

# THE SANDON SCHOOL



## ADMISSIONS POLICY 2019

LAST ADOPTION DATE: December 2017

NEXT REVIEW DATE: Autumn 2018



## ADMISSIONS POLICY 2019

1. Students will be admitted at age 11 without reference to ability or aptitude. The school will admit 216 students each September for this age group; the standard number determined by the Governing Board.
2. Where applications for admission exceed 216, the following criteria will apply in the order set out below, to decide which children to admit in September 2019\*.
  - 1 - In accordance with the Department for Education's School Admissions Regulations, priority will be given to a looked-after child\*\* or any other child for which there is a statutory liability to give priority.
  - 2 - Where the child has a sibling at the time of application and offer in any year group excluding the final year unless in that final year there is a reasonable expectation that the sibling will return to the school.\*\*\*
  - 3 - Where the child attends one of the following Primary schools:
    - Danbury Park Community Primary School
    - St John's School, Danbury
    - The Priory School, Bicknacre
    - East Hanningfield Primary School
    - St. Peter's C of E Primary School, West Hanningfield
  - 4- Children of staff at the school in either or both of the following circumstances: a) where the 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 is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - 5 - Proximity of home to school by straight line distance, those living nearest being accorded the higher priority. Straight line distances are calculated by the Essex County Council\*\*\*\*.
3. \* The Chair of Governors will arrange an independent process to make a random allocation if there is more than one child having equal priority for the last available place.
4. \*\*For the purpose of criterion 1, A 'looked after child' includes a child who was previously looked after but immediately after being looked after became subject to 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).
5. \*\*\*For the purpose of criterion 2, please refer to the Essex County Council definition of siblings in the Secondary Education in Essex booklet.
6. \*\*\*\*For the purpose of criterion 5, please refer to the Essex County Council Secondary Education in Essex booklet regarding how distances are calculated.

### **Admissions Procedures 2019-20**

7. The Sandon School Admissions Timetable for 2019-20 will be in accordance with the Essex County Council Secondary Schools Admissions Timetable 2019-20 Chelmsford and Maldon District Schools. Offer letters will be sent direct from the Essex County Council in the first week of March as published in the Essex County Council Secondary Education in Essex booklet.

### **Waiting Lists**

8. Waiting lists are held in accordance with the Essex County Council guidance given in the Secondary Education in Essex booklet.
9. The criteria for the waiting list will be in accordance with The Sandon School's Admissions criteria as stated in this Admissions Policy. Offers will be made from the waiting list only when the number of accepted places falls below 216.

### **Students with Disabilities or Medical needs**

10. Students with disabilities or medical needs who do not have a statement of Special Educational Needs or an Educational Health and Care Plan that name the Sandon School are admitted in accordance with the school's standard admissions criteria.

### **Appeals against admission decisions**

11. Parents have the right to appeal against admission decisions to an Independent Appeal Panel established under statutory regulations for this purpose.

### **Arrangements for parents to visit the school**

12. The school feels it is important to operate an open door policy so that parents always feel welcome and can visit at a mutually convenient time. Senior staff will be available to meet visitors and show them around and to answer any questions parents may have. An Open Evening is held annually in the Autumn Term, includes an address by the Headteacher and provides an opportunity for parents and prospective students to visit different curriculum areas. Tours of the school during a working day are also available during the Summer and Autumn Terms by appointment. In the Summer Term, those students who have been admitted to the school that September will be invited to attend an Induction Day. This day gives them an opportunity to meet staff, experience the routine of a school day and get to meet other new students.
13. Parents of the new Year 7 students are also invited to an Information Evening so that we can give out important information and address any questions.

### **ADMISSIONS TO THE SANDON SIXTH FORM 2019**

14. Students will be admitted into The Sandon Sixth Form from the age of 16 in accordance with the following criteria:
  - The student must achieve an average point score of 5 or greater across all subjects taken at GCSE (or equivalent) level as clarified in the sixth form prospectus, including a point score of 5 in English Language and Mathematics

**And**  
The student should meet any subject specific grades and other criteria as identified in the sixth form prospectus
15. The school cannot guarantee a chosen programme of study. The school reserves the right to limit class sizes for some subjects.
16. The Governors reserve the right to admit a student to The Sandon Sixth Form where they do not achieve an average point score of 5 due to extenuating circumstances previously made known to the school, where their predicted average point score was 5 or greater;

17. The maximum number to admit in the sixth form will be 230. In the event of over subscription to the sixth form, priority will be given to students currently attending The Sandon School, thereafter the general admissions criteria 1, 4, and 5 above will apply.
18. This policy will be well publicised. It will be reviewed at least every year. It was adopted by the Governing board on 4 December 2017.