

Becket Keys Church of England School Church of England School
Admissions Policy 2017/2018

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

All children with an Education, Health and Care Plan (or a statement of Special Educational Need) that names Becket Keys Church of England School will be offered a place at the school in line with the statutory duty as laid down in relevant law.

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. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order. A looked after child is a child 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), at the time of making an application 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 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 whose parents have been granted Founders' status of the school by the Secretary of State.

4. 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.

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 applicants who meet the "faith criterion". The faith criterion is based on regular Church attendance and 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 to the school before midday on the last working day in November 2016; again details are on our website. 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, which is the last working day in November 2016. A priest or minister will need to sign the supplementary information form, confirming the attendance and the form must be submitted to the school before midday on the last working day in November 2016 (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, which is the last working day in November 2016. A priest or minister will need to sign the supplementary information form, confirming the attendance and the form must be submitted to the school before midday on the last working day of November 2016.

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:

As part of the coordinated 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.

6. After the application of criteria 1, 2, 3, 4 and 5 listed above, the remaining places will be offered to any other applicants. 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.

7. Sixth Form Admissions Policy

September 2017

Becket Keys will welcome applications from internal students who have attended Year 11 of the school during the 2016/2017 academic year. Becket Keys will also accept applications for entry to the Sixth Form from external applicants. The Published Admission Number for external applicants for entry to Year 12 in September 2017 will be 15, but more places may be available subject to the take up by internal applicants.

Acceptance onto a programme of subjects/courses is dependent upon a student having achieved the necessary entry requirements. Students should refer to the Sixth Form Prospectus for the individual subject requirements. Individual subjects may be limited in the number of students they can accommodate.

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will apply:

- i. Looked After and previously Looked After Children, as defined in 1. above
- ii. Significant Medical Needs, as defined in 2. above
- iii. Any other applicants

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 outlined in 5. above.

Notes to the Admissions Policy

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 home address to the relevant point, distance being measured in a straight line from the middle of the front door of the pupil's accommodation to the relevant point. For this purpose, the ground floor is considered closer than the first and so on. Should there be a 'tie' between two or more applicants 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 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.

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/carer 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.

Appeals

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

Faith Criterion

The faith criterion is based on the regular Church attendance of a parent and a Church/Priest's reference confirming attendance will need to be submitted via our supplementary information form, which can be downloaded from our website.

Anglican Churches which constitute the Brentwood or former Ongar Deanery are listed below:-

Brentwood Deanery	Former Ongar Deanery
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	