

Year 7 Admission Arrangements

2019/2020 Academic Year

Sir Frederick Gibberd College

www.bmatsfg.org.uk



Introductory statement

Sir Frederick Gibberd College (SFG) is a partner in the Burnt Mill Co-operative Academy Trust (BMAT) and BMAT is the admissions authority referred to throughout this document. This policy reflects BMAT's mission, which is to work together to smash through the barriers that prevent our children from becoming confident, high achieving and independent individuals. BMAT's vision is of a community of schools which provide an outstanding education for every individual attending an Academy Trust school. BMAT schools will be places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding. Our core values of: Self Help, Self-Responsibility, Democracy, Equality, Equity and Solidarity underpin our Academy Trust, drive our policy making and inform our unshakeable belief in the intrinsic worth of every individual within our community. Our students will be inspired to achieve excellence in all their endeavours within an innovative, creative, and supportive environment. All schools, both in the primary & secondary phases are committed to working in partnership.

Admission number(s)

The school has an admission number of 120 for entry in year 7.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

For admissions in September 2019, BMAT will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other preferences of school in addition to a separate application for this school.

Applications for this school should be sent to Helen Kempson at the following address: Burnt Mill Academy Trust, Velizy Avenue, Harlow, Essex, CM20 3EZ or kempsonh@bmatrust.org.uk

The closing date for applications is 31/10/2018

Offers will be made on Friday, 1st March 2019. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement. All applicants who apply to the Local Authority for other schools will receive a firm offer of a school place from their Local Authority, alongside a conditional offer from Sir Frederick Gibberd College, subject to admission policies and criteria.

The application form can be downloaded from www.bmat.sfg.org.uk. Hard copies of the form are also available upon request by telephoning: 01279 307244.

Oversubscription criteria

The criteria in this section apply to year 7 entry phase of the school. The school is not admitting pupils to other year groups in 2019.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to children attending the following feeder schools (in alphabetical order):
 - a. Abbotsweld Primary Academy
 - b. Hare Street Community Primary School
 - c. Katherine's Primary Academy and Nursery
 - d. Latton Green Primary Academy
 - e. Longwood Primary Academy

Straight line distance between the home and SFG will be the determining factor in the ranking of applicants from the above primary schools.

3. Priority will next be given to children living nearest to the school. Distance is measured from the child's home to the front gates of the school in a straight-line. Distances will be measured, using the Local Authority's Geographical Information System. The School's address for the purpose of the distance calculation will be the permanent site at Tendring Road, Harlow Rd, CM18 6RW.
4. Other children

Tie-break

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-4 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.'

Note: We will admit over the Published Admissions Number (PAN) where children of multiple births are tied for the final place.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

Included with the application form, parents should request that the child is admitted to another year group (they should state which one), and the reasons for that request. Parents must submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social, and emotional development, including their prior learning if recently admitted to the country from abroad;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The school will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. For example, an application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

Waiting lists

The school will operate a waiting list for year 7 children. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Helen Kempson, Burnt Mill Academy Trust, Velizy Avenue, Harlow, Essex, CM20 3EZ or kempsonh@bmatrust.org.uk for information on how to appeal. Information on the timetable for the appeals process is on our website at: www.bmatsfg.org.uk.

Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.