



## WEST HATCH HIGH SCHOOL

### ADMISSIONS CRITERIA 2019-20

The admission oversubscription policy is as follows:

**Published Admission Number: 249 for Year 7 September 2019 entry**

**Published Admissions Number (PAN) for Years 9 – 11 will remain at 189**

Year of Entry	Year Group	PAN	Year Group	PAN
September 2019	7 and 8	249	Year 9, 10 and 11	189
September 2020	7, 8 and 9	249	Year 10 and 11	189
September 2021	7, 8, 9 and 10	249	Year 11	189
September 2022	All Years	249	-	-

**Where the number of applications for admission is greater than 249 for 2018, applications will be considered against the following order of criteria set out below:-**

- 1. Looked after children and previously looked after children**

A Looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989).

A previously looked after child is a child that immediately after being looked after became subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria, in accordance with the School Admissions Code (Dec 2014).
- 2. Siblings**

A relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends West Hatch High School in any year group, irrespective of place of residence. A sibling link to a child in Year 11, or Year 12, will only be taken to exist at the time of application and determination where the brother or sister has completed their statutory education at West Hatch High School and where there is an intention that the Year 11 child will be returning to the school for a post 16 course of study.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

In the case of twins or triplets etc, both or all will be offered places.
- 3. Children of Staff**

Children of members of staff who have been employed at the school for two or more years at the time at which application for admission is made, or who are recruited to fill vacant posts for which there is a demonstrable skill shortage.

4. Children living in the Priority Admissions Area (map available on the school's website)
- West Hatch operates a Priority Admissions Area. Within this criterion, children will be ranked in distance order for admission by straight line distance within the Priority Admissions Area. Those living nearer will have a higher priority, starting with the nearest first.
- All straight line distances are calculated electronically by the local authority using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the co-ordinates of each individual property and the school. Distances are reported in miles to three decimal places.
- In the unlikely event of applicants with an identical distance competing for a single place at a school, the place will be offered to one applicant on the basis of lots drawn by a member of school staff not involved in admissions, with the exception of twins, triplets etc.
5. Remaining applications
- In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from the home to school, with those living nearest having highest priority.
- In the event of undersubscription within any of the above criteria, priority will be determined by straight line distance from the home to the school, with those living nearest having the highest priority, and without regard to the Priority Admission Area.
6. Waiting List
- A waiting list will be kept by the Local Authority for the first week of the Autumn Term only and the school will maintain this waiting list for the remainder of the year.

*Exceptional medical or special circumstances may override the above if fully supported by professional documentation.*

*Children with an Education, Health & Care Plan will normally be admitted to the school providing the school can meet the child's needs.*

*Unsuccessful applicants have the right to an independent appeal using the form provided by the school.*

*All New Year 7 applications should be made via your Local Authority in the first instance using the online facility on their website. A second form (Evidence of Address Form) must be completed and sent directly to the school. See attached.*

Review Date: Annually

Last Consultation: January 2018

Consultation: Every 7 Years (due 2025)

**WEST HATCH HIGH SCHOOL - EVIDENCE OF ADDRESS FORM  
FOR ENTRY IN YEAR 7 - SEPTEMBER 2019**

**\*\*\* Please ensure you have completed your Local Authority Online Application \*\*\***

1. **CHILD'S FORENAMES (in full):** ..... **DATE OF BIRTH:** .....  
**SURNAME:** ..... **GENDER:** Male / Female (*please circle*)  
**ADDRESS:** .....  
*(Child's main residence as defined in the School Prospectus)*  
..... **POSTCODE:** .....

**Primary School:** ..... **Phone Number:** .....

2. **Mother: (Mrs/Ms/Miss/Other) Forename** ..... **Surname** .....  
**Home Telephone:** ..... **Mobile Number:** .....  
**Email Address:**

**Father: (Mr/Other) ) Forename** ..... **Surname** .....  
**Home Telephone:** ..... **Mobile Number:** .....  
**Email Address:**

3. **Local Authority serving address of child's main residence:** Epping Forest / Redbridge / Other  
*(please circle)*

4. **Do you rent this property? Yes / No (please circle)**  
*If yes, please provide a copy of your tenancy agreement/recent statement*  
**Tenancy From (date)** ..... **To (date)** .....

---

Please provide the following most recent **within the last six months:**  
**Original Council Tax Bill**  **Two Original utility bills**  **Child's Original Birth Certificate**

e.g. Gas, Electric, Water - printed statements from online accounts accepted, TV licence, Driving Licence which includes current home address

5. **Sibling Name(s):** The names of any brothers or sisters who are currently in Year 7-11, or Year 12, where the brother or sister completed their statutory education at this school:

Sibling Name	Relationship	Date of Entry	Year / House / Form

**6. Exceptional Individual Medical or Family Circumstances:** Any other information relating to your application must be stated here (the Admissions Committee may consider an application which does not meet the normal criteria outlined in our Prospectus and on our website at [www.westhatch.essex.sch.uk](http://www.westhatch.essex.sch.uk)) *Evidence of any Exceptional Circumstances must be provided. Please attach additional pages if required.*

.....

.....

.....

.....

**8. DECLARATION:** I enclose the documents requested for my son/daughter, including a recent Original Council Tax Bill and Two recent Original Utility bills covering a period within the last six months. I declare the above facts to be true and understand and accept the admissions arrangements as outlined in the school's prospectus. I will provide any further documentation that the Governors of the Admissions Committee may request and understand that the Committee reserves the right to deem this application invalid, or to withdraw a place offered, if any information provided in this application proves to be inaccurate.

**Signed (Parent):** ..... **Print Name:** .....

**Date:** .....

**OUR CLOSING DATE IS FRIDAY 9th NOVEMBER 2018:** Your completed form and all original documents should be sent by post, preferably via Recorded Delivery, or brought into the school in person by this date. Your original documents will be photocopied and returned to you and will be acknowledged by letter with a reference number.

**Contact:** Admissions Secretary, West Hatch High School, High Road, Chigwell, Essex IG7 5BT

**PLEASE NOTE** This is not an application form; however, you must complete this form if you name West Hatch High School as one of your preferences on your Local Authority Common Application Form

**To apply to your Local Authority go online to:**

**Essex County Council Residents**  
**Website: [www.essex.gov.uk](http://www.essex.gov.uk)**  
**The deadline is 31/10/2018**

**London Borough of Redbridge Residents**  
**Website: [www.redbridge.gov.uk](http://www.redbridge.gov.uk)**  
**The deadline is 31/10/18**

**For Office Use Only**

Internal Form No:	
Date Received:	
CT/BC/UBs Checked:	
Date Acknowledged:	

<b>PAA</b>		LAC	SEN	Sta	Sib	SC	A	B	C1	C2	D1	D2	E	F	G	H	O
Yes																	
No																	