



## **POLICY DOCUMENT FRONTPAGE**

Admissions Policy 2025-2026

**CURRENT POLICY**

**APPROVED BY ALEC HUNTER LOCAL GOVERNING BODY**

**This policy is regularly reviewed following recommended guidelines**



## ALEC HUNTER ACADEMY ADMISSIONS POLICY 2025-2026

- Alec Hunter has Academy status and provides for the needs of pupils within the 11-16 age range.
- The Saffron Academy Trust (SAT) is the school's Admission Authority.
- This policy is formulated in line with the requirements of the School Standards and Framework Act 1998 and follows the guidelines set out in the Code of Practice on School Admissions.
- The school's published admission number (PAN) will be 210 in Year 7.
- The school serves the local community and offers places to students regardless of ability or aptitude; however, the school does not offer a catchment guarantee.
- Except where stated otherwise in this policy, all Year 7 applications should be submitted to Essex County Council, School Admissions, P O Box 4261, Chelmsford, Essex, CM1 1GS.

### Procedure for the Admission of Year 7 Students

- a) Admission will be by application through the Co-ordinated Secondary Admission Scheme, arranged by Essex County Council, School Admissions and Transport.
- b) Essex County Council arranges the procedures to be followed each year.
- c) Parents will be notified of allocation of places during the Spring Term prior to the September admission.
- d) In the case of unsuccessful applications, parents wishing to appeal against the decision must do so by writing to the Admissions Officer for the school within 21 days of the date of the letter notifying them that their application was unsuccessful.
- e) Applications for admissions to Year 7 received after the first week of the new Academic Year should follow the same procedure as admissions to Years 8 to 11.

### Oversubscription Criteria

Pupils with an Education, Health and Care Plan (previously known as a Statement of Special Educational Needs) where Alec Hunter Academy is named in the Plan, will be admitted to the school.

1. Looked After Children and previously Looked After Children.
2. The children of permanent members of the teaching and support staff employed at Alec Hunter Academy where: a) the member of staff has been employed at the school for two or more years at the time when the application for admissions to the school is made; and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children with a sibling attending the school (at the time of application and admission).
4. Children living in the outlying priority admission area of the school. \*
5. Children living in the town priority admission area of the school. \*
6. Children living outside of the school's priority admission area.

**Looked after children** are children who, at the time of making the application, are:

- in the care of the local authority, or
- being provided accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 or the Adoption and Children Act of 2002, or
- became subject to a child arrangements order, or
- became subject to a special guardianship order

This includes children who appear to have been in state care outside England and have ceased to be in state care due to being adopted.

A **sibling** is defined as a child living in the same family unit, in the same family household and address as a child who attends the preferred school in any year group excluding the final year. This includes brothers, sisters, stepbrothers and stepsisters. In addition, biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

\*A map showing the outlying priority admission area and the town priority admission area is available from the school or School Admissions.

### **Tie Break**

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Straight line distances are calculated by the Local Authority for admissions from Year 6 into Year 7 and by the school using [www.freemaptools.com](http://www.freemaptools.com) for all in-year admissions. If two addresses are the same distance from the school, for example a block of flats, the lower door number will be deemed as nearest as logically it will be closer to the ground floor and therefore closer. In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. Each child will be assigned a number and a number will be picked at random to allocate the place.

### **Admissions to Year 8 – 11**

- For mid-year admissions, a mid-year application form needs to be completed and returned directly to the school. A copy of the application form can be requested from:

Alec Hunter Academy  
Stubbs Lane  
Braintree  
Essex  
CM7 3NR  
Tel: 01376 321813

Alternatively, a form can be downloaded from the school's website: [www.alechunter.org](http://www.alechunter.org)

- An application for admission to these year groups will be refused if the intended year group of the applicant has already reached the published admission number (PAN).
- Parents are entitled to request a place outside their normal age group; however, our policy is that we educate students within their correct chronological year group. Parents do not have the right of appeal if they are offered a place at the school, but it is not in their preferred year group.
- Parents/Carers will be asked if they would like their child's name to be added to a waiting list.
- In the event that places become available, applicants will be admitted according to the oversubscription criteria Priority will not be given to children on the basis of the length of time they have been on the waiting list.
- The waiting lists for Years 7-11 will be dissolved at the end of each academic year.

Children with an Education Health and Care Plan (previously known as a Statement of Special Educational Needs), which name a school in the relevant documentation are required to be admitted to the school that is named.

We participate in the Essex Fair Access Protocol which helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place during an academic year, get access to a school place as quickly as possible.

## **Admissions Appeals**

Where applicants are refused a place at the school, parents have a statutory right to appeal against the decision. They should indicate their wish to do so by writing to the Clerk of the Appeal Panel within 21 days of that refusal. Parents/Carers may only submit one application for an academic year unless there are significant material changes to circumstances relevant to the application. Appeal forms may be obtained from the school.

Parents and prospective students are very welcome to visit the school at any time. Please telephone the school to make an appointment.