

# The Ellesmere Port C of E College



## Admissions Policy 2023-24

### Policy Information:

Date prepared	December 2021
Adopted by Governors	February 2022
Implementation Date	September 2023
Frequency of Review	Annually
Review Date	October 2023

### Approved by Principal:

Cath Green

### Approved by Chair of Governors:

Gordon McGuinness



Frank Field  
Education Trust

# OUR VISION

*To act justly, to love with mercy and to walk humbly  
with our God - Micah 6:8*

At Ellesmere Port Church of England College we seek to build a community of faith where our students have the cultural capital to follow unlimited ideas and dreams. Above all else, we want our students to experience the fullness of life, where the sort of person they become is of paramount importance.

To **BE MORE** is to be a community which aspires to act justly in all situations; to be kind towards those inside and outside the College; and to be open to God's guidance in all areas of our lives.

## **Principles**

The College is committed to ensuring that school places are allocated and offered in an open and fair way and in compliance with relevant legislation and the School Admissions Code.

Prospective applicants for places at the College will be able to look at the admission arrangements for the college and understand easily how places for that college will be allocated.

The College will ensure that their admission arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs from applying for a place at the college.

## **Admission Arrangements**

1. EPC will take part in the co-ordinated admissions arrangements operated by their local authority.
2. EPC has published admission numbers for each relevant age group. This is the age group at which pupils are or will normally be admitted to the school e.g. reception, year 7 and year 12 where the school admits external applicants to the sixth form.
3. If and so far as applications for places at the college do not exceed the number of places an available place at the college will be offered.
4. If and so far as applications for places at the college exceed the number of places available at the college of the applicant's choice, places will be allocated based upon oversubscription criteria. Oversubscription criteria for the college is reasonable, clear, objective, procedurally fair, and complies with all relevant legislation, including equalities legislation.
5. EPC has carefully considered criteria against which to judge applications for places at the college in the event that places at the college are oversubscribed and has decided upon the set of criteria which would be most suitable according to local circumstances.
6. No consultation has been required to be undertaken in relation to the admission arrangement for 23/24 as there are no changes to the arrangements that require consultation under the Schools Admissions code.
7. Once admission arrangements have been determined for a particular school year, they cannot be revised by the admission authority unless such revision is necessary to give effect to a mandatory requirement of this Code, admissions law, a determination of the Schools Adjudicator or any misprint in the admission arrangements. For EPC, changes have only been made to give effect to the mandatory requirement of the School's Admissions Code.

## **Publication and Implementation of Admission Arrangements**

8. The College will publish the admission arrangements for the college on the website as required by the School Admissions Code by the required date of 15<sup>th</sup> March.
9. The College will, in the event that places at the college are oversubscribed allocate places in accordance with the agreed and published criteria.
10. The College will convene an appeals panel in accordance with the requirements of the School Admissions Appeals Code in the event that it receives an appeal from a parent/carer who has been unsuccessful in securing a place at the college for their child.

## **Proposed changes to Admission Arrangements after arrangements have been published**

11. Subject to paragraph 11 once the College's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
  - a) The Academy Trust has consulted those who are required to be consulted above on the proposed variation;
  - b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
    - i) the proposed change;
    - ii) reasons for wishing to make the change
    - iii) any comments or objections to the proposal from those consulted, and
  - c) following such application, the Secretary of State has provided his consent to the proposed variation.
12. The Academy Trust shall, following the prior written agreement or direction of the Secretary of State, vary the College's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
13. Any changes to the College's admission arrangements brought about through the variations processes in paragraphs 10 or 11 above must be published within the College's prospectus and on its website and be communicated within 7 days to those persons who must be consulted.
14. Records of applications and admissions to the College shall be kept by the College for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## **Procedure for admitting students to the College**

### **Admission Number(s)**

15. The Academy Trust has agreed an admissions number of 210 students to year 7 for the College for the year 2023/24 and subject to any changes approved or required by the Secretary of State for subsequent years.
16. The College has capacity for 300 students in the Sixth Form. It will provide places for at least 150 internal students in year 12. Of these places, 10 will be offered to external applicants (the 'admission number'). The college will accordingly provide for the admission of 10 students to the Sixth Form if sufficient requests for entry are received.
17. In any specific year, the Academy Trust may set a higher admission number than the College's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, The Academy Trust will consult with the relevant stakeholders. Students will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply.

### **Consideration of Applications**

18. The Academy Trust will consider all applications for places at the College. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the College to all those who have applied.

## **Procedures where the College is oversubscribed**

### **Admissions to Year 7**

19. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Education Health and Care Plans (EHCP) – [see note (i)], where the College is named on the EHCP, the criteria will be applied in the order in which they are set out below:
  - a) Looked after child or a child who was previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order, or special guardianship order) [see note (ii)].
  - b) Children who attend a feeder primary school, namely Little Sutton Primary and Christchurch Primary.
  - c) Other Christian children.
  - d) Non-Christian children who attend the feeder Christian primary schools, namely Little Sutton Primary and Christchurch Primary school .

- e) Any other children.

**Within each of the categories listed above, the following provisions will be applied in the following order:**

- (i) A sibling attending the College at the time of application will increase the priority of an application within each category, so that the application will be placed at the top of the category in which the application is made after children in (a) [see note (iii)].
- (ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the applicant is made after children in (a) [see note (iv)].

### **Operation of waiting lists**

20. In addition to their right of appeal, those children not successful in securing a place will be offered the opportunity to be added to a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out in 18, not in the order of applications received/added to the list. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Waiting lists for admission will operate throughout the year. The waiting list will be held open until the last day of the summer term. Inclusion on the College waiting list does not mean that a place will eventually become available.

### **Arrangements for admitting students to other year groups, including to replace any students who have left the college.**

- 21. Local authorities will no longer co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.
- 22. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 18 shall apply. Parents whose application is turned down shall be notified in writing of their legal right to appeal.
- 23. Parents/Guardians may seek to apply for their child's admission to the College outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents/carers will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate

course of action will be made by the College who will take into account the circumstances of the case and views of the Principal of the College. Parents do not have the right to insist that their child is admitted to a particular year group.

## **Fair Access Protocol**

24. The College is committed to admitting its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Academy Trust has the power, even where admitting the child would mean exceeding the published admission number.

## **Notes (these notes form part of the over subscription criteria)**

(i) A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.

(ii) A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the Academy Trust) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

(iii) Brother or Sister includes:

(a) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

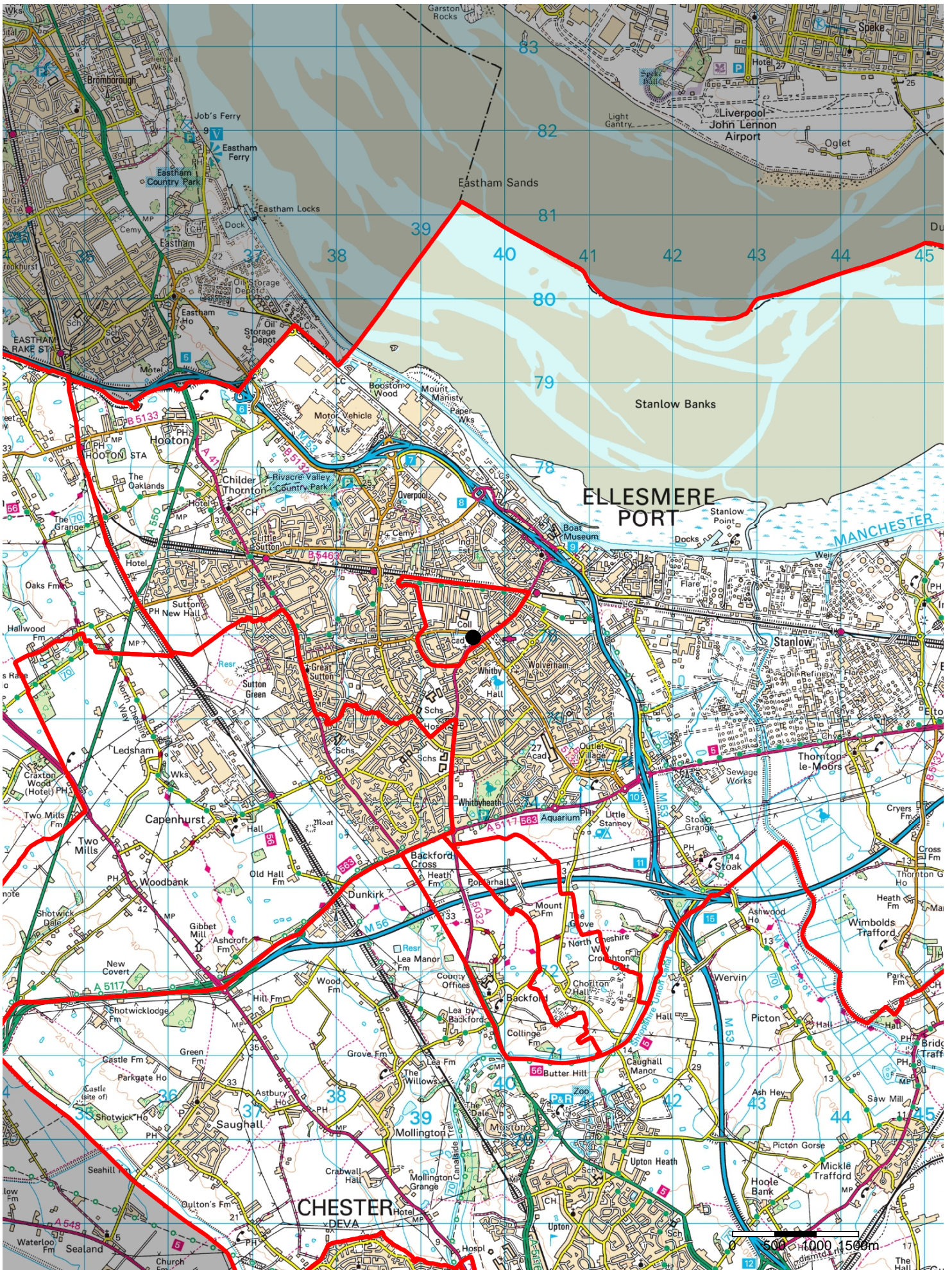
(b) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.

(iv) This applies where the member of staff has been employed at the school for two or more years at the time of which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(v) A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

- (vi) Where applications in other categories, taken in order, take numbers above the admissions number, the tie-breaker to be used is that places will be offered in terms of distance from the school as notified by the LA (measured in a straight line from the centrally plotted Basic Land and Property Unit point (PLPU) of the child's home address to the PLPU point of the school as defined by Local Land and Property Gazetteer (LLPG)).





11/2/2022

