

## **Becket Keys Church of England School Admissions Policy 2020-21**

### **Introduction**

RET Becket Keys Church of England Free School Trust (“Becket Keys”) aims to deliver an outstanding Church of England education for children and sixth form students aged 11-18. Information about the school can be found in the School Prospectus available from the school or from the school website at [www.becketkeys.org](http://www.becketkeys.org).

### **Published Admissions Numbers**

The agreed admissions number for Year 7 of the school will be 150. That number of places will be offered in Year 7 annually.

### **Admissions Authority**

As a free school, Becket Keys is its own Admissions Authority and will act fully in accordance with the School Admissions Code, the School Admissions Appeals Code and relevant admissions law as they apply to academies.

### **Children/Students with an Education, Health and Care Plan (EHCP)**

The admission and review of children/students with an EHCP or a statement of special educational needs is dealt with by a completely separate procedure involving parents, schools, the Local Authority and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP (or statement) by the child/student’s home Local Authority. Details of this separate procedure are set out in the Special Educational Needs and Disability Code of Practice.

### **How to apply**

For applications to Year 7 in the normal admissions round, parents should apply online using the Essex County Council Education Portal or online to the relevant Local Authority for the area in which they live. A paper application form can also be provided by the home Local Authority. For those resident in Essex, details of the co-ordinated admissions scheme are published by Essex County Council in the “Secondary Education in Essex” booklet, available to download at [www.essex.gov.uk](http://www.essex.gov.uk).

Applications for Year 7 in September 2020 must be received by the Local Authority by the National Closing Date which is 31<sup>st</sup> October 2019.

Additionally, for applications to Becket Keys to be considered under the “Faith Criterion”, (as set out at 5) of the Oversubscription Criteria detailed below), a Supplementary Information Form must be submitted directly to the school by midday on the last working day of November 2019. The Supplementary Information Form can be obtained from the school or from the school website: [www.becketkeys.org](http://www.becketkeys.org).

## Oversubscription Criteria

Where the number of applications for admission is greater than the places available and after the agreed admission of any children/students with an EHCP, the following oversubscription criteria will be applied in the order below:

**1)** A “looked after child” or a child/student who was “previously looked after” (i.e. immediately after being “looked after” became subject to an adoption, child arrangements order or special guardianship order), at the time of making an application to the school. A “looked after child” is a child/student who is (a) in the care of the 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).

**2)** Children/Students for whom it is essential to be admitted to this school because of special circumstances to do with significant medical needs evidenced by written professional advice from a doctor or other health professional, explaining why these needs can realistically only be met by Becket Keys.

**3)** Children/Students whose parents have been granted Founders’ status of the school by the Secretary of State.

**4)** Children/Students with a sibling attending the school at the time of their own application and where there is a *reasonable expectation* that the sibling will still be in attendance at the time of the admission. 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 and address.

**5)** Becket Keys is a faith school (Church of England) and after the application of 1, 2, 3 and 4 above, up to 50% of the remaining places will be offered to children/students who meet the Faith Criterion. The Faith Criterion is based on the regular Church attendance of either the child/student’s parent(s) OR the child/student (e.g. where the child/student attends with a grandparent). A Priest/Minister’s reference confirming attendance should be submitted via the Supplementary Information Form, which can be obtained from the school office or downloaded from the school’s website at [www.becketkeys.org](http://www.becketkeys.org). This must be returned to the school to: The Admissions Department, Becket Keys Church of England School, Sawyers Hall Lane, Brentwood, Essex, CM15 9DA, before midday on the last working day in November (29<sup>th</sup> November 2019).

This Faith Criterion will be applied in the following order:

**i)** Fortnightly attendance at a Church of England church in the Brentwood Deanery or former Ongar Deanery for at least two years at the closing date for applications, (midday on the last working day in November 2019). A Priest or Minister will need to sign the Supplementary Information Form, confirming the attendance of the parent(s) OR the child/student and this should be submitted to the school, as described in 5) above. (A list of churches in these two Deaneries is included in the “notes” to this admissions policy).

ii) Fortnightly attendance at another Christian Church (which is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance) for at least two years at the closing date for applications (midday on the last working day in November 2019). A Priest or Minister will need to sign the Supplementary Information Form, confirming the attendance of the parent(s) OR the child/student and the form must be submitted to the school, as described in 5) above.

If more applications are received than there are places available, then they will be offered in order of distance from the school, those living closest being offered places as a priority; distances will be measured by the following method: All distances are straight line distances, calculated by the Local Authority's geographical information system used as part of the co-ordinated admissions scheme, which accurately measures the distance from the address point of the child/student's home address to the address point of the school using data provided by Ordnance Survey. Further details of this process are set out in the "Secondary Education in Essex" booklet, available to view at [www.essex.gov.uk](http://www.essex.gov.uk).

6) After the application of criteria 1, 2, 3, 4 and 5 listed above, the remaining places will be offered to any other children/students. If more applications are received than there are places available, then they will be offered in order of distance from the school, those living closest being offered places as a priority; distances will be measured by the method described in 5) above.

### **Sixth Form Overview & Entrance Requirements**

The Sixth Form aims to continue the school's motto of "Faith in Learning" whilst supporting students to become young adults equipped with the confidence and qualifications they require to make the most of the opportunities available to them when they leave school.

Becket Keys will give priority to applications from internal students who have attended Year 11 of the school during the full 2019/20 academic year. Becket Keys will also accept applications for entry to the Sixth Form from external students. The Published Admission Number for external students for entry to Year 12 in September 2020 will be 35, but more places may be available subject to the take up by internal students.

Acceptance onto a programme of subjects/courses is dependent upon a student having achieved the necessary minimum entry and course requirements. Students should refer to the current Sixth Form Prospectus/Course Guide available from the school office or on the school's Sixth Form website here: [www.becketkeys6th.org](http://www.becketkeys6th.org) for the individual subject requirements. Individual subjects may be limited in the number of students they can accommodate.

## **Application Process for External Students**

To apply, external students should complete and submit the application form on the school's website at: [www.becketkeys6th.org](http://www.becketkeys6th.org). All application forms should be completed and submitted by the midday on the last Friday of the Lent Holiday (21<sup>st</sup> February 2020). External students must meet the same academic minimum entry and course requirements as internal students. Where there are more applications than places available to external students, the "Oversubscription Criteria for External Students" will apply.

## **Oversubscription Criteria for External Students**

Should applications from suitably qualified external students (i.e. those meeting the minimum entry and course requirements) exceed the number of places available to external students, the Oversubscription Criteria (Criteria 1-6) as set out on pages 2/3 of this admissions policy will be applied to those applications in the given order e.g. criteria 1,2,3,4,5i), 5ii) then 6.

The Supplementary Information Form referred to in criterion 5) (Faith Criterion) should be completed by the Priest/Minister confirming the church attendance of the parent(s) OR the student and returned to the school as described in criterion 5), save for the deadline will be the same deadline as given for the Sixth Form Application Form, which is midday on the last Friday of the Lent Holiday (21<sup>st</sup> February 2020).

## **Notes to the Admissions Policy**

### **Definition of "Parent"**

All references to "parent" within this policy includes the person who has parental responsibility and/or the carers of the child as defined in Section 576 of the Education Act 1996. Where the plural of the term is used (i.e. 'parents' this includes the use of the singular term as well (i.e. 'parent').

### **Distance tie-breaker**

If more applications are received than there are places available under any criterion, then the available places will be offered in order of distance from the school, those living closest being offered places as a priority. All distances are straight line distances, calculated by the Local Authority's geographical information system used as part of the co-ordinated admissions scheme, which accurately measures the distance from the address point of the child/student's home address to the address point of the school using data provided by Ordnance Survey. Further details of this process are set out in the "Secondary Education in Essex" booklet, available to view at: [www.essex.gov.uk](http://www.essex.gov.uk). Should there be a "tie" between two or more applications for a place in any category, then the place will be allocated by "random allocation" – the process being conducted by a body independent of the school.

## **Home Address**

The home address is where the child/student spends the majority of their 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/student 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/student is registered with a doctor. Should proof of address be required, documentation will be requested to secure the place, as detailed in the “Secondary Education in Essex” booklet, available to view at [www.essex.gov.uk](http://www.essex.gov.uk).

## **Offer of Year 7 places**

All applications received after the National Closing Date for applications will be considered as late applications. Late applications will be considered after those received on time and in accordance with the co-ordinated admissions scheme published by the child/student’s home Local Authority, which for Essex, is published in the “Secondary Education in Essex” booklet, available to view at [www.essex.gov.uk](http://www.essex.gov.uk).

## **Operation of Waiting Lists**

Where in any year the school receives more applications for places than there are places available, a waiting list will operate until at least the end of their first academic year at Becket Keys. From the beginning of the first academic year, this will be maintained by the school and it will be open to any parent to ask for his or her child/student’s name to be placed on the waiting list following an unsuccessful application. A child/student’s position on the waiting list will be determined solely in accordance with the Oversubscription Criteria (as applicable). Where places become vacant they will be allocated to children/students on the waiting list in accordance with the Oversubscription Criteria.

## **Appeals**

Parents who fail to gain a place for their child/student at Becket Keys can appeal to an Independent Appeals Panel. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Parents who wish to appeal must set out the grounds for the appeal in writing within 20 school days from the date of notification that the application was unsuccessful, using the school’s Appeal Form (available to download from the school’s website [www.becketkeys.org](http://www.becketkeys.org) or by requesting a copy from the school) and it should be returned to the school at the following address: The Clerk to the Independent Appeal Panel, c/o Becket Keys Church of England School, Sawyers Hall Lane, Brentwood, Essex CM15 9DA. Details of the school’s appeals timetable can be found on the school’s website at [www.becketkeys.org](http://www.becketkeys.org).

## **“In-year” admissions**

Parents may apply for a place for their child/student at any time outside the normal admissions round. In- year applications should be made directly to the school using the “Mid-Year Admissions Form” available from Essex County Council’s Admissions Department or this can be downloaded at [www.essex.gov.uk](http://www.essex.gov.uk). Should parents wish for their child/student’s in-year application to be considered under Criterion 5) (Faith Criterion) of the Oversubscription Criteria, they should ask their Priest/Minister to complete the school’s Supplementary Information Form as detailed in Criterion 5) and return this to the school with the Mid-Year Admissions Form at the following address: Admissions Department, Becket Keys Church of England School, Sawyers Hall Lane, Brentwood, Essex, CM15 9DA.

If there are no spaces available at the time of the application, the child/student’s name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the children/students on the waiting list in accordance with Oversubscription Criteria detailed in this admissions policy. Priority will not be given to children/students on the basis that they have been on the waiting list the longest.

## **Children/Students educated outside their chronological age group**

Any application for a child/student to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances.

## **Faith Criterion**

The Faith Criterion at 5i) and 5ii) of this policy are based upon the regular church attendance of either the parent(s) OR the child/student. Whilst we know that families often attend services together, the criterion also takes into consideration those children/students who are seeking a faith place but whose parents do not attend church and in these cases, clergy are asked to consider the child/student’s attendance alone when completing the Supplementary Information Form. Examples of this could include children/students who attend services with grandparents or external students applying to our Sixth Form who may attend services without their parents.

With reference to 5.i) of the Faith Criterion, the Anglican Churches which constitute the Brentwood or former Ongar Deanery are listed below and listed on the Supplementary Information Form:-

<b>Brentwood Deanery</b>	<b>Former Ongar Deanery</b>
Bentley Common, St Paul	Blackmore, St Laurence
Brentwood, Immanuel Church	Bobbingworth, St Germain,
Brentwood, St George	Chipping Ongar, St Martin,
Brentwood, St Thomas of Canterbury	Fyfield, St Nicholas
Buttsbury, St Mary	Greensted juxta Ongar, St Andrew,
Childerditch, All Saints	High Laver, All Saints,
Doddinghurst, All Saints	High Ongar, St Mary the Virgin
East and West Horndon, St Francis	Little Laver, St Mary the Virgin
Fryerning, St Mary the Virgin	Magdalen Laver, St Mary Magdalen
Great Warley, St Mary the Virgin	Matching Green, St Edmund

Hutton, All Saints and St Peter	Matching, St Mary,
Ingatestone, St Edmund and St Mary	Moreton, St Mary the Virgin,
Ingrave, St Nicholas	North Weald, St Andrew
Ingrave, St Stephen	Norton Mandeville, All Saints
Kelvedon Hatch, St Nicholas	Shelley, St Peter,
Little Warley, St Peter	Stanford Rivers, St Margaret,
Margaretting, St Margaret	Stapleford Tawney, St Mary the Virgin,
Mountnessing, St Giles	Stondon Massey, St Peter & St Paul
Navestock, St Thomas	Theydon Mount, St Michael
Shenfield, St Mary the Virgin	Willingale, St Christopher, with Shellow and Berners Roding
South Weald, St Peter	
Warley, Christ Church	