



## The Helena Romanes School and Sixth Form Centre

### Admissions Policy 2018-19

Parents whose children live in Essex must apply to the Local Authority (LA) Essex County Council for their preferred secondary school. Parents must use the Common Application Form (CAF) to apply to our school. At the end of August 2017 Secondary Education in Essex booklets, including the CAF and notes of guidance, will be made available to all Year 6 pupils attending an Essex primary, junior or independent school and as far as practicable to Essex pupils attending primary schools in other LAs. Information is also placed on the Essex County Council web site [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). The closing date for applications, including on-line, is 31<sup>st</sup> October 2017. National offer date is 1<sup>st</sup> March 2018. The LA will send offer/refusal letters for places at all schools to parents of all pupils living in Essex by first class post.

The number intended to admit is a maximum of 240 pupils in the year.

In the event of oversubscription, places will be allocated using the following criteria in the order given:

1. Children Looked After (see additional notes);
2. Children from the priority admissions area (map available at the school);
3. Where the child has a brother or sister at the school at the closing date defined above and where this sibling remains at the school when the child starts;
4. Children of staff where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school has been made, and/or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. Remaining applications.

Straight line distance between the home and school will be used as a tie breaker, with those living closest to the school having highest priority. Distances will be measured using the Local Authority's Geographical Information System.

#### **Special Cases:**

Children with a statement of Special Educational Needs that names the school will be given priority over any of the above criteria.

#### **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.

Additional Notes:

### **Looked After Children**

Defined as a looked after child or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. 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 (see the definition in section 22(1) of the Children Act 1989).

### **Appeals**

If a child has not been offered a place at their preferred school their parents have the right to appeal to an independent Statutory Appeals Panel. Detailed information about how to appeal will be sent out by the LA in the offer pack.

### **Late Applications**

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

### **Sibling definition**

For applications made in the normal admissions round and for mid-year applications the school will use the sibling definition outlined by the LA in the Secondary Education in Essex booklet.

### **Waiting Lists**

In the event of oversubscription, the LA will hold a waiting list until the end of the first week of the autumn term. Applicants will be ranked in priority order, according to the admission criteria above. After this date the school will continue to hold a waiting list until the end of the autumn term. The school will also maintain waiting lists for mid-year applications to other over-subscribed years for the duration of the current academic year. All waiting lists will be ranked according to the admissions criteria above.