

Admissions policy



Southend YMCA
Community School
building a future

Approved by:	The Headteacher & The Governing Body	Date: July 2024
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Contents

1. Aims.....	2
2. Legislation and statutory requirements.....	2
3. Definitions.....	2
4. How to apply	3
5. Allocation of places	3
6. In-year admissions.....	3
7. Appeals.....	3
8. Monitoring arrangements	3

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the students** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

Schools or other agencies, including local authorities, refer students throughout the year. Students are accepted based on the school being able to meet the needs of the students that have been referred. Where the admissions team feel the needs cannot be addressed the placement will be referred back to the relevant school or agency that has made the initial referral.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with 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 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

4. How to apply

Schools, the local authority or external agencies can apply for a place at the Southend YMCA School for their students. School, the LA and external agencies would need to contact the school to enquire regarding the current spaces available in each year group (Key Stage 4 provision only)

Places will be offered based on the needs of the student and the ability of the school to meet these needs.

5. Allocation of places

5.1 Admission number

The school has an agreed admission number of 50 students for entry in for the whole school.

5.2 Selection and banding (optional)

Students will be placed in the best class for their need based on the information provided during admission.

5.3 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will still have a full review for a placement based on their individual needs and the impact on our current students.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to students that have looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school requires supporting evidence if you are making an application on the basis of social or medical need.
3. Priority will next be given to children who from schools that have previously referred.

6. In-year admissions

Schools, the LA and external agencies can apply for a place for a child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the students on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

7. Appeals

If a child's application for a place at the school is unsuccessful, the party referring will be informed why admission was refused. There are no grounds to appeal and parents, the school, the LA and external agencies should look for alternate arrangements.

8. Monitoring arrangements

This policy will be reviewed and approved by the Headteacher when necessary change or updates are relevant.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.