to spend on Vivo.

We also have good numbers of pupils every year entering local regional and national competitions, with a good track record of success. Most notable achievements lie in the “Maths Challenge”, “Master Chefs”, “Taste of Success”, “Active Kids Get Cooking” and the “Make Your Mark” challenge.

Recently, pupils won a Mental Health competition out of 17 schools performing a piece they had devised at Essex University.

They reached the Chemistry Challenge Final, held at Imperial College London out of 250 schools across the Country and were proud winners of the Anglia Ruskin Stock Market Challenge out of 20 schools.

DRAMA

We have a purpose built Drama studio and each year stage a number of very accomplished performances. The recent very successful whole school musical “Oliver” had a string of performances and was performed for the whole school on the last day of term. Every year students perform Shakespeare at the Kenneth More Theatre. In recent years this has resulted in performances of Macbeth, As You Like It, The Tempest, to name but a few.

DANCE

Dance Club is very popular leading to three very successful dance evenings staged by pupils.

We also run a number of lunchtime clubs open to all.

PREFECTS

We have Prefect status awarded to pupils in Year 11 who have shown themselves worthy of this important role. They work very closely with the Sixth Form Prefects representing their Houses and the school at a number of events as well as fund raising and involving themselves in the wider work and life of West Hatch.

PEER MENTORING

Each year around twenty five sixth form students are trained as Peer Mentors and are available daily at lunchtimes to assist younger pupils who may be experiencing friendship difficulties or problems in settling in. Over the past few years they have provided an excellent service supporting our pupils in a variety of ways.

INTERNATIONAL SCHOOLS STATUS (GOLD AWARD)

We are very proud to have received this award in recognition of the many trips and activities which Staff run for our students. We have had expeditions to Brazil, Ecuador and Ghana where students were involved in the World Challenge. We have trips to Sri-Lanka where students work for a month in an orphanage we support. We had groups that visited China and India. We are indebted to our many Staff who organise such events giving such wonderful opportunities to our students. Our next trip is to Kenya in the summer of 2015, where students will climb Mount Kenya, trek and work on a community based project.

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THE SIXTH FORM AT WEST HATCH

West Hatch is an 11-18 institution and has a long established Sixth Form at the heart of the school. The Sixth Form has grown from strength to strength and offers a full range of AS and A2 courses alongside a number of vocational courses. The Sixth Form retains all the strengths of the main school whilst having a distinctive identity.

Pupils are given the opportunity to become involved in community work, both within the school and in the local area. Opportunities arise for involvement as leaders or key players in school, such as at dramatic, musical or sporting events. Pupils are given the chance to develop leadership skills and are awarded Prefect status if they have shown commitment to both their work and West Hatch over a period of time. We have a Head Boy and Girl each year who play a leading role in school life. Together they lead the Sixth Form Committee.

Students are able to follow schemes leading to recognised awards such as The Duke of Edinburgh's Award and Youth Leaders Awards. Staff are committed to developing programmes of community service which are challenging to the students and encourage them to develop a caring approach to others.

We offer extensive support for UCAS, employment applications and apprenticeship schemes. We prepare students for Oxbridge entry, selective universities/medical school. We have visiting speakers and university admission tutors offer support to students in finding work shadowing, internships and placements. The vast majority of our students are successful at gaining places at their first choice university.

We offer a well-established curriculum including 25 A Level subjects, Level 3 vocational courses in Travel & Tourism, IT, Performing Arts, and Sports Development Coaching & Fitness, Dance, Science,

Fashion & Clothing & Childcare & Education.

The Sixth Form have their own centre housing a Common Room, Cafeteria and extensive Study Centre. In creating an attractive picture of themselves for when they leave, students are given opportunities to

- Perform at a number of high profile events in London, e.g. Painters Hall, the Guildhall, Mansion House and the Royal Festival Hall.
- Organise events, e.g. Fashion and talent shows, social events such as, a summer ball, river cruises, fun sports days, live lounge and multi stage band nights.
- Become involved in the Sixth Form Committee, charity fund raising, taster driving lessons, running their own company, sports tours and ski trips, debating and public speaking, the Global Young Leaders Award together with a number of nationally recognised and general leadership qualifications.

A separate Sixth Form prospectus giving full details is available and applications are welcome from our own students and from those outside.

A Sixth Form Open Evening will be held on Thursday 13th November 2014. Please check our website for details:
www.westhatch.essex.sch.uk

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PUPIL CARE & SUPPORT

The aim is to provide a caring, tolerant community where the emphasis is on consideration for others and high standards of behaviour.

All full-time staff undertake a pastoral and tutorial role as a Form Tutor, and this is seen as providing the key link between home and school. Eight Form Tutors are led by a Head of House of which there are six in total. The Form Tutors move up with the pupils to provide continuity of care. Assistant Headteacher, Miss McVitee, leads the Heads of House and has overall responsibility for behaviour, pupil welfare and inclusion.

Great importance throughout the school is attached to high standards of conduct and the formation of good character. There are general expectations to ensure the smooth running of the school community and these are set out in the booklet entitled '*Introducing West Hatch*', which is issued to all students when they join the school. Parents will also be asked to support the work of the school. Indeed, the school sees close home-school links as a winning formula for success. We have a well-established Student council.

Discipline is firm but fair. We work on the basis that children will respond to the positive approach of trust and encouragement, praise and reward. Achievement is recognised and celebrated in many ways - at Assemblies and through Reward points, School Achievement Awards and at the Upper and Lower School Achievement Evenings, etc. When punishment is necessary, it usually consists of reprimand, referral through the Referral Procedure, parental involvement, School Community Service or referral to senior pastoral staff.

In order that an individual does not disrupt the work of the rest of the class, a room is available each period, in each department,

where pupils are sent to. Pupils are then seen by the relevant Head of Department or a senior member of staff. On some occasions, parents may be invited to the school to discuss particular problems. In serious cases of indiscipline, the Headteacher may exclude a pupil from the school and the case may be referred to the Governing Body. Parents have a right of appeal in such circumstances. There is a complaints procedure if parents are concerned about any aspect of school life and in the first instance they should contact the Headteacher.

THE SCHOOL AND THE LOCAL COMMUNITY

The school works very closely with local Rotary groups and pupils perform at various events, i.e. Youth Makes Music, Rotary village fete and at public speaking events. Students also assist the local Chigwell Parish Council with litter picks in the local area.

ASSEMBLY AND COLLECTIVE WORSHIP

West Hatch High School has always valued the opportunity to draw the school community together to share and celebrate the spiritual, moral and cultural dimensions of life. There is an annual programme drawn up which allows for recognition of some of the important religious festivals and other national moments of remembrance and reflection. The school prides itself on the fact that the diversity of religious and home backgrounds has been united at these collective moments and that no parent has felt the need to exercise their right of withdrawal.

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RELIGIOUS EDUCATION

Religious Education at West Hatch High School is in line with the Essex Agreed Syllabus. It reflects the Aims of Religious Education as set out in the DfE guidelines, to "*develop pupils' knowledge, understanding and awareness of Christianity, as the predominant religion in Great Britain, and the other principal religions represented in the country; to encourage respect for those holding different beliefs and to help promote pupils' spiritual, moral, cultural and mental development.*"

TUTORIAL, PSEC PROGRAMMES AND CITIZENSHIP

In Years 7 - 13, pastoral time is provided to follow a programme aimed at developing social and personal skills as appropriate to pupils' age and needs. Through topics and discussion, skills and understanding are developed. Areas covered include careers advice, citizenship, health and environmental education and personal and social development.

CHARITIES

West Hatch High School pupils are actively encouraged to use their talents and energies to help others, particularly those who are less fortunate than ourselves. A number of events take place throughout the year, ensuring that pupils find something in which to participate. The school responds positively to students who are keen to organise help for charities which they particularly wish to support. A whole range of local and national charities have been supported over the years with significant sums raised.

THE PARENTS' VOICE

This is an active parent body who works closely with the school. They provide a very useful sounding board when new ideas are being introduced or existing areas of school life are being reviewed. They support the school at a whole range of events and help generate income by organising social and fund raising events.

They run a 'nearly new' uniform shop and have a presence at most school events that take place.

It is hoped that all parents will want to give active support to the Parents' Voice. They are always very pleased to hear from any parent who can help in any way. The school too would warmly welcome offers of support from parents, such as Work Experience placements. The Parents' Voice were winners of a National Award recognising Outstanding Partnerships with parents and the wider community. We are very proud of this achievement and feel it rightly recognises the good work they do.

SCHOOL TRANSPORT

Transport arrangements to and from school can be made in a variety of ways. The options for public transport include, walking from Chigwell London Underground Station to school, taking a range of buses, some operating under a contract to the local authority which travel in a variety of directions. Any questions relating to travel should be addressed to General School Transport Enquiries at Essex County Council. Some parents drive their children to school and we ask that parents do not drive onto the school site to drop off or pick up children.

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SOME PRACTICAL DETAILS

SCHOOL HOURS

School begins at 8.45am and finishes at 3.05pm with a twenty-minute morning break and half an hour for lunch. Pupils should be in school by 8.40am to ensure they are not late to lesson.

Pupils have 25 one-hour lessons per week. Registration, assemblies and break add a further 50 minutes per day. All students, except Sixth Form, are expected to stay in school throughout the day.

Homework is in addition to the normal school day.

THE SCHOOL DAY

School starts	08.40
Period 1	08.45 – 09.45
Period 2	09.45 - 10.45
Morning Break	10.45 – 11.05
Period 3	11.05 - 12.05
Period 4	12.05 – 13.05
Lunch – Newton, Roddick, Fiennes	13.05 - 13.35
<i>Registration/Period 5 - Pankhurst, Brunel, Austen</i>	
Lunch – Pankhurst, Brunel, Austen	13.35 – 14.05
<i>Registration/Period 5 - Newton, Roddick, Fiennes</i>	
Period 6	14.05 – 15.05

Please Note – the lunchtime/P5 rota changes every term

TERM AND HOLIDAY DATES FOR PUPILS 2014/2015

Term starts	<i>Monday 1st September 2014 (Staff Training)</i> Tuesday 2nd September 2014 Y7 & 13 only Wednesday 3rd September 2014 – All Pupils
Half Term	Monday 27th October to Friday 31st October 2014
Term Ends	Friday 19th December 2014
Term starts	Monday 5th January 2015
Half Term	Monday 16th to Friday 20th February 2015
Term Ends for Easter	Friday 27th March 2015
Term starts	Tuesday 13th April 2015
Bank Holiday	Monday 4th May 2015
Half Term	Monday 25th to Friday 29th May 2015
Term Ends	Friday 17th July 2015
Term starts	Tuesday 1st September 2015

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UNIFORM

Our distinctive school uniform is an outward sign of belonging to West Hatch and we believe in its importance. Acceptance of a place commits parents to ensuring that their sons and daughters come to school in the correct uniform and are of smart appearance. On their journey to and from school pupils are seen by the general public as ambassadors for the school and their behaviour and dress must reflect this.

A full list of uniform and PE kit is sent to parents allocated a place; price lists are available from the recognised school outfitters, from whom the * items of specific uniform must be obtained. They are:-

Carolina's, 708 Chigwell Road, Woodford Bridge (0208 504 6420)

Forest Casual Wear, 144 High Road, Loughton (020-8508 2848)

John Lewis Partnership, on-line at www.johnlewis.com

GIRLS Black blazer*, black knife pleat skirt or grey trousers* and pink striped blouse*

BOYS Black blazer*, black trousers, white shirt and tie*

PE Kit* (Girls & Boys)

All boys in Years 7 – 11 are expected to wear the 'clip-on' school tie.

All outdoor coats must be plain black with no logos or stripes.

Jumpers Years 7 – 10 'v' neck dark grey jumper from suppliers*. No cardigans are allowed.

Year 11 - 'v' neck black jumper with or without logo from suppliers*. No cardigans are allowed.

* All students must have their House badge on their blazer (on their jumper if they are a Year 11 pupil)

All pupils wear plain inexpensive black shoes with no accessories or colour. These must not be trainers, converse trainer like shoes or Prada shoes with a red tongue, ankle boots or canvas shoes/plimsolls are also not acceptable.

The Parents' Voice runs a 'nearly new' uniform shop. Please contact the School Office for further information.

TRANSITION FROM PRIMARY TO SECONDARY SCHOOL

Pupils come to West Hatch from many different primary schools, but our aim is to make the transition as smooth as possible, with our senior staff having regular contact with primary colleagues. In the Autumn we have our Open Evening. Then in May/June, those families allocated a place for September come to the school for an Information Evening and there is an introductory day for pupils to gain a taste of West Hatch life and one to one interviews with senior staff also take place. The first day of term in September is only for the new intake so that they become familiar with the school before the full timetable gets under way.

OPEN EVENING FOR PROSPECTIVE PARENTS

All prospective parents are warmly invited to come to our Open Evening which will be held at West Hatch High School on **Thursday 16th October 2014 at 6.30 pm**. The Headteacher will speak at 7.00pm and at 7.45pm; there will be conducted tours throughout the evening.

WEST HATCH HIGH SCHOOL

PROSPECTUS FOR SEPTEMBER 2015

APPLICATION PROCEDURE

A Common Application Form must be completed and returned to the home LA (Essex or Redbridge) by the deadline date set by them each year. A duly completed Evidence of Address Form, obtained from the School, accompanied by an original Council Tax Form, two original latest utility bills and original birth certificate must be received at the school by the deadline set by the school each year. They are then considered by the Admissions Committee of the Governing Body in strict relation to the published admission criteria.

Full details are given in the *Admission Prospectus* enclosed. In broad terms, the criteria are 'siblings' followed by 'nearness'. Every year the school is heavily oversubscribed so strict adherence to the detailed admissions arrangements has to be made.

OVERALL PROSPECTUS DETAILS

Please note that the information given in this prospectus and its various supplements was correct at 18th July 2014 as far as planning for September 2015 is concerned. It is possible that there will be subsequent changes affecting the relevant arrangements before the start of the 2015/2016 academic year and changes may well arise thereafter. Please contact the school if you wish to seek more recent information.

STAFFING

There are more than 85 teaching staff with specialist qualifications, many of whom have been at West Hatch for a number of years; they constitute a most committed and highly qualified team. Our policy is to recruit and retain the best possible staff. The teaching is supported by a team of over 70 non-teaching staff – Administrative and Finance staff, Technicians, Librarian, Support Assistants, and Catering staff.

BREAK AND LUNCHTIME PROVISION

There is an impressive range of hot, cold and snack items, both at lunchtime and morning break. Almost all pupils stay at school for lunch; those leaving the site must obtain a pass and have a parent at home if they are not eating at school. Just recently the unit received one of the highest awards on inspection ever given to a school kitchen. We also operate a breakfast service on a daily basis.

SUPPORT SERVICES

Attendance is closely monitored and parents are required to call in on each day of absence and to provide notes explaining any absences. Regular and punctual attendance is an essential ingredient for success at school; parents need to understand that the Governing Body's policy is totally opposed to family holidays being taken in term time and permission is not granted.

SCHOOL'S WEBSITE

We are very pleased to announce that further information is available at www.westhatch.essex.sch.uk. Prospective parents are invited to visit the site which contains information about the school.

WEST HATCH HIGH SCHOOL

PROSPECTUS FOR SEPTEMBER 2015

SCHOOL EXAMINATION RESULTS
YEAR 11: SUMMARY OF GCSE RESULTS SUMMER 2014 - *Unvalidated*
 The 'league table' figure for 5 or more A*-C passes with
 English and Maths = 68.9 %

PUPILS	ENTERED FOR 5+ GCSES	ACHIEVING		ENTERED FOR 1+ GCSE	ACHIEVING 1+ A*-G	NO A*-G	NOT ENTERED	AVERAGE PUPILS' POINT SCORE
		5+ A*-C Inc E & M	5+ A*-G Inc E & M					
Boys	93	63	86	93	93	0	0	352
Girls	90	63	88	90	90	0	0	382
Total	183	126	174	183	183	0	0	368

Number of pupils aged 15 at 31.8.2014 = 183 (93 boys, 90 girls) No of pupils not entered = 1

Year 11 GCSE 2014

Subject	Entries	A*	A	B	C	D	E	F	G	U	X
Art & Design	29	0	8	11	9	1	0	0	0	0	0
Biology	30	7	7	14	2	0	0	0	0	0	0
Business Studies	39	0	3	7	14	10	2	3	0	0	0
Catering	14	1	0	6	3	2	2	0	0	0	0
Chemistry	61	9	18	25	6	3	0	0	0	0	0
Design & Technology: Resistant Materials	25	0	4	7	11	3	0	0	0	0	0
Drama	32	1	3	11	12	3	2	0	0	0	0
Economics	17	0	1	5	6	2	2	0	1	0	0
English	56	0	1	1	18	29	5	0	2	0	0
English Language inc IGCSE	127	3	20	52	52	0	0	0	0	0	0
English Literature inc IGCSE	127	3	19	41	43	10	10	1	0	0	0

WEST HATCH HIGH SCHOOL
PROSPECTUS FOR SEPTEMBER 2015

Year 11 GCSE 2014 - continued

Subject	Entries	A*	A	B	C	D	E	F	G	U	X
French	64	1	4	18	22	17	2	0	0	0	0
Geography	68	8	7	12	25	13	3	0	0	0	0
History	56	2	10	12	9	15	6	2	0	0	0
ICT : AIDA Level 2	19	3	8	5	3	0	0	0	0	0	0
ICT : CIDA Level 2	32	2	7	20	3	0	0	0	0	0	0
ICT : CIDA+ Level 2	15	0	0	11	4	0	0	0	0	0	0
Mathematics	183	8	19	38	79	18	9	8	3	1	0
Media Studies	33	0	2	6	12	7	5	1	0	0	0
Music	12	0	2	5	4	1	0	0	0	0	0
PE Option	33	2	10	11	8	2	0	0	0	0	0
Performing Arts Double	16	0	0	1	4	9	2	0	0	0	0
Physics	61	5	12	29	13	2	0	0	0	0	0
Religious Studies	22	2	4	6	5	3	0	2	0	0	0
Science: core	94	0	2	10	43	33	5	1	0	0	0
Science: additional	67	0	2	9	23	22	7	1	3	0	0
Spanish	8	0	0	2	3	3	0	0	0	0	0
BTEC Dance Certificate	36	11	2	13	10	0	0	0	0	0	0
BTEC Sport Ext Cert	100	64	10	10	14	0	0	0	0	2	0
BTEC Sport Diploma	23	21	0	2	0	0	0	0	0	0	0
BTEC Travel & Tourism Cert	2	0	0	0	2	0	0	0	0	0	0
BTEC Travel & Tourism Ext Cert	2	0	0	0	2	0	0	0	0	0	0
BTEC Travel & Tourism Dip	13	0	2	11	0	0	0	0	0	0	0
Textiles	25	0	0	3	6	8	4	3	1	0	0
Turkish	1	1	0	0	0	0	0	0	0	0	0

WEST HATCH HIGH SCHOOL

PROSPECTUS FOR SEPTEMBER 2015

Averages for 2014 are as follows:	<u>National</u> <u>2013</u>	<u>West Hatch</u> <u>2014</u>
% achieving 5 A*-C grades including Maths and English	59.2%	68.9%
% achieving 5= A*-G grades or GNVQ equivalent	94.3%	95.1%
Average total GCSE/GNVQ point score per 15 year old pupil on roll	340	368

SCHOOL ATTENDANCE AND OTHER FIGURES FOR 2013/2014

Government regulations require publication of the following figures, which also form part of the School Performance data within the Parents' Charter.

1) The % of half days (sessions) missed through:

- a) Unauthorised absence (no parental note/truancy) 0.73 %
- b) Authorised absence (parental note/sickness etc) 5.44 %

2) Length of taught week = 25 hours

3) Number of pupils on roll (September 2014) with statements of educational need = 23

4) Routes taken by pupils/leavers (as available for 2013/14):

At 16+	a)	Continuing in Education	174
	b)	Employment	1
	c)	Work Based Training	9
	d)	Other	1

At 18+ Essex Careers & Business Service is responsible for the provision of this information.

WEST HATCH HIGH SCHOOL
PROSPECTUS FOR SEPTEMBER 2015

YEAR 13 GCE A LEVEL RESULTS 2014

West Hatch High School A2 Results 2014

Subject	Entries	A*	A	B	C	D	E	U
Art & Design	7	0	0	5	2	0	0	0
Biology	14	1	1	3	3	4	0	2
Business Studies	19	0	0	7	5	3	4	0
Business Applied	28	0	0	10	2	12	4	0
BTEC Sport Diploma	24	19	5	0	0	0	0	0
CACHE	30	0	27	3	0	0	0	0
Chemistry	16	2	5	2	3	3	1	0
Dance BTEC	9	5	1	0	3	0	0	0
Drama	6	0	1	2	2	0	0	0
Economics	5	0	1	0	0	1	3	0
English Language	5	0	0	1	2	0	2	0
English Language and Literature	9	0	0	7	1	1	0	0
English Literature	7	1	0	1	2	2	1	0
Geography	9	0	1	3	2	2	1	0
History	8	0	0	2	4	2	0	0
ICT	5	0	0	1	0	3	1	0
ICT OCR National	8	0	6	0	2	0	0	0
Mathematics	17	2	1	7	0	5	1	1
Media Studies	22	0	0	7	10	4	1	0
Music	2	0	0	0	1	0	1	0
Performing Arts	9	0	0	4	3	1	1	0
Physical Education	12	0	2	2	1	4	3	0
Physics	7	2	0	0	2	1	2	0
Psychology	25	0	0	4	8	8	5	0
Religious Studies	9	0	0	2	3	3	1	0

WEST HATCH HIGH SCHOOL
PROSPECTUS FOR SEPTEMBER 2015

MEMBERS OF THE GOVERNING BODY

Correct as at September 2014

Mr John Haley, Chair, Partnership Governor
Parent with two sons through the school. Appointed Chair of the Governing Body in November 2008. Chair of Finance and Premises Committee and the Admissions Committee. John is a Chartered Surveyor.
Mrs Sheila Weeden, Local Authority Governor
Newly appointed with twelve years' experience as a school governor. Has a professional background working in higher education and working for a Government funding body. Currently works in post-16 education planning.
Mr Adrian Harris, Community Governor
Two sons through the school. Assistant Director, Financial Management, at the University of East London. Chair of Staffing & Salaries Committee and a member of the Finance & Premises Committee.
Mrs Sheila Jones, Community Governor
Two sons through the school. Works full time in an investment bank. Previously on the PTA of a local primary school. Member of the Admissions Committee.
Miss Nancy Lycett, Community Governor
Local Company Director. Former teacher and Chartered Surveyor. Interested in the interface between education and business. Chair of Finance and Premises Committee.
Mr Carl Hansen, Partnership Governor
Finance Director of local timber importer/distributor. Residing in Waltham Abbey, married with three sons. Sixth Form pupil 1975-1977. Member of the Finance & Premises Committee.
Mr Stephen Phillips, Partnership Governor
Past parent of the school. Has served as a Governor of West Hatch for over 25 years. Recently retired as a director of a menswear company. Chair of Redbridge and Havering Independent Custody Visitors Panel (part of The Mayor's Office for Policing and Crime). Member of Admissions Committee and Finance & Premises Committee.

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Mr Sydney Treacher, Partnership Governor
Resides in Chigwell with wide interests in local affairs. Managing Director of a chemical marketing company. Interested in the development of curriculum to encourage expansion of entrepreneurial activity in education. Member of the Pupil Disciplinary Committee.
Ms Sam Avery, Parent Governor
Became a Governor in 2012. Has two sons at the school. Particular interest in Special Educational Needs. Member of the Pupil Disciplinary Committee.
Mr Alan Drake, Parent Governor
Two sons through the school. Currently manages the trading standards, licensing, anti-social behaviour and neighbourhood warden service for Redbridge Council. Member of the Pupil Discipline Committee.
Mr Siraj Sait, Parent Governor
Became a Governor in 2011. Has a son and a daughter at the school. Formerly a legal officer with the United Nations. Research Head and programme leader in Human Rights at the School of Law and Social Sciences at the University of East London. Is our International Links Governor.
Mrs Kiran Suri, Parent Governor
Became a Governor in November 2012. She has a son and a daughter at the school and works in Early Years, at a Children's Centre, currently helping families in need in her role as a Family Support Officer.
Miss Deborah Ward, Parent Governor
Became a Governor in November 2012 and has a daughter at the school. Has worked for Bart's Health NHS Trust for 7 years as a manager in the HR department. Currently studying for a degree with the Open University in Psychology.
Mr Justin van Wijngaarden, Parent Governor
A new Governor with two daughters at the school. A Chartered Accountant working as a Finance Director in the City at a financial services company.
Mrs Sara Trickey, Staff Governor
Joined West Hatch in 2011 and is the Head of ICT. She is officially trained in E-Safety and has taken the school through the accreditation process to successfully achieve the E-Safety Mark.
Mr Ashley Russell, Staff Governor
Joined West Hatch in 2011 as Head of Maths. Has been a member of the governing body at another secondary school.

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Mrs Barbara Trister, Staff Governor

Barbara joined West Hatch in 2006 as a Cover Supervisor. She is now a Learning Mentor and manages the school's Inclusion Unit.

Mrs Frances Howarth, Headteacher

Has been Headteacher since February 1999 and was Deputy Head at the school for six years prior to this.

Mr David Solomons, Associate Member

Formerly a Parent Governor with one son through the school. A retired Deputy Headteacher of a secondary school in Redbridge. Previously a primary school governor. Member of the Pupil Discipline Committee.

- All Governors are appointed for a four year term of office.
- Parents are notified of the election procedures when a vacancy arises for Parent Governors.
- The Clerk to the Governors is appointed by the Governors.
- Letters to the Chair and the Clerk can be sent via the School.

WEST HATCH HIGH SCHOOL

PROSPECTUS FOR SEPTEMBER 2015

ADMISSION CRITERIA

Year 7, Mid-Year & Sixth Form For September 2015

West Hatch High School is an Academy school situated on the boundary between Essex and the London Borough of Redbridge.

Applications are accepted from residents in both Essex and Redbridge.

The Governing Body is the Admissions Authority of the school and has appointed the Admissions Committee to consider all applications to the school on its behalf.

Arrangements for Admission to Year 7 – September 2015

1. The agreed admission number for entry into Year 7 is 189.
2. Places will be allocated strictly in accordance with the School's Admissions Policy which is consistent with admissions law and the School Admissions Code issued by the Department for Education.
3. You must complete **two** forms if you would like your child to be considered for entry into Year 7 at West Hatch High School in September 2015.
 - (1) Your Local Authority **Common Application Form**, which should be completed and returned to them online or by post by **Friday 31st October 2014**; and
 - (2) An **Evidence of Address Form**, which can be obtained from the school's Admissions Secretary or website at www.westhatch.essex.sch.uk, and should be returned to the school once completed. *This form*

is required even if West Hatch is not your first preference.

The Evidence of Address Form and supporting documentation should be sent to the Admissions Secretary, by post or brought into the school in person. The deadline for this is **Friday 7th November 2014**. The School's address is High Road, Chigwell, Essex IG7 5BT.

Evidence of Address should include original documents. These will be photocopied and returned to you. A council tax bill, the child's Birth Certificate or Passport, two utility bills (e.g. gas, electric, water or landline phone) and, if applicable, your tenancy agreement and a tenancy statement must be provided. All bills should be recent or dated within the six months May to November 2014.

The Evidence of Address Form and the supporting documents supplied to the school will be acknowledged by letter and a reference number issued.

4. Essex will advise the School of applications made to it, including those from Redbridge. At this point, the Admissions Committee will consider all the Evidence of Address Forms submitted. However, the Admissions Committee will not consider Evidence of Address Forms if a Common Application Form naming the school has not been received by Essex or Redbridge.
5. Applications will be processed on the basis of the home address of the child at the time of application and determination. The home address is considered to be the address at which the child resides on a permanent basis and is generally the address of the parent/legal guardian.

WEST HATCH HIGH SCHOOL PROSPECTUS FOR SEPTEMBER 2015

6. Allocation will be based on the information that is given on the Common Application Form and Evidence of Address Form, prevailing at the deadline of 7th November 2014.
- Subsequent changes of address cannot be used to enhance the 'nearness' to the school.
- If you know you are moving house at any time during October 2014 to the start of term in September 2015 you **must** notify the School and your local authority.
- The Admissions Committee may consider an application invalid and withdraw the offer of a place at any time, if any of the information given on the Common Application Form or Evidence of Address Form proves to be inaccurate. The Admissions Committee also reserves the right at any stage to carry out any enquiries it deems necessary to check information given by the applicant.
- A parent/legal guardian who obtains a school place by deception, but does not have the place removed due to the Admissions Committee considering the best interests of the child, will not be able to gain priority over other applicants by using the Sibling link for subsequent children in future years.
7. National Offer Day - Your Local Authority, Essex or Redbridge, will write to you on the 2nd March 2015, to tell you if your application has been successful or not.
8. Late Applications - if the Evidence of Address Form is not received on time, it may not be considered for 2nd March 2015 offer purposes. Instead, it will be ranked according to the School's admissions criteria and put on the Waiting List held by the Local Authority School after December 2014.

Where the number of applications for admission is greater than 189, applications will be considered against the criteria set out below:-

1. Looked after children

A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989). A 'looked after child' includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

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, excluding the final year, irrespective of place of residence. A sibling link to a child in Year 11 or Year 12 at the time of application and determination will be taken to exist where there is a reasonable expectation that the 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.

WEST HATCH HIGH SCHOOL

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3. Children of Staff

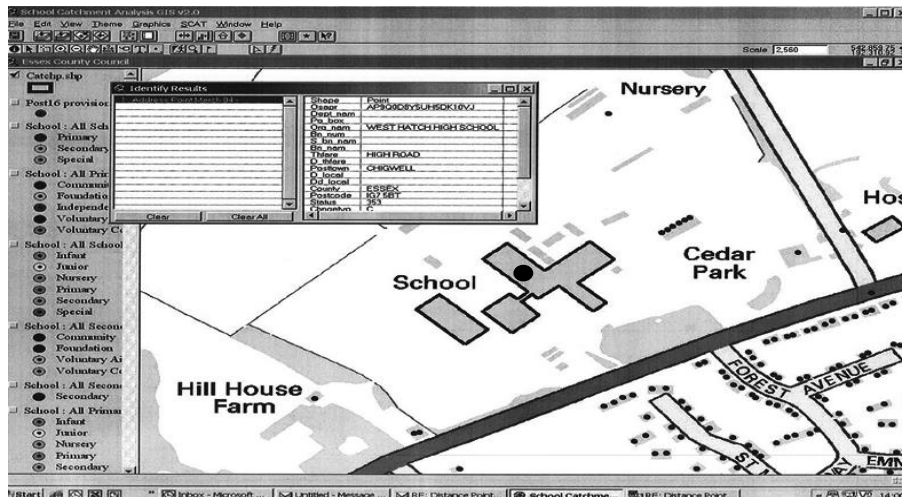
Children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage.

4. Proximity nearness

West Hatch High School has no Catchment area or named Feeder Schools.

The qualifying distance on National Offer Day varies from year to year. Please see the "Breakdown of Successful Applicants" overleaf.

The diagram below shows the point of measurement used by the Local Authority.



- Centre of School Hall

The School has a "Zones" system in which concentric circles are drawn on a map around the School. The circles are different sizes but have the same middle/starting point. There are nine Zones A, B, C1, C2, D1, D2, E, F and O. The Standard Admission Number of 189 is usually reached in either Zone D1 or D2. Therefore, whilst applications from Zones A, B, C1 and C2 are normally successful, those from D2 and beyond are normally unsuccessful on National Offer Day. Subsequently, Zones D2 and E may be reached.

To get an approximate straight line distance measurement go to www.freemaptools.com and select "Distance between UK Postcodes". Enter your postcode and the School's postcode which is IG7 5BT and note the distance "as the crow flies". Please be aware that Essex will provide the School with more accurate measurements for the purpose of admissions. The "Freemaptools" website is given for guidance only.

Children with Statements of Educational Need (SEN)

Children with Statements of Education Need will normally be admitted to the school regardless of their place in the admissions criteria, provided that the School can meet the child's needs.

Special or Medical Circumstances

The Admissions Committee will consider applications of exceptional individual medical and/or family circumstances, if fully supported by professional documentation from a doctor or other registered professional. Evidence should provide the reason why West Hatch is the most suitable school in the locality able to provide appropriate education and what difficulties would be caused if the child had to travel to another school. Individual or exceptional circumstances will not be considered if introduced after the closing date in November 2014.

WEST HATCH HIGH SCHOOL

PROSPECTUS FOR SEPTEMBER 2015

Continued Interest / Waiting List

Following National Offer Day, West Hatch High School will maintain its continued interest/waiting list until the end of the autumn term. If you would like your child's name to remain on the waiting list thereafter, please contact the School's Admissions Secretary in writing either by post or via email to confirm this. The email address is admin@westhatch.essex.sch.uk. Please note that a child's waiting list position can change as a result of an offer of a place being made or as new applications for the School are received. If you would like to know your child's position on the list please contact the School's Admissions Secretary on 0208 504-8216.

Making an appeal

Unsuccessful applicants can exercise their statutory right to appeal to an independent appeal panel. Please contact the School's Admissions Secretary on 0208 504-8216, or via email, admin@westhatch.essex.sch.uk, to request an appeal form.

Application Statistics

In order to offer a guide to the likely allocation of places, the following statistics are taken from last year's applications. Please note that figures do vary from year to year.

By the closing date (October 2013) a total of 604 applications (all preferences) from both Essex and Redbridge had been received for the 189 places for 2014 entry.

Breakdown of Successful Applicants

	September 2014 Entry	September 2013 Entry
Looked After Children	1	0
Previously Looked After Children	1	2
Statemented Children	1	5
Siblings	62	57
Staff Children	1	-
Special Circumstances	0	0
Distance Criteria	123	125
Distance Reached on National Offer Day	1.337 miles (straight line)	1.5 miles (straight line)

WEST HATCH HIGH SCHOOL

PROSPECTUS FOR SEPTEMBER 2015

MID-YEAR APPLICATION ARRANGEMENTS

FOR ADMISSION 2014-15

If you would like to make a mid-year application please contact the School's Admissions Secretary on 0208 504-8216 to obtain an Application Form.

The School has a Published Admissions Number of 189 in each Year Group (Years 7 to 11). This means that in each year group the school is considered to be full at 189 pupils.

All mid-year applications will be considered against the following criteria:

- a) The size of the Year Group at time of application.
- b) Any exceptional individual medical and /or family circumstances fully supported by professional documents/letters, which provides evidence as to why West Hatch is the most suitable school in the locality able to provide appropriate education, and what difficulties would be caused if the child had to travel to another school.
- c) Proximity of the child's home to the school.

1. For all mid-year applications, the Admissions Committee reserves the right to pursue supporting school documentation and professional advice to verify the information given on the application form.
2. In considering the application against the above stated criteria, the Admissions Committee will also consider any possible prejudice to existing pupils at the school as well as to applicants already declined admission to the relevant Year Group.
3. If requested in writing, by phone or email, unsuccessful applicants will be placed on the School's Waiting List in the relevant Year Group and in order of proximity to the school. The List will be examined whenever a place or places have become available.
4. Repeat applications will not be considered in the same academic year unless it can be demonstrated to the Admissions Committee that there has been a major change of circumstance relevant to the previous application.

Making an Appeal

Unsuccessful applicants can exercise their statutory right to appeal to an independent appeal panel. Please contact the School's Admissions Secretary on 0208 504-8216, or via email, admin@westhatch.essex.sch.uk, to request an appeal form.

WEST HATCH HIGH SCHOOL

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ADMISSION TO THE SIXTH FORM

West Hatch will admit a minimum of 189 students in Year 12. The school has set a maximum Sixth Form size of 378.

The school will admit students to the Sixth Form where it is able to offer a programme from which they will benefit and for which they are suitably qualified.

The school will give priority to pupils currently attending West Hatch High School who have achieved the required grades.

In the event of over-subscription those living nearest the school will be given higher priority.

For more information and guidance on all courses offered please refer to our Sixth Form Prospectus, which can be found on our Website at www.westhatch.essex.sch.uk or contact the Sixth Form Admissions Secretary on 0208 504 8216.
