

The Bromfords School



2025-2026 Admissions Policy

COMPILED BY: F Cullen	Issue: 9
APPROVED BY: T Parfett (Chair LGB) Date: November 2023	REVIEW DATE: November 2024

November 2023

Changes have been applied to this version of the policy and we are therefore Consulting to remove the paragraph referring to 'Exceptional social or medical circumstances. If no further changes are made by 2028 then re-consultation will be required.

The Bromfords School is an academy within Compass Education Trust Ltd. The governing body is the admission authority for the school. All admissions are administered in accordance with the DfE's Admission Code of Practice, within the co-ordinated admission arrangements organised by Essex County Council (the Local Education Authority "LA).

Admission Arrangements for September 2025

Parents who wish their child(ren) to attend The Bromfords School must apply in accordance with the coordinated Secondary Admission Scheme, operated by School Admissions, Essex County Council, County Hall, Market Road, Chelmsford, Essex, CM1 1QH.

The Governing Body of The Bromfords School will apply the admissions criteria to determine which students should be offered places and in accordance with this policy.

Student Numbers and Procedure

- The school has a Published Admission Number (PAN) of 224;
- The age of admission is 11 years, without reference to ability or aptitude;
- The number of intended admissions for Year 7 commencing 1st September 2025 is 224.
- For September 2023, 614 (expression of interest) applications for admission were received.

The National closing date for applications is 31st October 2024. For children residing in Essex applications should be made using the Common Application Form supplied by Essex County Council. Parents residing outside Essex who wish to apply for a place at The Bromfords School should name the school as one of their preferences on their home Authority's application form. Essex County Council will notify parents of the outcome of their application on 1st March 2025, known as National Offer Day.

Over-subscription

Where applications for admissions exceed the schools PAN, the school admission authority will rank applications received in order of the following criteria to admit students in September 2025:

1. In accordance with the Department for Education's School Admissions Code looked after children (LAC) (1) and all previously looked after children will be offered as first priority. The closest by straight-line distance being given the highest priority. Previously looked after children are children who were looked after but ceased to
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be so because they were adopted (2) (or became subject to a child arrangements order (3) or special guardianship order (4)).

2. Child(ren) of teaching and non-teaching staff who have been directly employed by the school for two or more years at the time of application for admission to the school. Children of staff members who are recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Where a child's main home address (4) (at the time of application for admission to the school) is in the postcode town of Wickford (7):
 - a. students who have siblings attending the school in all year groups (except Year 13) will be given priority over students who do not have siblings and will be offered in order of straight-line distance;
 - b. remaining students in the postcode town of Wickford without siblings will be offered in order of straight-line distance.
4. Where a child's main home address (6) (at the time of application for admission to the school) is outside the postcode town of Wickford (7):
 - a. students who have siblings attending the school in all year groups (except Year 13) will be given priority over students who do not have siblings and will be offered in order of straight-line distance;
 - b. remaining students outside of the postcode town of Wickford without siblings will be offered in order of straight-line distance.

Straight-line distance will be measured using the Local Authority's Geographical Information System.

NB, we adopt the definition of siblings as outlined in the Secondary Education in Essex booklet, details of which are contained in footnote 5

In the unlikely event of two applications with an identical distance competing for a single place at the school the place will be offered to one applicant on the basis of lots drawn by a School Governor not involved in admissions (supervised by an independent scrutineer).

Children with an Education, Health and Care Plan (EHCP) which names the school in their EHCP are required to be admitted by the named school. Therefore, these students will be provided with a place regardless of the admissions criteria mentioned above.

Applications received after the closing date will be regarded as 'late' and treated according to the scheme for co-ordination of admission arrangements operated by Essex County Council.

In the event of over subscription, the Local Authority will hold a waiting list in the order of admission criteria until the end of August 2025 in accordance with the coordinated admissions scheme. Thereafter the school will hold a Year 7 waiting list until the end of the autumn term.

Unsuccessful applicants have a statutory right of appeal to an independent Appeal panel.

Admission to the Sixth Form

The school is proposing to admit 100 in Year 12, including up to 15 who will be admitted for the first time in September 2025. Year 12 students will be admitted only if they meet the entry requirements for the pathway they wish to enrol on as set out in the Sixth Form prospectus. In addition, students must meet specific subject requirements detailed in the prospectus.

Oversubscription Criteria where the Sixth Form is oversubscribed

In the event of oversubscription, existing Year 11 students who meet the entry requirements will be given priority according to their rank order when the above oversubscription criteria are applied. If any places remain, the same oversubscription criteria will be applied to students seeking admissions to the school for the first time.

Procedure for In-Year (Mid-Year) applications

Applications for In-Year admissions to all year groups should be submitted to the Admissions Officer at The Bromfords School. Further information is published on the school website.

Waiting List

1. A waiting list will be held until 31st December of each school year of admission. Applications that are added to the waiting list will be ranked in line with the school's admission criteria as set out above.
 2. Application for admissions to Year 7 from the first school day of the new academic year should follow the same procedure as a mid-year application
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Footnotes:

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 child who was previously looked after but immediately after being looked after ceased to be so as are result of being adopted, or became subject to a child arrangement order or special guardianship order is also considered a LAC child for the purpose of this admission policy. A child is also regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care

whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Siblings are defined as a child living in the same family unit, in the same family household and address as a child who attends the school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission. Biological and adopted siblings who attend the school will also be treated as siblings irrespective of their place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Home address is considered to be the address at which the child resides on a permanent basis or is "ordinarily resident" for the majority of the school week, including overnight.

Postcodes for "postcode town of Wickford" are defined as SS11 and SS12 postcodes.
