



# **ADMISSIONS POLICY**

2024-25

**APPROVED BY HELENA ROMANES SCHOOL  
LOCAL GOVERNING BODY**

**THIS POLICY IS REGULARLY REVIEWED  
FOLLOWING RECOMMENDED GUIDELINES**

# **THE HELENA ROMANES SCHOOL – ADMISSIONS POLICY**

## Introductory Statement

The Helena Romanes School has been commissioned by Essex County Council in response to an increase in demand for primary school places and is the County's second all-through school. The school will be distinctive from other schools. Students will make outstanding progress through curriculum continuity, and will not be affected by phase breaks. Cross phase teaching will enable teachers to share expertise and resources to maximise the progress of every child.

Part 1 of this policy relates to the Primary Phase

Part 2 of this policy relates to the Secondary phase

## **PART 1 - Primary**

**Admissions Numbers: The school has an admissions number of 30 for entry into Reception.**

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number are received, the Academy Trust will offer places at the school to all those who have applied.

### Application Process

If your child is due to start school for the first time in Reception from September 2024, the admissions timetable will be in accordance with the Essex County Council Primary Schools Admission Timetable 2024-2025. Applications can be made from 9 November 2023 (NB, this date may be subject to change).

Applications for admission to Reception should be made directly to the school by 15 January 2024. Offer letters will be sent on 16 April 2024.

For further details visit [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

## **PART 2 - Secondary**

**Admissions numbers: The school has an admissions number of 270 for entry into Year 7. 30 of these places are automatically reserved for pupils on roll in Year 6 of the school's primary phase; if unallocated these will be used for the remaining criteria. The remaining 240 places are available to external applicants.**

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number are received, the Academy Trust will offer places at the school to all those who have applied.

### Application Process

If your child is due to start secondary school for the first time from September 2024, the admissions timetable will be in accordance with the Essex County Council Secondary Schools Admission Timetable 2024-2025. Applications can be made from 11 September 2023.

Applications for admission in Year 7 must be made direct to the Local Authority by 31 October 2023. Offer letters will be sent on 1 March 2024.

For further details visit [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

## Oversubscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

**1: Looked After Children and previously looked after children:** A 'looked after child' or a child who was previously looked after but immediately after being looked after ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order will be given first priority in the oversubscription criteria, ahead of all other applicants, in accordance with the School Admissions Code 2014. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

**2: Children with a sibling attending the school;** A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends The Helena Romanes School in any year group when the child starts school, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. In the case of twins or triplets etc., both or all will be offered places.

**3: Children of Staff:** This will only apply where the member of staff has been employed at the school for two or more years and where they are recruited to fill a vacant post for which there is a demonstrable skill shortage.

**4: Children living in the priority admission area:** The Helena Romanes School has 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. 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 coordinates of each individual property and the school. Distances are reported in miles to three decimal places.

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.

**5: Children of UK Service Personnel (UK Armed Forces)** with a confirmed posting to the area can apply to the local authority in advance of their arrival provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

**6: Remaining applications Tie Break:** In the event of a tie break, priority will be determined by straight line distance from the home to school, with those living nearest having highest priority. If under subscription should occur priority will be determined without regard to the Priority Admission Area. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

## **Additional information**

### Deferred entry for infants

- Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.
- Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday (or on their 5<sup>th</sup> birthday if it falls on the prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### Admissions to Sixth Form

- The admissions number for Year 12 is 270. Admissions for Sixth Form are welcome from external applicants and the same minimum academic entry requirements will apply for both internal and external candidates.
- In the event of oversubscription places will be given to those best suited academically to their chosen courses using predicted GCSE grades as the indicator. Any provisional offers made on this basis will be confirmed to those whose actual GCSE grades meet the requirements on their chosen courses. (Looked after children and previously looked after children who meet the academic entry criteria will retain first priority).
- A full Sixth Form Centre prospectus, including current entry requirements, application guidance and application form, is available from the Sixth Form Office.

### Admission of children outside their normal age group

- Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of the normal year group is being requested.
- When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

### Late applications

- Applications received after the published closing date will be treated in accordance with the coordinated admissions scheme operated by the LA.

### Waiting Lists

- The school will operate a waiting list.
- Where the school receives more applications for places than there are places available, a waiting list will operate. This will be kept by the Local Authority for the first week of the Autumn Term only and by the Academy Trust for the remainder of the academic year. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### Appeals

- All applicants refused a place have a right of appeal to an independent appeals panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Essex County Council should they wish to appeal the decision to refuse a place (please visit [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) for more information on how to appeal). Appeals should be lodged within twenty days from the date of notification that the application was unsuccessful.

### Transition from the primary phase into the secondary phase

- As the school is an 'all through school', children who attend the school in the primary phase are guaranteed a place in the secondary phase.

### Mid-year Admissions

- The Helena Romanes School accepts mid-year admissions for Years R-11 if a vacancy occurs.
- The School maintains a waiting list of those to whom we were unable to offer places in Reception and/or Year7, and, who indicate in writing that they would like to remain on the Waiting List.
- Mid-year applications are processed and incorporated into the appropriate year according to our Admissions Policy.

### Children of UK Armed forces

- The address used on the application will be the postal address or quartering area address provided. Offers will be made in advance of a child's arrival for in-year applications and on the relevant offer date for normal round applications.
- Students attract the Service Pupil Premium if they meet the following criteria:
  - One of their parents is serving in the regular armed services (including pupils with one parent who is on full commitment as part of the full time reserves)
  - One of the parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).
  - They have been registered as a 'service child' on the January census at any point since 2016