The Colne Community School's Admission Policy
2018 - 2019

- This policy is formulated in line with the requirements of the Schools Standard and Framework Act of 1998 and follows the guidelines set out in the Code of Practice on School Admissions.
- The School's intended number to admit will be 248 in Years 7 - 11.
- The school serves the local community and offers places to students regardless of ability or aptitude, however, the school does not offer a catchment guarantee.
- Except where stated otherwise in this policy, all applications should be submitted to the Essex County Council, School Admissions, P O Box 4261, Chelmsford, CM1 1GS.

Procedure for Admission of Year 7 Students

a) Admission will be by application through the co-ordinated Secondary Admission Scheme, arranged by the Essex County Council, School Admissions and Transport.

b) Essex County Council arranges the procedures to be followed each year.

c) Parents will be notified of allocation of places during the Spring Term prior to the September admission.

d) In the case of unsuccessful applications parents wishing to appeal against the decision must do so within 20 days of the date on the letter notifying them that their application was unsuccessful. Appeals are dealt with directly by Essex County Council.

e) Applications for admissions to Year 7 received after the first week of the new academic year should follow the same procedure as admissions to Years 8 – 11.

Over Subscription Criteria

Where applications for admissions exceed the number of places available, the following criteria will be applied, in priority order:

1. Children Looked After in the care of the Local Authority will be admitted over and above any other child listed in the criteria below.

2. Children attending one of the following named primary schools: Brightlingsea Junior, Alresford Primary, Great Bentley Primary, Elmstead Market Primary, Millfields Primary and Broomgrove Junior. Named primary school links have no relevance to school transport entitlement.

3. Children with a sibling attending the school at the time of application and determination. (see definition in Secondary Education Essex Booklet).

4. Other children, with priority to those living nearest to the school as measured by the shortest travelling distance by road. (using www.google.co.uk /maps - shortest distance).

5. Children of staff at the school - The school may give priority in their oversubscription criteria to children of staff 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.

In the case of there being more children within any category than there are places available, priority will be accorded to those children who live nearest to the school as measured by road distance.

Admissions to Years 8 – 11

- For mid year applications, a mid year application form needs to be completed and returned directly to the School. A copy of the application form can be requested from:

  The Colne Community School and College
  Church Road
  Brightlingsea
  Essex
  CO7 OQL
  Tel: 01206 309930

  Alternatively a form can be downloaded from the school's website:
  www.colne.essex.sch.uk

  Full details of the mid year application process are provided on the website and in the mid year application form's accompanying *notes*.

- An application for admission to these year groups will be refused if the intended year group of the applicant has already reached the published admission number.
- Parents/Carers will be asked if they would like their child's name to be added to a waiting list.
- In the event that places become available, applicants will be admitted according to the over subscription criteria.
- The waiting lists for the Years 7-11 will be dissolved at the end of each academic year.

Children with statements of special educational needs that name a school in the statement are required to be admitted to the school that is named.

Admissions Appeals

Where applicants are refused a place at the school, parents have a statutory right to appeal against the decision. They should indicate their wish to do so by lodging their appeal within 20 days of that refusal. Parents/Carers may only submit one application for an academic year unless there are significant material changes of circumstances relevant to the application. Appeals are dealt with directly by Essex County Council via their website http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Appeals.aspx

Parents and prospective students are very welcome to visit the school at any time. Please telephone the school to make an appointment.