

Becket Keys Church of England School (BKS) – Admissions Policy 2012/2013

The agreed admissions number for Year 7 of the school will be **150**.

All children with statements of Special Educational Need that identify Becket Keys will be offered places at the school.

Admissions policy 2012/2013

Where the number of applications for admission is greater than the number of places available for any given intake, the following over-subscription criteria will apply, in the order set out below:

1. Children who are looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the date the relevant application for admission is made, and who the local authority has confirmed will continue to be looked after by it in accordance with the said section at the time they will be admitted to the school.
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by BKS.
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship.
4. Becket Keys will have four designated primary feeder schools; the four were chosen because it will be their closest secondary school. The number of places offered in each school reflects the different size of the schools. The four schools are:-

St Thomas' (2.5 FE) - St Peter's (1.5 FE) - St Paul's (1.0 FE) – Larchwood (1.0 FE) FE = Forms of Entry

- If the number of applications in any of the four schools exceeds the allocated number, then 47 places will be allocated to the four feeder schools, subject to a faith based criterion There will be:
 - 19 places at St Thomas'
 - 12 places at St. Peter's
 - 8 places at St. Paul's
 - 8 places at Larchwood

If fewer than the designated number of places are taken up in any one of the above schools, then these will be added to that school's number of places available at criterion 6 below.

The faith criterion will be based on regular church attendance; a Church/Priest's reference confirming attendance will need to be submitted via our supplementary information form, which can be downloaded from our website. This must be submitted by [30th November]; again details

are on our website. If more applications meeting the faith criterion are received in any of the four schools than places are allocated, then they will be offered in order of distance from the home address to the school. As part of the co-ordinated admissions scheme operated by Essex County Council for all maintained schools, straight line distances are calculated by the Local Authority, as defined in the Secondary Education in Essex booklet, by use of a Geographical Information System which accurately measures the distance from the child's home address to the school.

5. A further 28 places will be allocated to pupils who are in attendance at a primary school other than the four designated primary schools, subject to the faith criterion detailed above.

- If fewer than 28 pupils apply for places in this category, then these will be distributed proportionally amongst the 4 designated schools listed in 4) above.
- Thus if over-subscribed, Becket Keys will be limited to a maximum of 75 students (50% of the intake) gaining places on faith grounds.

Distance, as defined in 4), will be used to determine entry if demand exceeds the number of places on offer in this category.

6. The remaining places, **after** applying 1, 2, 3, 4 and 5 above, will be distributed between the four designated feeder schools, in proportion to their size. If the maximum of 75 places is available, they would be distributed as follows:-

- 31 places at St. Thomas' C of E
- 20 places at St. Peter's C of E
- 12 places at St. Paul's C of E
- 12 places at Larchwood Primary School

If the number of places available in this category is reduced by the allocation of places under 1, 2 and/or 3, then the number available will be distributed on the same basis as described above.

If there are unallocated places at any of the four schools under criterion 4, they will be added to that school's total number of places available, shown above. For example, if only 16 of the available 19 places at St Thomas' were allocated using criterion 4, it would mean that 3 places would be added to the existing 31 places to be allocated under this criterion.

Again distance, as defined in 4), will be used to determine entry if demand exceeds the number of places on offer in any of the feeder schools.

If fewer than the designated number of places are taken up in any one of the above schools, then these will be allocated proportionally to the other schools listed.

7. If any places remain after applying the above criteria, they will be offered to any other applicants – again distance, as defined in 4) will be used to determine entry if demand exceeds the number of places on offer.

Notes

Operation of waiting lists

Where in any year the school receives more applications than there are places available, a waiting list will operate [at least until the end of the Autumn term]. This will be maintained by the School and 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. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The parents of pupils on the waiting list will be contacted twice a year to ensure that they wish to remain on the list.

Home Address

The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the parent as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address the Governing Body will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where Child Benefit is paid and where the child is registered with a doctor.

Appeals

Parents who fail to gain a place at BKS for their child can appeal to an Independent Appeals Panel; this will be set up [by the school] [in conjunction with the Local Authority].

Faith Criterion

The faith criterion is based on regular Church attendance and will be applied in this order

- i) Fortnightly attendance at CofE for at least two years
- ii) Fortnightly attendance at another Christian Church (recognised by *Churches Together England and Wales*) for at least two years