

# **Admissions Policy**

## **2023-24**



## The Colne Community School & College

### Admission Arrangements for 2023/2024 for entry into Year Seven

#### 1 Making an Application

- 1.1 The Sigma Trust 'the Trust' is the admissions authority for Colne Community School & College, referred to as 'the Academy'. During the normal admissions round, Essex County Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should submit applications online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) and put the Academy down as a preference on the common application form.
- 1.2 The local authority will manage late applications<sup>1</sup> to the Academy.

#### 2 Published Admissions Number (PAN)

- 2.1 The Colne Community School & College has a PAN of 280 for entry into Year 7 for 2023/24. If the number of applications exceeds the PAN, the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 All children who have an EHCP that name the Academy will be provided with a place.

#### 3 Oversubscription Criteria

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

- 3.1 Looked after children and previously looked after children including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>
- 3.2 Children with a sibling attending the Academy who will still be on roll at the date of admission.<sup>3</sup>
- 3.3 Children who reside within the Priority Admission Area.<sup>4</sup>
- 3.4 Children who attend the following schools:
  - Alresford Primary School
  - Brightlingsea Primary School and Nursery
  - Broomgrove Junior School
  - Elmstead Primary School
  - Great Bentley Primary School
  - Millfields Primary School
- 3.5 Children of staff at The Colne Community School & College who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff



member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years' continuous employment with the Academy. Staff contracted in to provide services to the Academy do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter



- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

Parents and prospective students are very welcome to visit the Academy at any time; however, this is not an offer of a placement. Please telephone the Academy to make an appointment.

## **8 Appeals**

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

## **9 Definitions**

9.1 Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.

9.2 A 'looked after child' is a child 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. including those who have been in state care outside of England and ceased to be in state care as a result of being adopted. A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care in England but