

## Admissions - Frequently Asked Questions

Thank you for your interest in applying for a place at our 'Outstanding' Church of England school. We are a highly oversubscribed school and as such we receive a very high number of enquiries about admissions. Please check below to see if we have answered your query in our Frequently Asked Questions. If not, please send your enquiry to [admissions@becketkeys.org](mailto:admissions@becketkeys.org). In the subject line, please quote the name of your child and the year group to which your enquiry relates.

### What is your admissions policy?

We have a published admissions policy which can be viewed on our website here:

<https://www.becketkeys.org/admissions.php>

### Is there a catchment area?

Distance places are offered. Measurements for places are calculated by Essex County Council using a straight line. As a guide, in recent years, 'distance' places have been offered to students living within approximately one mile of the school. Families with a church reference were offered 'faith' places at greater distances from the school.

### How do I apply for a 'Faith' place at Becket Keys Church of England School?

You will still need to make a secondary school admissions application in the usual way using the Common Application Form available from Essex County Council. In addition, you will need to complete a Supplementary Information Form (SIF) and return this directly to the school. This can be downloaded from our website here: [https://www.becketkeys.org/documents/SIF\\_Admission\\_2017\\_FINAL.pdf](https://www.becketkeys.org/documents/SIF_Admission_2017_FINAL.pdf) Alternatively, you can pick up a SIF from our Reception or at our Open Events, to be certified by your priest/minister and returned to the school by no later midday on **Wednesday, 30<sup>th</sup> November 2016**.

### When can we visit the school?

We hold three open mornings and three open evenings in September/October each year. You may register for these events via our website here: <https://www.becketkeys.org/opendays.php>

Unfortunately, due to the number of requests we receive for visits from prospective students, we are unable to offer visits outside of these times except in the case of mid-year places (see below: *What is the procedure for 'Mid-Year' Admissions?*).

### When will I find out if my child has been offered a place in Year 7?

Offer letters are sent out by Essex County Council on National Offer Day. Usually, this is at the beginning of March. Please see Essex County Council's Admissions pages for further information.

### How do I find out where my child is on the waiting list for a place in Year 7 place for September 2017?

When the school receives more applications than there are places available, a waiting list will operate until at least the end of the first academic year. Essex County Council maintain the waiting list for the school up to the end of the first week of the autumn term. During this period, to find out where your son/daughter is on the waiting list, please contact Essex County Council Admissions Department on 0845 603 2200 or check his/her position online via Essex County Council's website. Details of how to do so will be sent to you in the letter from Essex refusing your son/daughter a place at this school.

A second waiting list is maintained for 'faith' places alongside the 'main' waiting list. If you made an application for a 'faith' place, provided you met the 'faith' admissions criteria, if you were not offered a place, your son/daughter will automatically be added to the 'faith' waiting list and the 'main' waiting list. Both lists are maintained by Essex County Council until the first week of the autumn term. If a place becomes vacant, it will be allocated to a student from either waiting list in accordance with the oversubscription criteria as set out in our published admissions policy.

From the start of the Autumn term, until the **end of the first academic year**, the waiting lists are maintained by the school and all students will remain on the lists until the end of the first academic year, unless you ask us to remove your son/daughter. If you wish for your son/daughter to remain on the waiting list for the following academic year, you must contact the school by the end of the summer term, otherwise we will remove them.

### **Why didn't my child get a place at Becket Keys C of E School?**

It is understandable that you may be very disappointed that your son/daughter has not been offered a place at Becket Keys C of E School. Our published admission number is 150. We are a highly oversubscribed school and places are allocated in accordance with our published admissions criteria.

Unfortunately, we are unable to discuss individual applications. We are sorry about this and we understand how frustrating it must be for parents and carers, but we must follow the protocols correctly and there is a formal appeals process. Furthermore, with so many disappointed families it would be very difficult for us to offer an individual service to each family who contact us.

The way in which our admissions criteria has been applied in individual cases would be considered at appeal, should you choose to pursue this. There is an independent appeals process which is handled by the Essex 'Statutory Appeals Service'. For further information about appeals, please see below *'What is the appeals process?'*

### **What is the appeals process?**

A guide for parents and carers about the appeals process and the Notice of Appeal Form can be requested from the Statutory Appeals Officer, Po Box 11, Chelmsford CM1 1LX or online via the Admissions pages of Essex County Council's website.

We are unable to discuss individual cases. For further information, please also see the above FAQ *'Why didn't my child get a place at Becket Keys C of E School?'*

### **What is the procedure for 'Mid-Year' Admissions?**

Parents and carers can apply directly to Becket Keys C of E School for 'mid-year' admissions. To make an informal enquiry about the availability of places and operation of waiting lists for 'mid-year' places, please contact the Admissions Department by sending your enquiry to [admissions@becketkeys.org](mailto:admissions@becketkeys.org).

If a place is available and your son/daughter is next on the waiting list, you will be invited for a meeting with the Headteacher. A 'Taster Day' for your son/daughter can also be arranged. A 'mid-year' admissions application form can be found on the Essex County Council website under 'Secondary School Admissions' and should be returned to the school. The school will notify the Local Authority if a place is offered.