



# West Hatch High School

## ADMISSIONS POLICY 2025-26

### **INTRODUCTION**

West Hatch High School is an Academy school, and therefore is its own admissions authority, independent of the Local Authority (LA), in this case, Essex. Although formal responsibility for admissions lies with the school's Governing Body, the Governing Body has appointed an Admissions Committee to administer the process of admissions to the school on its behalf. The Governing Body has given the Admissions Committee full delegated authority to do this, and to also set admissions criteria for the school. This authority covers applications for entry at Year 7 and Year 12. Mid-year applications are currently administered by the school, in line with 2.21 and 2.22 of the School Admissions Code (Sept 2021) and the West Hatch admissions criteria for mid-year applications. These criteria are also set by the Admissions Committee.

### **CONSTITUTION AND ORGANISATION OF THE ADMISSIONS COMMITTEE**

1. The Committee consists of three or more members of the Governing Body, always including the Head Teacher (but who may not act as its Chairman).
2. Since the Committee is not quorate unless three Governors of the Committee are in attendance, vacancies are filled as soon as possible from remaining members of the Governing Body.
3. New members are appointed to the Committee by the Chairman of the Governing Body and then ratified by the Governing Body.
4. The Chairman of the Admissions Committee is elected or re-elected at the start of each academic year.
5. The Committee may co-opt other members of the Governing Body or the staff of the school, to advise and contribute to committee considerations, albeit without voting rights.
6. Although the Committee aims to reach a consensus on each and every issue and decision, the Chairman of the Committee has the ultimate decision if the other two members are split.
7. The Committee has a full time clerk whose duties include the administration of individual applications for committee consideration, and the taking and producing of Committee Minutes.

### **POLICIES OF THE ADMISSIONS COMMITTEE**

1. The Committee shall review annually, in December of each year, the admissions criteria of West Hatch High School, and ensure they are in accordance with, and consistent with the extant Department for Education (DfE) Admissions Code. A six week period of consultation is mandated if changes are made, and consultations should be made every seven years even if no changes have been made.

The consultation process must take place between 1<sup>st</sup> October and 31<sup>st</sup> January of the school year before the new arrangements apply.

2. The admissions criteria and supporting instructions shall be published annually in the school Prospectus, and in any other document, published by the LA or otherwise, as required.
3. The Committee shall at all times consider Year 7 applications for the school in accordance with the admissions criteria in force at the proposed time of entry for the applicant. (The Committee does not consider Year 12 applications since these are predicated on a comparison of examination results against offered grades.)
4. The Committee shall consider all applications fairly and scrupulously, without regard to the race, religion, academic ability and parental circumstances of applicants.
5. The Committee shall at its last meeting of the academic year produce a draft schedule for the following year consistent with the demands of the following year's admissions round. Members of the Committee shall undertake to make themselves available at scheduled meetings, the next of which shall be confirmed at the end of the previous one, and shall advise the Clerk at the earliest opportunity if their attendance is no longer possible, so that meetings may be quickly rearranged.

### **POLICY REVIEW**

The Admissions Committee has full delegated authority from the Governing Body to determine this policy on its behalf.

This policy shall be reconsidered at least annually, in December of each year, at the same time as the admissions criteria.

### **APPENDIX 1 – Admissions Criteria 2025/26**

### **APPENDIX 2 – Evidence of Address Form 2025**



## WEST HATCH HIGH SCHOOL

### ADMISSIONS CRITERIA 2025-26

The admission oversubscription policy is as follows:

**Published Admission Number: 249**

**Where the number of applications for admission is greater than 249 for 2025, applications will be considered against the following order of criteria set out below:-**

1. Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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 (Sept 2021).

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 and the School's expectation 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, we will ensure that both will be offered places. In the case of triplets or other multiple births, if the majority of children can initially be offered a place, we will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

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| 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. This applies to all permanent staff. |
| 4. Children living in the Priority Admissions Area<br><br>(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.  |
| 5. Remaining applications   | Priority for all remaining applicants will be determined by straight line distance from home to school, with those living nearest having highest priority.   |

*For all criterion; straight line distances are calculated electronically (in accordance with the Secondary Education in Essex booklet) 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.*

*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.*

*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 of appeal to an Independent Appeal Panel. Please refer to the School Admissions pages on the Essex County Council website [www.essex.gov.uk](http://www.essex.gov.uk) for further information about appeals.*

*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.*

*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. Where requested by parents a child's application can remain on the school waiting list beyond the remainder of the academic year.*

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## **In Year Admissions to Years 7 - 11**

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In-Year admissions are those that fall outside the normal admission round for a Year 7 place.

When making an in-year application for a secondary school place, parents will need to apply using the Mid-Year Admissions Application Form which is available on our school website. Parents will also need to ensure that the application form is completed in full which includes the Fair Access Protocol form on Page 3 of the Mid-Year Admissions Application Form.

The Fair Access Protocol form must be completed by the child's current/most recent place of education where this was in the UK.

In-Year applications will only be considered inline with the schools Admissions Criteria once the school has received the fully completed form; which must include the completed Fair Access Protocol Form.

Where it is not possible to offer an in-year place due to being full in the year group we will add the application to the waiting list in accordance with our Admissions Criteria as detailed above.

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## **6<sup>th</sup> Form Admissions**

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The entry criteria for West Hatch High School 6th Form is set out within the schools prospectus which is published annually. Admission to 6th Form is the same for students moving from Year 11 at the school and external candidates and is based on academic achievement at GCSE. Prospective students must meet the published criteria to be given entry into the 6th Form.

Review Date: Annually

Last Consultation: December 2023

Consultation: Every 7 Years (due 2030)

**WEST HATCH HIGH SCHOOL - EVIDENCE OF ADDRESS FORM  
FOR ENTRY IN YEAR 7 - SEPTEMBER 2025**

\*\*\* 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: 

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

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

4. Is the above property:

Rented ☐ Owned ☐ Other ☐

*If you rent, please provide a copy of your tenancy agreement/recent statement*

Tenancy From (date) ..... To (date) .....

*If OTHER, please provide full details*.....

Please provide **copies** of the following documents. We only require the main page showing name and address. We **cannot** copy documents or return them to you.  
 We do reserve the right to request to see the original documents if required.

Council Tax Bill  
(most recent)

☐ Two utility bills  
(dated within last 6 months)

☐ Child's Birth Certificate

☐

e.g. Gas, Electric, Water, 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. **DECLARATION:** I enclose the documents requested for my son/daughter, including a recent Council Tax Bill and two recent 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 WEDNESDAY 13<sup>th</sup> NOVEMBER 2024:** Your completed form and all documents should be sent by post, or brought into the school in person by this date.

**Contact:** Admissions Secretary, West Hatch High School, High Road, Chigwell, Essex, IG7 5BT  
**Telephone No:** 0208 504 8216. Option 4  
**Email:** admissions@westhatch.net

**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 31/10/2024**

**London Borough of Redbridge Residents**  
**Website:** [www.redbridge.gov.uk](http://www.redbridge.gov.uk)  
**The deadline is 31/10/2024**